



ACT Government Gazette

Gazetted Notices for the week beginning 04 July 2019

VACANCIES

Calvary Health Care ACT (Public)

Anaesthetics

Executive Level Staff Specialist \$164,470 - \$202,960, Canberra (PN: Expected)

Gazetted: 04 July 2019

Closing Date: 28 July 2018

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

Reference Number: 21958

Contact Officer: Dr Andrew Watson 02 6201 6352 andrew.watson@calvary-act.com.au

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

Clinical Governance and Quality Unit

Clinical Performance and Risk Officer

Executive Level ASO 4 \$70,359 - \$76,184, Canberra (PN: Expected)

Gazetted: 04 July 2019

Closing Date: 16 July 2019

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

Reference Number: 22020

Contact Officer: Lynnet Bridgfoot 6201 6924 Lynnet.Bridgfoot@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

CIT Industry Engagement and Strategic Relations

CIT Industry Engagement and Strategic Relations Management

Digitalisation Program

Project Support Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44243)

Gazetted: 05 July 2019

Closing Date: 19 July 2019

Details: An exciting opportunity exists for an experienced person to fill a part time role of Project Support Officer in the Digitalisation Team of the Canberra Institute of Technology. The Digitalisation program is responsible for implementing better ICT services for Canberra Institute of Technology (CIT) students and staff. The successful applicant will have experience in project support within in a public service setting and relationship building skills to ensure effective outcomes. The successful applicant will display all of the CIT cultural traits (customer centric, collaborative, trusted, professionalism, adaptable, accountable and inspirational) and signature behaviours that underpin the ACT Public Service (ACTPS) Code of Conduct. Applicants wishing to job share within CIT or ACT Government are encouraged to apply. 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 is a temporary part-time position available for immediate filling for a period of 12 months with the possibility of extension for a further 12 months. This position is part-time at 18:22 hours per week and the full-time salary noted above will be pro-rata.

How to Apply: To apply for this position, please provide a curriculum vitae and statement of response against each of the Selection Criteria (limit 2 pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Penny Neuendorf (02) 6207 4041 penny.neuendorf@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.

Education and Training Services

Technology and Design

Cyber Security and Virtual

Trainee Co-ordinator

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 40042)

Gazetted: 04 July 2019

Closing Date: 11 July 2019

Details: The Canberra Institute of Technology (CIT) Centre for Cyber Security and Virtualisation delivers a range of nationally recognised training course in Cyber Security, Games and Virtual world (programming). This involves training such as Security scripting, penetration testing, communication, network security, Offensive network security, Cryptography, Project architecture, IT Project Management. Courses are offered at the Certificate IV, Degree and Graduate Certificate level through profile funding, commercial or a traineeship. Course delivery includes face to face and a variety of flexible learning options for students, employees and employers. The Centre also works closely with the CIT ICT Department to facilitate traineeships for current and/or potential private of government employees in the fields of ICT and Cyber Security. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the *Standards for RTOs 2015*. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). 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 and Development (or equivalent). Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable: Diploma, or Bachelor Degree or higher qualification in ICT or Cyber Security; Diploma of Vocational Education and Training; or Experience in coordinating ICT/Cyber Security Apprenticeships/Traineeships

How to Apply: All applicants are required to address the Selection Criteria (maximum of 300 words per criteria), along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Dace-Lynn (02) 6207 3741 fiona.dace-lynn@cit.edu.au

Corporate Services

Corporate Finance

Financial Accountant

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 23842)

Gazetted: 09 July 2019

Closing Date: 23 July 2019

Details: Canberra Institute of Technology (CIT) is seeking to recruit an outstanding finance professional. The primary focus of the role is financial reporting and analysis that includes not just reporting the numbers, but interpreting and providing the relevant narrative to non-financial professionals. Liaising with internal personnel and external parties such as auditors and ACT Treasury is a key part of the role. Established skills in the preparation of Financial Statements, notes, reconciliations and associated tasks are essential. Monthly, quarterly and end of

year reporting (including supporting the budget and forecasting functions) are key responsibilities of the role, as is taking responsibility for applying, maintaining and updating relevant policies. Your experience will include not only understanding the debits and credits side of things but also about the qualitative side of financial and management reporting, such that the leadership team can fully rely on the accuracy, timeliness and relevance of the information presented. Exceptional and up to date skills in Excel are essential, as is the ability to use Word to generate professional reports and official documents. Also essential is the ability to maintain appropriate records management practices with tools such as Outlook and HPE Content Manager (formerly TRIM). CIT operates in both Government and commercial worlds and the successful applicant must demonstrate an understanding of finance and accounting requirements for commercial operations. Dual-sector experience will be highly regarded. Technical expertise, agility, adaptability, a keen eye for detail, and the ability to confidently communicate at all levels both internally and externally are all key requirements. The successful candidate will also be able to think outside of the square, demonstrate initiative, show commitment, be proactive, be flexible and must show over and above, drive and energy to support CIT's goals. The right person for the role will be a post associate member of a peak accounting body (e.g. CPA Australia or CAANZ) and must be able to work both autonomously and within a team environment and will be able to hit the ground running. 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: A recognised tertiary qualification(s) in Accounting/Commerce/Finance is mandatory. Membership of a peak accounting body (e.g. CPA Australia/CAANZ) or progress towards post-Associate membership is highly desirable. (Qualifications checks including requesting documentary evidence may be required).

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. The position is based at CIT's headquarters on the Reid campus directly adjacent to the City, and features free staff car parking, an annual two-week Christmas/New year shutdown additional to the standard four weeks' annual leave. Occasional travel to and from other CIT campuses (see <https://cit.edu.au/about/locations>) may be required from time to time. To learn more about CIT including its structure, strategic vision and cultural traits, visit <https://cit.edu.au/about/publications>. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Interested applicants should (along with their curriculum vitae) submit a written response to the Selection Criteria shown in the accompanying Position Description. Contact details of two referees including your most recent direct report/manager should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karl Caig (02) 6207 3363 karl.caig@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Partnership Services Group

Service Desk

HR and Finance Service Desk Team Leader

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 07153)

Gazetted: 05 July 2019

Closing Date: 12 July 2019

Details: Shared Services is currently seeking expressions of interest from suitably experienced applicants for the role of Human Resource and Finance Service Desk Team Leader within the Shared Services Service Centre. The role is to lead and empower the team to deliver high quality customer service experience, achieve business goals, promote a culture of continuous improvement and mentor staff in a fast paced environment. Applicants for the role should have a proven track record of providing customer focused front line services. Please review the position description for further details about the role and the capabilities required to perform the duties and responsibilities of the position.

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

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

Applications should be submitted via the Apply Now button below.

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

Shared Services ICT

Technology Services

Applications Service Delivery

Citrix Engineer

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 19604)

Gazetted: 09 July 2019

Closing Date: 16 July 2019

Details: Shared Services Applications Service Delivery (ASD) are seeking an experienced and self-motivated person to undertake the role of a Citrix Engineer. The successful applicant will be expected to provide support, operational management and troubleshooting of the Citrix environment within 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, culturally diverse people and those who identify as LGBTQIA are encouraged to apply.

Eligibility/Other Requirements: The successful applicant will need to hold or be able to rapidly obtain an ACT Government Baseline Security Clearance.

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

How to Apply: After reviewing the Position Description please provide a written pitch to the "What You Require" capabilities in the Position Description, while reflecting on the "What You Will Do" section. Describe your experiences and claims of suitability. Applications should be limited to an applicant curriculum vitae and not more than three pages of capability responses.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Waugh (02) 6205 4503 adrian.waugh@act.gov.au

Shared Services

Finance and Payroll Services

Accounts Receivable and Debt Management

Coordinator, Business Intelligence and Support

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 07164)

Gazetted: 08 July 2019

Closing Date: 15 July 2019

Details: Accounts Receivable and Debt Management, Shared Services Finance is on a path of gradual and increasingly radical change in response to the increasingly dynamic needs of directorate customers and constituents. In order to better position Shared Services to deal flexibly and effectively with the emerging challenges of our operating environment it is important that we move to a customer-strategy business model. Managing relationships with customers, building Shared Services' value by building directorate customer value, and building trust are all achieved through better interactions. Learning relationships for the future rely on succeeding at interacting with customers as part of an ongoing process that involves both Shared Services Finance and our customers deepening and broadening our awareness and involvement with each other, integrating across

the various touchpoints of Accounts Receivable and Debt Management. If this is a journey you want to be part of, then this could be the job opportunity for you to apply your skills and knowledge. 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 a relevant discipline is desirable. An ACT Government CMTEDD Baseline security clearance is required for this position.

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

How to Apply: In no more than two pages, send us your pitch outlining your experiences to tell us how you will fulfil the requirements for this role (as detailed in the 'What you require' section of the Position Description), along with a current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alan Ross (02) 6205 1239 alan.ross@act.gov.au

Corporate

Corporate Management

Governance

Governance Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 18573)

Gazetted: 08 July 2019

Closing Date: 22 July 2019

Details: If you have a passion for providing enabling services in a corporate environment, then this could be the role for you. As a Governance officer within Corporate Management you will be responsible for co-ordinating the review and update of divisional register risk registers and divisional level business continuity plans. In addition, you will be responsible for facilitating the testing of divisions business continuity plans and providing support to the Agency Security Advisor (ASA) with administrative functions such as overseas travel. A big part of our role is to provide advice to and answer queries from our directorate customers. Corporate is a progressive division that regularly looks at ways in which we can improve the way we work. This could mean that you will be able to work on some exciting new projects to better deliver our services. 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: Formal qualifications in Business Continuity, Risk Management, Security, Audit or any other related field would be well regarded.

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

How to Apply: Applications are sought from potential candidates and should include: A statement of claims against the selection criteria; a current curriculum vitae; and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Friend (02) 6207 8494 angela.friend@act.gov.au

Shared Services

Partnership Services Group

Customer Support Services

Website Developer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 37220)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: Customer Support Services are looking for an experienced Web Developer with a background of working in an online content management system. Our team is passionate about innovation and improving the delivery of Shared Services across the ACT Government which provides Finance, Human Resources and Information Communication Technologies to approximately 22,000 internal customers. The role focuses on the development and management of the award-winning Shared Services website which manages 800 interactions on a daily basis

and supports multiple processes across a range of products and services. If you're seeking an opportunity to join a dynamic team with a major role in transforming service delivery, apply now. 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 and a two page pitch on your greatest achievement in the last two years and why you think you're the best person for this job.

Applications should be submitted via the Apply Now button below.

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

Shared Services

Partnership Services

Customer Support Services

Automation Development Officer

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 42699)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: Shared Services are looking for a savvy Automation Development Officer who is results driven, can understand user/business requirements and has experience delivering robust technical solutions. This role will work closely with various teams under limited supervision to achieve results in a fast paced and deadline driven environment. You will have the exciting opportunity to work in this innovative area, collaborating with stakeholders to integrate systems with the use of robotics, alongside a great team that's committed to delivering quality outcomes. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Development experience in Robotic Process Automation (RPA) solutions such as Blue Prism, Automation Anywhere and/or UI Path is essential.

Note: This is a temporary vacancy for a period of six months with the possibility of extension or permanency.

How to Apply: Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities of the role. If you think you're up for it, please send us your curriculum vitae and a two page pitch on your greatest achievement in the last two years and why you think you're the best person for this job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Donald Hage (02) 6205 1530 donald.hage@act.gov.au

Shared Services ICT

Strategic Business Branch

Branch Coordinator

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 39611)

Gazetted: 08 July 2019

Closing Date: 24 July 2019

Details: Do you have excellent administrative and organisational skills? Can you manage multiple priorities within tight timeframes? Do you display commitment to high-quality customer service? If you've answered 'YES' to all of the above, please read on! We have created a new role to provide administrative support to the Executive Branch Manager of the Strategic Business Branch. The Branch Coordinator will provide advice and guidance to effectively and efficiently deliver a range of activities, including the coordination of briefs and minutes, and preparation of papers for meetings and committees. The successful applicant will also be required to engage with various key stakeholders across Shared Services and 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: 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: Does this sound like you? Then please apply for the Strategic Business Branch Coordinator role by submitting your curriculum vitae and two page pitch (addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities) by the due date – we look forward to reading your application!

Applications should be submitted via the Apply Now button below.

Contact Officer: Ula Martin (02) 6205 6536 ula.martin@act.gov.au

Access Canberra

Traffic Camera Compliance

Licence Plate Recognition

Licence Plate Recognition Infringement Administration Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 40468, several)

Gazetted: 09 July 2019

Closing Date: 23 July 2019

Details: Have you ever had the desire for an inspector number like Maxwell Smart, agent 86 or agent 99? Do you like working outdoors and keeping fit? Do you like working in different places on a daily basis? If your answer is yes, you may be the person we are looking for. Access Canberra Parking Operations and Traffic Camera Compliance is seeking enthusiastic applicants to fill the role of Licence Plate Recognition Camera Operator. This role will see you out in the field utilising the latest technology to achieve compliance in relation to road safety. The successful applicant will perform duties as an authorised parking inspector in an innovative environment. 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. Chief Minister, Treasury and Economic 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply

Eligibility/Other Requirements: A current driver's licence is required.

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

How to Apply: Please submit a written application, of no more than one page, responding to the two statements below, contact details of at least two referees and current curriculum vitae. The one page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 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 submitted via the Apply Now button below.

Contact Officer: Cassandra Keppell (02) 6205 9876 cassandra.keppell@act.gov.au

Economic Development

Executive Group Manager, Policy and Strategy, Economic Development

Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E671)

Gazetted: 09 July 2019

Closing Date: 23 July 2019

Details: Applications are sought for the position of Executive Group Manager, Policy and Strategy, Economic Development, Chief Minister, Treasury and Economic Development Directorate commencing 13 August 2019. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced leader to fill the position. The position requires strong experience in delivering strategic policy advice.

The Executive Group Manager, Policy and Strategy's role is to develop an integrated, whole of government approach to major economic policy initiatives; provide strategic direction and advice on Government's initiatives to diversify the ACT economy; and to work to create a vibrant community that attracts and retains talented people. This involves high level oversight and strategic management of a broad range of programs, initiatives and policy development.

Importantly, this role seeks to create synergy and alignment of effort across the line area work led by the four Executive Branch Managers that report directly to this position into the Divisional structure. The Executive Group Manager, Policy and Strategy reports directly to, and works closely with, the Deputy Director General, Economic Division, CMTEDD.

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

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

How to Apply: Interested applicants should submit their current curriculum vitae and a statement of claims of no more than two pages against the ACT Government's executive capabilities by (two weeks from date of advertisement).

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Kareena Arthy, kareena.arthy@act.gov.au, (02) 6207 5564.

**ACT Insurance Authority, Commercial Services and Infrastructure
General Manager (Executive Branch Manager), ACT Insurance Authority
Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E259)**

Gazetted: 04 July 2019

Closing Date: 26 July 2019

Details: Applications are sought for the position of General Manager (Executive Branch Manager), ACT Insurance Authority. This position is available for long term filling.

The Australian Capital Territory Insurance Authority (the Authority) is established under the *ACT Insurance Authority Act 2005* (the Act).

The Act establishes the Authority as the ACT Government's captive insurer providing insurance services to all ACT Government directorates and statutory authorities, to meet the insurable claims and losses of ACT Government agencies. The Authority's captive insurance model protects the ACT Government budget from a range of catastrophic and accumulated risk exposures through its reinsurance arrangements, and the accumulation of a fund reserve to meet the cost of future asset losses and legal liabilities that occur as a result of the activities of Government. The Authority works to protect the assets and services of the Territory by providing risk management and insurance services to a large and diverse group of ACT Government client agencies and entities.

The Authority also performs the function of Fund Manager for the Office of the Nominal Defendant of the ACT for default claims under the ACT Compulsory Third Party Insurance Scheme, and the Default Insurance Fund, for default claims under the ACT Private Workers' Compensation Scheme.

The successful candidate will be responsible for meeting a broad range of responsibilities under the *Insurance Authority Act 2005* and the ACTIA Statement of Intent 2019 including implementing an insurance management system (software as a service project), engaging with agencies to promote the implementation and continuous improvement of risk management practices that reflects international standards and business best practice and developing a change management plan to facilitate the Authority's move to an activity based work environment in the new ACT Government Office Block.

We are looking for a highly motivated individual to drive innovation and continuous improvement, lead Organisational change processes, deliver high quality service outcomes and meet Organisational performance targets. The individual will be expected to lead by example, have effective interpersonal skills and the ability to motivate others.

Remuneration: The position attracts a remuneration package ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

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

How to Apply: For a comprehensive application pack and enquiries please call Matthew Smee, Managing Consultant at Hudson on (02) 6229 1522. Submit your application to matthew.smee@hudson.com
Applications Close COB Friday, 26 July 2019.

Social Policy Branch

Executive Branch Manager, Social Policy Branch

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E147)

Gazetted: 09 July 2019

Closing Date: 23 July 2019

Details: ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Branch Manager, Social Policy Branch, Finance and Budget Group.

The position is responsible in leading the Social Policy branch, providing policy and budget advice in relation to health, education, justice and community services as well as providing advice on national partnership agreements and specific purpose payments with the Australian Government. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

Eligibility/Other Requirements: Relevant tertiary qualifications are expected.

Remuneration: This position attracts a remuneration package ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$195,520.

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

How to apply: Applications should include an application coversheet, a curriculum vitae and a statement of claims against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Mark Whybrow, Executive Group Manager, Economic, Budget and Industrial Relations, mark.whybrow@act.gov.au, (02) 6207 7879.

Policy and Cabinet

Policy Design and Evaluation Team

Senior Director, Policy Design and Evaluation

Senior Officer Grade A \$145,048, Canberra (PN: 44436)

Gazetted: 08 July 2019

Closing Date: 24 July 2019

Details: The ACT Governments Policy Design and Evaluation Team is seeking an experienced evaluation professional to lead a new team to embed a culture of learning, evidence and evaluation into how the ACT Public Service designs and delivers policies, programs and services. This is a hands-on leadership role that provides an exciting opportunity to shape innovation in policy design and evaluation in the ACT. You will lead major strategic evaluations for the ACT, design initiatives to build internal capability and establish partnerships with research institutions, including capacity for behaviour insights and other policy trials. 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: You will have extensive experience in designing and undertaking fit-for-purpose evaluations and a track record in finding a pragmatic way forward.

Note: This is a temporary position available from August/September 2019 until 30 June 2022. 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: Your application should include a 1000 word Statement of Claims, outlining skills and experience, taking into account the Selection Criteria. Each criterion does not have to be individually addressed, however the overall statement should provide a good understanding of your claims in each area.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narina Dahms (02) 6207 6614 narina.dahms@act.gov.au

Policy and Cabinet

Policy Design and Evaluation

Director, Policy Design and Evaluation

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44435)

Gazetted: 08 July 2019

Closing Date: 24 July 2019

Details: The ACT Governments Policy Design and Evaluation team is seeking an experienced evaluation professional to be part of a new team to embed a culture of learning, evidence and evaluation into how the ACT Public Service designs and delivers policies, programs and services. This is an exciting opportunity to shape innovation in policy design and evaluation in the ACT and apply your evaluation skills in evaluation to a diverse range of subject areas. You will lead major strategic evaluations for the ACT and work collaboratively with a range of stakeholders on the design, planning and conduct of evaluations and trials. 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 from August/September until 30 June 2022. 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: Your application should include a 1000 word Statement of Claims, outlining your skills and experience, taking into account the Selection Criteria. Each criterion does not have to be addressed, however your statement should provide a good understanding of your claims in each area.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narina Dahms (02) 6207 6614 narina.dahms@act.gov.au

Enterprise Canberra

Strategic Initiatives

Strategic Projects

Director, Strategic Projects

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 39874)

Gazetted: 05 July 2019

Closing Date: 12 July 2019

Details: The Economic Development Division seeks an experienced candidate for the position of Director, Strategic Projects to assist with facilitating the consideration of government decisions on major projects and investment proposals that will help grow and diversify the Territory's economy. The Director will, as part of a small dynamic team, work closely with partner areas within the Economic Development Division and also across the diverse areas of the ACT Government. Effective communication, being highly organised and strong skills in collaboration are essential. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 28 February 2020. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below

Contact Officer: Ash Balaretnaraja (02) 6207 5282 ash.balaretnaraja@act.gov.au

Shared Services

Partnership Services Group

Customer Support Services

Director, Business Improvement

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44314)

Gazetted: 08 July 2019

Closing Date: 22 July 2019

Details: Shared Services Partnership Services seeks an experienced candidate for the position of Director Business Improvement. In this position you will lead a wide variety of projects working to identify, scope and progress process improvement activities across Shared Services' broad range of customer offerings. You will apply your skills and expertise across a range of functions, both technological and operational to find synergies and efficiencies that better internal process and enhance customer outcomes. You will demonstrate strong leadership as you manage the Customer Website Development Team and work alongside the Director Customer Experience, to deliver your improvements directly to our customer base. This role requires a willingness to work hard and lead by example. You will be part of a great team with all members striving to obtain the best possible outcome for clients and stakeholders. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: 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: Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities of the role. Please submit your curriculum vitae and a two page pitch response to the requirements of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Halls (02) 6205 0552 luke.halls@act.gov.au

Economic Development

Events ACT

Brand and Event Marketing Manager - New Festival

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 28819)

Gazetted: 10 July 2019

Closing Date: 25 July 2019

Details: As a dedicated Brand and Event Marketing Manager, you will play a lead role in team overseeing the creation and delivery of a new and exciting major festival in Canberra. You will lead the development of the festival brand and will create, execute and evaluate the marketing campaign for this opportunity that aims to position Canberra as a city like no other in the world. This newly created position will see you work from ideation to evaluation. You will have the permission to be bold and brave and to put your creativity, strategic outlook and organisational skills to the test as you execute a multi-channel local and national marketing campaign on time and within budget. You will hit the ground running and your ability to adapt and effectively manage your time will be a key asset in this role as you work closely with creative and media buying agencies, partners, sponsors and internal stakeholders. Collaborating, kicking goals and sharing success is a big deal for our team. If you feel the same way, then we'd love to hear from you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in marketing, communications or business.

Current driver's licence. Ability to work flexible hours and travel as required.

Note: This is a full-time temporary position available for a period of 12 months with the possibility of extension and/or permanency. An order of merit will be established for filling identical vacancies within the next 12 months from this process. 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: Provide pitch of no more than 800 words telling us why you are the right person for the job. Please also provide your curriculum vitae and the contact details of two referees who will fly the flag for you. Applications should address the Selection Criteria outlined in the Position Description.

Contact Officer: Helena Cataldo (02) 6205 1885 helena.cataldo@act.gov.au

Chief Minister

Policy and Cabinet

Senior Policy Officer/Identified Position

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42863)

Gazetted: 08 July 2019

Closing Date: 24 July 2019

Details: Policy and Cabinet Division is seeking to recruit a Senior Policy Officer to an Aboriginal or Torres Strait Islander identified position. Policy and Cabinet provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency coordination role in strategic planning, social and economic policy, spatial planning, regional policy and engagement, and across-government regulatory reform. The Division has a broad remit covering the areas of regulation and productivity, housing, planning and environment, wellbeing, education and Commonwealth-State relations, community support, public safety and social inclusion. The ideal candidate will have experience and/or academic qualifications in one of these areas. Strategic Policy supports the Government to develop its strategic direction and provides advice to the Chief Minister, Head of Service and Cabinet on policy proposals and new initiatives. The role collaborates with a range of teams across Directorates to deliver projects, advise on the development of legislation, and to implement government priorities. 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 people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Desirable: The ideal candidate will have experience and/or academic qualifications in one of the following areas: Regulation and Productivity; Economic Policy; Housing; Planning and Environment; Wellbeing, Education; Commonwealth-State relations; Community Support, Public Safety and Social Inclusion.

How to Apply: Please provide a recent curriculum vitae, the contact details of two referees, as well as a two page statement of claims (no longer than two pages), outlining skills and experience, taking into account the Selection Criteria. Each criteria does not have to be individually addressed, but the overall statement should give the panel a good understanding of your claims in each area.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Clapham (02) 6205 7261 david.clapham@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

Strategic Policy

Chief Information Office

Go Digital

Go Digital Project Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 35897)

Gazetted: 10 July 2019

Closing Date: 24 July 2019

Details: Go Digital has a vacancy for a full-time Administrative Service Officer 6. This position will be part of a small team working on the Go Digital project, which seeks to drive digitisation processes and implement digital

information management practices across the Community Services Directorate. The successful applicant will have demonstrated experience as a TRIM administrator, be able to problem solve, manage multiple tasks and have well developed communication skills.

Note: This is a temporary position available until August 2020 with the possibility of extension. Part time applicants may be considered. 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. 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. In addition, this position will be required to attend other Community Services Directorate offices.

How to Apply: Please submit a two page statement of your experience and skills against the Selection Criteria, along with your current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katharine Stuart (02) 6207 4497 katharine.stuart@act.gov.au

Inclusion and Participation

Office for Women

Project Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 36576)

Gazetted: 08 July 2019

Closing Date: 15 July 2019

Details: The Office for Women is looking to temporarily fill the role of the Project Officer. This position is responsible for administering the Return to Work grants program, assessing grant eligibility, supporting the development of a workplan, coordinating payments and acquitting grants. This position also undertakes outreach, deliver client support and support the Women's Information phone line where needed. There may also be a requirement to perform administrative tasks, such as preparing arrangements briefs, writing reports and supporting event coordination. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable: An understanding and knowledge of issues related to policy and the human services portfolio, including women and their families and seniors. Tertiary qualifications in a related discipline.

Note: This is a temporary position available from 1 August 2019 for six months with possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Please submit an Application Coversheet, a one page statement of your experience and skills, along with your current curriculum vitae and the contact details of at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Rachel Reid (02) 6205 5007 rachel.reid@act.gov.au

Inclusion and Participation

Office for Women

Assistant Project Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 36579)

Gazetted: 05 July 2019

Closing Date: 12 July 2019

Details: The Office for Women is looking to temporarily fill the role of the Assistant Project Officer. This position is responsible managing the Women's Information phone line, managing the Women's Information inbox, handling Supportline requests and managing community outreach for the Office for Women. This position may also be required to perform a number of administrative tasks, such as preparing arrangements brief, writing reports and supporting event coordination. Community Services Directorate is an inclusive employer where all people are

respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

Note: This is a temporary vacancy available from 2 September 2019 for a period of six months with possibility of extension. Selection may be based on written application and referee checks only.

How to Apply: Please submit a one page statement of your experience and skills, along with your current curriculum vitae and the contact details of at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Rachel Reid (02) 6205 5007 rachel.reid@act.gov.au

Strategic policy

Office for Aboriginal and Torres Strait Islander Affairs

Executive Assistant

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 33337)

Gazetted: 05 July 2019

Closing Date: 23 July 2019

Details: The Office for Aboriginal and Torres Strait Islander Affairs is looking for a dedicated Executive Assistant to provide administrative and organisational support for the Executive Branch Manager, and undertake general office management duties. You will be a part of a small dynamic team, working together with Aboriginal and Torres Strait Islander employees in the office whose vision is making a difference for Aboriginal and Torres Strait Islander people living in the ACT.

What we offer:

- Dynamic, challenging and flexible work environment
- A positive and inclusive culture
- Career development that is nurtured
- Competitive remuneration
- Support and encourage employees who wish to pursue further study.

To be successful you will have the following skills, experience and attributes: demonstrated experience in providing support to senior executives; high level organisational and time management skills; well-developed judgement, verbal and written communication and interpersonal skills; ability to build productive relationships and networks; accuracy and attention to detail; ability to manage sensitive and confidential issues with discretion; ability to work autonomously and within a team environment; experience in using computer software programs and systems in an administrative role; and reliable with strong personal drive and integrity.

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

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

How to Apply: Please respond by providing a current curriculum vitae and a pitch (no longer than two pages), outlining any previous and relevant experience that you can bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jolene Clinch (02) 6207 0431 jolene.clinch@act.gov.au

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

Corporate Services

People Management

Senior Director Workforce Transformation

Senior Officer Grade A \$145,048, Canberra (PN: 44526)

Gazetted: 05 July 2019

Closing Date: 19 July 2019

Details: The People Management Branch are creating a team of passionate individuals to work on the Workforce Transformation Project, which includes preparing staff to work in an Activities Based Workplace (ABW). We are seeking a Senior Officer Grade A, Senior Director.

We are looking for someone with demonstrated experience leading a team, the ability to influence change and high level communication skills. The successful applicant will lead a small team to create and implement processes and influence cultural change to prepare the Directorate for an ABW style of working. We are seeking a motivated person who can liaise and negotiate with various stakeholders and lead the team to drive a successful transformation to the new Government office block in Civic.

The ideal candidate is someone who is passionate about helping others and building positive relationships with those around them both internal and external stakeholders, is driven to achieve results and can positively influence their colleagues. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available for 18 months 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: Please submit your curriculum vitae and response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Rose (02) 6207 1210 craig.rose@act.gov.au

Corporate Services

Media and Communications

Assistant Director, Media and Communication - Aboriginal and Torres Strait Islander Affairs

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44591)

Gazetted: 09 July 2019

Closing Date: 6 August 2019

Details: Are you committed to positive outcomes for Aboriginal and Torres Strait Islander people? Would you like to be part of the journey toward self-determination in the ACT? The ACT Government is seeking to appoint a skilled communicator to work with the Office for Aboriginal and Torres Strait Islander Affairs and Canberra's Aboriginal and Torres Strait Islander community to develop a communication strategy that promotes self-determination in the ACT. This is an exciting role that will work with key stakeholders, Ministers and community on communication activities that support positive life outcomes for Aboriginal and Torres Strait Islander people. The role will also prepare communication materials that celebrate and promote the contribution of Aboriginal and Torres Strait Islander people in the ACT. The ACT is the first jurisdiction to celebrate reconciliation with its own Reconciliation Day, and this role has the potential to be involved in a range of great local events. For more information about what the ACT is doing visit <https://www.communityservices.act.gov.au/atsia/agreement-2019-2028>.

Eligibility/Other Requirements: Demonstrated commitment to participative workplaces and customer service; demonstrated experience working in public sector Media and Communications; relevant tertiary level qualifications. This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

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

How to Apply: Please provide a two page pitch on why you are the best person for the job, and a recent curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrea Close (02) 6205 4255 andrea.close@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Aboriginal and Torres Strait Islander Policy Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: RE41887)

Gazetted: 04 July 2019

Closing Date: 26 July 2019

Details: The Senior Officer Grade C Aboriginal and Torres Strait Islander Policy Officer is focussed on supporting the operation and continuous improvement of Child and Youth Protection Services (CYPS) through the development and implementation of policies and practice guidance for staff. The position will be responsible for reviewing and consolidation of policies and practice guides with a cultural lens and ensuring the Aboriginal and Torres Strait Islander Child Placement Principles are embedded in practice. The position will also support the implementation of any further policy related recommendations relevant to the Our Booris, Our Way Review. The Our Booris, Our Way review is focussing on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities. The Review seeks to understand the reasons for children and young people entering care and to then develop strategies to: reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care.

Eligibility/Other Requirements: Current driver's licence. Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline; relevant tertiary qualifications in Project Management or related discipline; five years' experience in human services fields are desirable.

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. 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: All applications must include your written response to Selection Criteria and curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Crane (02) 6205 0408 julie.crane@act.gov.au

Corporate Services

People Management

Assistant Director - Workforce Transformation

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44527)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: The People Management Branch are creating a team of passionate individuals to work on the Workforce Transformation Project, which includes preparing staff to work in an Activities Based Workplace (ABW). We are seeking an Assistant Director for 18 months with possibility of extension. We are looking for someone with high level organisation skills, the ability to adapt to influence change and possess strong analytical and change management skills. Under direction the successful applicant will work as part of a small team to create and implement processes and new ways of working to prepare the Directorate for an ABW style of working. We need someone who can liaise with various stakeholders to assist in the distribution of accurate information regarding the ABW practices within the new Government office block in Civic. The ideal candidate is someone who is passionate about change management processes and building positive relationships with those around them both internal and external stakeholders and is driven to achieve results. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available immediately for 18 months with possible 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: Please submit your curriculum vitae and response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Rose (02) 6207 1210 craig.rose@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

Legal

Deputy Director

Executive Level 2.4 \$327,547 - \$340,747 depending on current superannuation arrangements, Canberra (PN: E1052)

Gazetted: 09 July 2019

Closing Date: 23 July 2019

Primary Responsibilities

This position reports directly to the Director of Public Prosecutions and provides the necessary leadership and support in both representing the Director and the Office, and effectively managing the Office's caseload.

The position's main accountabilities include:

Head of Crown Chambers, managing a team of Crown Prosecutors, Senior Advocates and Advocates.

Exercise without supervision, the discretion to initiate, vary and discontinue serious criminal charges and appeals; Manager the recruitment, training and development of Crown Chambers.

Appear as lead counsel in complex and difficult superior court criminal trials and appeals, including those of great significance to the community and to the development of the criminal law;

Represent both the Director and the Office outside the courts; and

Exercise leadership in managing human and financial resources and enhancing staff professional development.

The position requires an incumbent with a comprehensive knowledge and mastery of criminal law and advocacy, demonstrated high level of skill and ability to communicate persuasively as an advocate with judges and juries in criminal proceedings of great complexity, and a proven commitment and ability to contribute to the professional development of legal and paralegal staff.

The successful applicant will also be admitted as a legal practitioner of an Australian State or Territory.

Remuneration: This position attracts a remuneration package ranging from \$327,547 to \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

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

How to Apply: All applications, including your written response to the selection criteria, curriculum vitae and referee report should be submitted via the *Apply Now* button below.

Contact Officer: Further information about the position is available from Shane Drumgold, shane.drumgold@act.gov.au, (02) 6207 5190

Legal

Crown Prosecutor

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1106, several)

Gazetted: 09 July 2019

Closing Date: 23 July 2019

Primary Responsibilities

This position reports to the Deputy Director and provides the necessary leadership and support in both representing the Director and the Office, and effectively managing the Office's caseload.

The position's main accountabilities include:

Appear as leading counsel in complex and difficult superior court criminal trials and appeals, including those of great significance to the community and to the development of the criminal law;

Institute and respond appeals in the ACT Court of Appeal and the High Court of Australia;

Exercise without supervision, where appropriate, the discretion to initiate, vary and discontinue serious criminal charges;

Act as the Deputy Director, as required and represent both the Director and the Office outside the courts; Exercise leadership in managing human and financial resources and enhancing staff professional development; and Provide high level advice to the AFP and other investigative agencies.

The position requires an incumbent with a comprehensive knowledge and mastery of criminal law and advocacy, demonstrated high level of skill and ability to communicate persuasively as an advocate with judges and juries in criminal proceedings of great complexity, and a proven commitment and ability to contribute to the professional development of legal and paralegal staff.

The successful applicant will also be admitted as a legal practitioner of an Australian State or Territory.

Remuneration: This position attracts a remuneration package ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

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

How to Apply: All applications, including your written response to the selection criteria, curriculum vitae and referee report should be submitted via the *Apply Now* button below.

Contact Officer: Further information about the position is available from Shane Drumgold, shane.drumgold@act.gov.au, (02) 6207 5190

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

Service Delivery and Design

Student Engagement

Inclusion and Engagement

Occupational Therapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 36993, several)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: These positions provide Occupational Therapy supports within ACT Public Schools, including the provision of information, advice and professional learning to school staff. Health Professional Level 3, Occupational Therapists will work with schools, building school capacity to benefit students who are experiencing difficulty connecting to school and engaging with education. In this position, there is the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are participating in and accessing learning activities as part of the school curriculum.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Occupational Therapy. Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA). Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards. Eligibility for Membership with the Australian Occupational Therapy Association. Current driver's licence essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required.

For further information on Working with Vulnerable People registration refer to:

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

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

How to Apply: Please provide a brief covering letter to introduce yourself, along with your curriculum vitae and response to the Selection Criteria.

Contact Officer: Teresa Carr (02) 6207 5430 teresa.carr@ed.act.edu.au

Service Delivery and Design

Digital Strategy, Services and Transformation

Digital Records Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 43564)

Gazetted: 09 July 2019

Closing Date: 23 July 2019

Details: Working to the Project Manager Digital Transformation, you will be joining a fast-paced environment in implementing the Education Directorate's Electronic Document and Records Management System (EDRMS). You will be a strong communicator, approachable, flexible, with experience working with business areas in the digitisation of records. Ideal candidates will be able to develop strong working relationships with people of all levels across the Directorate, as well as liaising with external stakeholders. You can work collaboratively within a group, actively networking with others and engaging in varying types of feedback choosing the appropriate time and ensuring the discussion sticks. You will be committed to digital records management and have experience in projects with several dependencies, stakeholders and tight timeframes. You will demonstrate integrity in all that you do.

Eligibility/Other Requirements: Proven presentation and communication skills in a digital transformation environment; well-developed conceptual, analytical and problem-solving skills combined with good judgement; experience in the management and monitoring of information management projects; well-developed project and people management skills; knowledge and experience of EDRMS and the digitisation of records; current driver's licence and access to a private vehicle.

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

How to Apply: Please submit the following documents: 1) Your application - In two pages or less tell us: why you want the role; what you would bring to the role and what you would get out of it; and describe an achievement that you are most proud of; 2) a current curriculum vitae; 3) details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ray Gunning (02) 6207 2533 ray.gunning@act.gov.au

School Performance and Improvement

South and Weston Network

Melrose High School

Youth Support Worker

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 32953)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: Melrose High School is seeking a Youth Support Worker who will be able to work with a broad range of stakeholders with a focus on the young people who attend Melrose High School. The successful applicant must demonstrate high levels of relevant skills and abilities as a Youth Support Worker, a capacity to work with minimal supervision as a part of a complex team, and work to deliver quality support to young people.

Eligibility/Other Requirements: Diploma of Youth Work or equivalent is desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

For further information on Working with Vulnerable People registration refer to -

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

Note: Selection may be based on application and an interview. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please address the Selection Criteria, supply two written referee reports with the application and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Clode (02)6142 0700 claire.clode@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Narrabundah Early Childhood School

Kindergarten Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 19930)

Gazetted: 05 July 2019

Closing Date: 26 July 2019

Details: Narrabundah Early Childhood School is seeking a highly motivated, dynamic and experienced Classroom Teacher for a Kindergarten class for the remainder of 2019. Our school operates as a Positive Behaviour Learning School (PBL) with a focus on collaboration, data, evidence-informed practices and high levels of learning for all students. Potential applicants should have an understanding of the Australian Curriculum and Early Years Learning Framework (EYLF). They should be able to deliver an engaging, differentiated learning program to meet the individual needs of all students. The ability to build and maintain strong and meaningful relationships with staff, students and families will be vital to the position.

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

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

Note: This is a temporary position available until 26 January 2020 with possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Judy Moore (02) 6142 3828 judy.moore@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

Campbell High School

SOSE Classroom Teacher

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 07647)

Gazetted: 10 July 2019

Closing Date: 29 July 2019

Details: Campbell High is seeking an enthusiastic and innovative Studies of Society and the Environment (SoSE) teacher (another teaching area is desirable). The successful applicant will work with a highly collaborative team in designing, implementing and assessing SoSE content, resources and assessment for SoSE classes. Potential applicants should have a deep understanding of the Australian Curriculum and be able to deliver engaging and differentiated learning programs to meet the needs of all students.

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

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

How to Apply: Applicants are to provide a curriculum vitae, and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Ellie Marks 0416241430 ellie.marks@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Calwell High School

Classroom Teacher – Tier 3: On Campus Alternative Program (ACCESS program)

Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 10904)

Gazetted: 08 July 2019

Closing Date: 26 July 2019

Details: Calwell High School is a coeducational school in South Canberra, we deliver a rich curriculum to students in years 7-10. Applications are invited from dynamic, motivated and suitably qualified Classroom Teachers who have demonstrated experience working alongside students who present complex needs. An understanding of how to design personalised learning programs for students who have experienced trauma and/or disengagement from mainstream schooling, so they can successfully reengage with their education and achieve success is essential. Skills in foundational literacy and numeracy are also highly encouraged. The ACCESS program is a unique model providing personalised learning on a 1:10 teacher student ratio, focusing on the developing of a trusting, respectful relationship and an ability to develop these is a key component of this role. The successful applicant will work in partnership with families and build networks with community agencies as well as Directorate supports.

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

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul van Campenhout (02) 6142 2200 paul.vancampenhout@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 Weston Network

Narrabundah Early Childhood School

Building Services Officer

Building Service Officer 2 \$58,001 - \$60,637, Canberra (PN: 44581, expected vacancy)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: Narrabundah Early Childhood School is seeking an enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with regards 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. Candidates should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

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.

Evidence of completion of training delivered by a registered training organisation for Asbestos Awareness is required prior to commencement. A pre-employment medical clearance is required prior to commencement. Mandatory training in other Work Health and Safety procedures may be required during employment: for example Working at Heights, Sharps. Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate.

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

How to Apply: Please provide a response to the Selection Criteria and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathy MacMaster (02) 6142 3828 cathy.macmaster@ed.act.edu.au

Service Design and Delivery

Learning and Teaching

Aboriginal and Torres Strait Islander Education

Director, Aboriginal and Torres Strait Islander Education

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 09431)

Gazetted: 08 July 2019

Closing Date: 22 July 2019

Details: The Service Delivery and Design Group is looking for an innovative and collaborative leader who will guide the implementation of Cultural Integrity in all ACT Public Schools. The ACT Education Directorate is committed to developing staff capability to identify, challenge and question their own cultural assumptions, values and beliefs. It seeks to provide an organisational culture where individual strengths are honoured and validated and where individuals contribute to a dynamic, reflective and responsive school or work place. This position has responsibility for leading a small team who ensure support, advice, resources and communication about Cultural Integrity are strategically implemented across schools and business units.

Eligibility/Other Requirements: Applicants with Teacher qualifications are highly desirable and Teachers with experience in leadership roles are encouraged to apply. This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available immediately until 2 October 2019 with the possibility of permanency.

How to Apply: Please provide a current curriculum vitae, and a response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate McMahon (02) 6205 9205 kate.mcmahon@act.gov.au

Service Design and Delivery

Student Engagement

Inclusion and Wellbeing

Director, Inclusion and Wellbeing Policy

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44211, several)

Gazetted: 08 July 2019

Closing Date: 23 July 2019

Details: Opportunities exist within the Directorate's Inclusion and Wellbeing team for two Directors, Inclusion and Wellbeing Policy (Senior Officer Grade B classification). If you are passionate about policy, projects and program management in an inclusive education and student wellbeing setting or similar area, one of two policy positions may be right for you. These positions require flexible and high performing officers, with the ability to work flexibly under pressure in an environment with changing priorities. Experience in intergovernmental relations; project management; and people and stakeholder management is highly regarded. These positions will be responsible for the management policies and projects and the provision of advice to senior executive which are student focused and evidence-based with the view to support inclusive education and student engagement in all ACT Government 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.

Eligibility/Other Requirements: Previous experience working in ACT Government and relevant tertiary qualifications in Education, Policy or Human Services are highly desirable.

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

How to Apply: Please provide an up to date curriculum vitae, details of two referees (preferably a current manager) and a written response to the Selection Criteria. Please email a copy of your documents to the Contact Officer when you submit your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristen Laurent (02) 6207 2327 kristen.laurent@act.gov.au

Service Delivery and Design

Digital Strategy, Services and Transformation

Project Manager, Digital Transformation

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 02733)

Gazetted: 09 July 2019

Closing Date: 23 July 2019

Details: Our ideal candidate has experience in project management and the digitisation of records management. You will be a trusted partner in representing the internal customer's digital and technology needs within the Directorate. You are amazing at prioritising your time, able to think outside the box and have extensive experience in the management of third-party vendors. You will be able to maintain and communicate the organisation's strategy for managing information, ensuring that the business processes and information required to support the digitisation of the organisation's records are defined and in place. Extensive knowledge of information technology and information management as it relates to the education, government and community sectors will be highly regarded, and is the ability to communicate clearly and with influence, negotiate persuasively and represent the Directorate's best interest.

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

How to Apply: In two pages or less tell us: Why you want the role; What you would bring to the role and what you would get out of it; and describe an achievement that you are most proud of. Applicants are also asked to include a current curriculum vitae, containing two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ray Gunning (02) 6207 2533 ray.gunning@act.gov.au

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Assistant Director, Early Childhood Regulatory Policy

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44622)

Gazetted: 08 July 2019

Closing Date: 22 July 2019

Details: Early Childhood Policy and Regulation is seeking an experienced Policy Officer to work with the Regulatory Policy team within Children's Education and Care Assurance (CECA). CECA is a team within the Early Childhood Policy and Regulation (ECPR) branch of the ACT Education Directorate. CECA is staffed by professionals with experience and qualifications in either Early Childhood and/or Government Policy. ECPR is the ACT Regulatory Authority administering legislation covering approved early childhood education and care services and licensed childcare services in the ACT. ECPR is responsible for issuing approvals for providers, services and certified supervisors and assessing, monitoring and enforcing compliance with the National Law. CECA comprises four teams; Regulatory Policy, Quality Assessment and Rating, Audit and Risk Management and Investigations. The Policy Officer will have demonstrated experience in strategic communication, co-ordination of Government responses and briefings, and policy development in a government context. The successful candidate will have well developed interpersonal communication and leadership skills, including the ability to liaise, consult and negotiate with key stakeholders. They will also provide comprehensive and sound reports and recommendations to management. Applicants should contact the Contact Officer prior to submitting an application.

Eligibility/Other Requirements: Experience in the preparation of complex ministerial briefings, cabinet submissions, assembly questions and speeches within the context of government, education or early childhood education, will be highly regarded.

Note: This is a temporary position available from 9 September 2019 until 27 March 2020 with a possibility of extension. Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants should address each of the Selection Criteria in no more than one page per criteria.

Applications should include a current curriculum vitae and the names and contact details of two relevant referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Environment, Planning and Sustainable Development

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

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

Sustainability and the Built Environment

Climate Change and Sustainability

Sustainability Programs/Household Unit

Program Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 38692)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: Sustainability Programs is seeking to employ a Program Officer in their Low Income Household and Community Programs area within the Household team. The successful applicant will be required to support programs, grants and contracts including the Solar for Low Income program, Home Energy Efficiency program, and the Community Zero Emissions Grants and Community Garden grants programs. This will include monitoring budgets and key performance indicators, consulting and liaising with a range of internal and external stakeholders and supporting the development of high level written information such Ministerial Brief's and Questions on Notice. The Household team is an active and engaging environment to work in, with excellent opportunities to contribute towards on the ground delivery of a range of sustainability and climate change awareness and action programs as well as supporting some of the most vulnerable people within the ACT. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 15 April 2020 with the possibility of extension and/or permanency. Some weekend and after hours work may be required.

How to Apply: Applications must include: Response to each Selection Criteria, no more than 350 words per criteria, current curriculum vitae, contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Humphreys (02) 6207 5532 emma.humphreys@act.gov.au

Sustainability and Climate Change

Sustainability Programs

Household Unit

Program Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 20826)

Gazetted: 05 July 2019

Closing Date: 19 July 2019

Details: Sustainability Programs is seeking to employ a Program Administration Officer to assist the Household and Community Unit in the day to day administration of a range of sustainability programs. The successful applicant will be required to support delivery of programs and rebates offered to householders, including the Actsmart Sustainable Home Advice Program and Wood Heater Replacement Program. The Household team is an active and engaging work environment, with excellent opportunities to contribute to the on-ground delivery of a range of sustainability awareness and action programs.

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

Note: This is a temporary position available immediately until 15 April 2020, with the possibility of extension and/or permanency. Some after-hours and weekend work may be required.

How to Apply: Applicants are asked to supply a response to each Selection Criteria, no more than 350 words per criteria, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eliza Hopkins (02) 6207 2078 eliza.hopkins@act.gov.au

Environment

Parks and Conservation

Parks, Reserves and Rural Land

Visitor Services Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 44313, several)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: We are looking for motivated and passionate people to provide frontline visitor service functions and administrative support to Tidbinbilla Nature Reserve and Namadgi National Park but predominantly based at Tidbinbilla. Duties include working as part of and occasionally managing a small team responsible for the day to day operation of the Visitor Centre, providing information about recreation and tourism activities, retail sales, food and coffee preparation and administrative, communication and finance tasks related to the operations of the centre. The successful occupant will require excellent communication skills, problem solving capability and the ability to maintain a strong customer focus.

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.

Desirable – candidates that speak a second language, with an emphasis on Asian languages, are encouraged to apply.

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

How to Apply: Applicants are asked to supply 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 submitted via the Apply Now button below.

Contact Officer: Heather Gow-Carey (02) 6205 2641 Heather.Gow-Carey@act.gov.au

Sustainability and the Built Environment

Planning Delivery

Office of the Surveyor-General and Land Information

Professional Survey Officer

Professional Officer Class 1 \$59,489 - \$82,486, Canberra (PN: 20190)

Gazetted: 05 July 2019

Closing Date: 19 July 2019

Details: The ACT Office of the Surveyor-General and Land Information (OSGLI) is seeking a graduate land surveyor wanting to be part of a dynamic team that provides a rigorous surveying and geospatial framework to support effective planning and development, climate change and environmental outcomes for the ACT Government and community. The successful officer will need to be: Motivated, have an analytical mind, and inclination for problem-solving, an eye for detail and demonstrate strong technical and self-management skills. Actively seeking registration as Land Surveyor. A generous study assistance package will be provided.

Eligibility/Other Requirements: Four year Bachelor Degree in Surveying and Spatial Information suitable for Registration as a Land Surveyor is mandatory.

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

How to Apply: Please submit a pitch as a response to the Selection Criteria and curriculum vitae. The maximum word length of the pitch should not exceed 500 words. (Approximately 2 pages)

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Ledwidge (02) 6205 0083 greg.ledwidge@act.gov.au

Environment

Parks and Conservation Service

Parks, Reserves and Rural Land

Casual Visitor Services Officer

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: C10928, several)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: We are looking for motivated and passionate people to provide frontline visitor service functions and administrative support to Tidbinbilla Nature Reserve and Namadgi National Park but predominantly based at Tidbinbilla. Duties include working as a part of a small team responsible for the day to day operation of the Visitor Centre, providing information about recreation and tourism activities, retail sales, food and coffee preparation and basic administrative and communication tasks related to the operations of the centre. The successful occupant will require excellent communication skills, problem solving capability and the ability to maintain a strong customer focus. We are seeking applications from suitably experienced people who are interested in casual employment.

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.

Desirable – candidates that speak a second language, with an emphasis on Asian languages, are encouraged to apply.

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

How to Apply: Applicants are asked to supply 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 submitted via the Apply Now button below.

Contact Officer: Heather Gow-Carey (02) 6205 2641 heather.gow-carey@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>

Clinical Services

Cancer and Ambulatory Support

Clinical Haematology

Registrar

Registrar \$98,704 - \$123,327, Canberra (PN: TBA)

Gazetted: 11 July 2019

Closing Date:

Canberra Hospital is a busy tertiary hospital in the nation's capital that provides high quality, comprehensive health care to the people of the Australian Capital Territory (ACT) and surrounding regions of New South Wales. It is the principal teaching facility of the Australian National University Medical School and the ANU rural clinical school. Canberra is also the home of excellence in research with the world class John Curtin School of Medical Research (JCSMR). Canberra Hospital is a 500 bed institution and provides services in Haematology, Oncology, Radiation Oncology, Cardiology, Endocrinology, Gastroenterology, General Medicine, Geriatrics, Infectious Diseases, Immunology, Neonatology, Nephrology, Neurology, Obstetrics & Gynaecology, Paediatrics, Paediatric Surgery, Psychiatry, Pathology, Respiratory Medicine, General Surgery, Cardiothoracic Surgery, Neurosurgery, Urology, Emergency Medicine, Anaesthetics, ICU, Hospital in the home and Medical Imaging. It also has medical (MAPU) and surgical (SAPU) short stay units. Solid organ transplantation is not provided. The clinical haematology

service provides a substantial inpatient and outpatient management for malignant and non-malignant patients including autologous stem cell transplantation and therapeutic plasma exchange. We provide a vital consultative haematology service to other specialities and external hospitals such as Calvary Hospital (Bruce, ACT), private hospitals and rural hospitals as well as to general practitioners. There is an active and dedicated clinical trials program. There is a strong teaching and professional development focus within the unit. The department has strong collaborative links with the department of Cancer Biology and Therapeutics at the John Curtin School of Medical Research, Australian National University. From 2018, there will be a 3-4 month rotation to Orange Health Service which is a 270 bed major non-metropolitan referral hospital and the Central West Cancer Care centre. This rotation will allow extension of clinical and diagnostic haematology skills in the rural setting, participation in the lymphoma multidisciplinary meetings teleconferenced with Westmead and Nepean hospital, a weekly outreach clinic in Bathurst, involvement in clinical trials and participation in inpatient care as well as a rurally focussed research project. Haematology conference participation will be supported from Orange Base Hospital. There will be supervision from on-site haematologists and there will be teaching opportunities to junior medical staff. The majority of our haematologists are accredited by RACP and RCPA and have a keen interest in post graduate education and training. The unit has 10 haematologists, 5 advanced trainees, 2 basic trainees and 2 junior medical officers. All trainees participate in the general medical after-hours roster and an on call haematology roster on weekends in conjunction with the on call consultant. Trainees will participate in outpatient clinics as well as outreach clinics under supervision of a consultant in regional centres in SE NSW and Calvary Hospital, Bruce, ACT. Development of a clinical or laboratory research project is strongly encouraged. Eligibility/Other Requirements: oBe registered with the Australian Health Practitioner Regulation Agency (AHPRA). Contact Officer: Dr Maya Latimer (02) 5124 8514 maya.latimer@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**

Legislation, Policy and Programs

Justice Planning and Safety Programs

Restorative Policy and Engagement Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41539)

Gazetted: 10 July 2019

Closing Date: 24 July 2019

Details: An energetic and engaging person is sought to fill the pivotal role of Restorative Policy and Engagement Officer. The ideal applicant for this full time position will have excellent written and oral communication and consultation skills and an ability to relate to a diverse stakeholder group. The successful applicant would facilitate the development and implementation of the ACT Government's commitment for Canberra to become a Restorative City. This work program can include the planning and managing of workshops, research grants, visiting national and international speakers and the composition of high quality documents including reports, briefs, speeches and correspondence. This successful applicant would also support the provision of regular ministerial updates about the Canberra as a Restorative City commitment. This person would also report on achievements of the Canberra Restorative Community's Network. Restorative practices are those underpinned by principles and values of respect, inclusiveness, fairness, participation and self-determination. On 10 February 2016 the ACT Legislative Assembly called on the Canberra community to "work towards the declaration of Canberra as a restorative city". This declaration follows the success of the ACT Government's restorative justice scheme, which commenced in 2005. The Canberra as a Restorative City initiative works to expand the benefits of a restorative approach outside the criminal justice system and into other areas of Canberra life. The Canberra Restorative Community's Network (CRCN) is made up of diverse citizens across Canberra who are interested in the application of restorative practices. The core intent of the CRCN is to explore possibility for institutions, agencies, workplaces and schools to implement restorative practices in ways that nurture positive human interaction promoting healthy relationships, empowering creative shared responses to challenges and delivering sustained improved outcomes for all.

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. Relevant tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice or restorative practices environment would be highly desirable.

Note: This is a temporary position available immediately until 30 June 2020. Selection may be based on application and referee reports only.

How to Apply: Interested applicants should provide a supporting statement of no more than two to three pages outlining their practical experience and examples relating to the Duties/Responsibilities outlined above. Applicants should also provide an up to date copy of their curriculum vitae with the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Hosking (02) 6207 2619 kim.hosking@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Community Operations

Probation and Parole Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43724, several)

Gazetted: 09 July 2019

Closing Date: 25 July 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 National Police 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. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: There are several permanent and temporary positions from this recruitment process.

How to Apply: Applicants are required to submit four items; 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your current driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Honeykats (02) 6207 3017 alex.honeykats@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Community Operations

Indigenous Probation and Parole Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 46200)

Gazetted: 09 July 2019

Closing Date: 25 July 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 in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested; experience 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; 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 National Police Check; applicants will be required to undertake psychological aptitude testing as part of the assessment process; a current driver's licence is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply: Applicants are required to submit four items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your current driver's licence. Please ensure you submit all four items. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Alex Honeykats (02) 6207 3017 alex.honeykats@act.gov.au

Corporate

Governance

Senior Records Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 44598)

Gazetted: 09 July 2019

Closing Date: 23 July 2019

Details: The Justice and Community Safety Directorate is seeking a highly motivated and innovative records management professional to provide advice and support on the proper operation of the directorate's Electronic Document and Records Management System (EDRMS). Working closely with the EDRMS Project Manager, the Senior Records Officer will assist in the rollout of digital recordkeeping and 'paper lite' work practices across the directorate promoting outcomes that meet both business needs and compliance with the *Territory Records Act 2002*. The position will also be responsible for establishing and implementing quality assurance procedures with respect to records created and captured on the EDRMS. To be successful in this role you will require a good understanding of records management principles and the ability to identify opportunities for business improvement. You will also need to be self-motivated and able to work relatively autonomously to deliver outcomes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive

workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a one to two page pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Callow (02) 6213 0762 lauren.callow@act.gov.au

Corporate

Governance and Business Improvement

Ministerial Services Unit

Assistant Cabinet Liaison Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 42700)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: The Justice and Community Safety Directorate's Ministerial Services Unit is seeking a highly motivated, organised, flexible and energetic team member who has the capacity to adapt quickly to a new work environment. This is an exciting opportunity to engage your understanding of Cabinet processes and protocols, and the coordination and flow of information between the Directorate, Ministers' Offices and the Cabinet Office.

How to Apply: Applicants are asked to submit a two page pitch outlining the Professional/Technical Skills and Knowledge and Behavioural Capabilities, a current curriculum vitae, the name and contact details of two referees and your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Prue Warren (02) 6205 1199 prue.warren@act.gov.au

ACT Government Solicitor

Solicitor

Government Solicitor 1 \$70,650 - \$105,793, Canberra (PN: 34479, several)

Gazetted: 10 July 2019

Closing Date: 25 July 2019

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the Australian Capital Territory, its government agencies, ministers and office holders. As the ACT Government's largest employer of lawyers, employment with ACTGS offers exposure to a range of practice areas to develop in. Together with the Office of the Solicitor-General, ACTGS legal practice deliver legal services in the areas of Property and Commercial, Government Law and Litigation and Dispute Resolution. The breadth of practice areas can be found on the ACTGS website at www.actgs.gov.au. ACTGS seeks lawyers with excellent technical skills, a strong work ethic and commitment to client engagement. Successful candidates will work as part of a team and closely with more senior lawyers on routine advices, commercial transactions and litigation matters. If you demonstrate flexibility, enthusiasm, initiative and a strong desire to help the Territory achieve its strategic goals consider applying. Further information can be found on the ACTGS website at www.actgs.act.gov.au.

Eligibility/Other Requirements: Applicants must be admitted as an Australian Legal Practitioner. Experience in a related area of law is desirable, but not mandatory.

Note: Successful applicants must be available to commence in their new role within six weeks of acceptance of offer. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications should address Behavioural Capabilities and detail relevant experience to perform at the Government Solicitor 1 level. Your response should be no more than four pages. The Behavioural Capabilities can be found in the Position Description. Applications should also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

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

Community Safety

Security and Emergency Management

Branch Support Officer, Security and Emergency Management

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 07944)

Gazetted: 09 July 2019

Closing Date: 23 July 2019

Details: The Security and Emergency Management Branch (SEMB) within the Justice and Community Safety Directorate is seeking an experienced administrative officer to perform the role of Branch Support Officer. This is a general administrative position within SEMB that supports all staff and in particular the Executive Branch Manager to achieve business outcomes. The Branch Support Officer will be required to manage the diary of the Executive Branch Manager and ensure resources for appointments are prepared ahead of time. Monitoring and actioning emails and requests of the Executive Branch Manager are important aspects of the position. Working across the SEMB team, the Branch Support Officer will be required to log, assign and monitor all general requests of the branch. The accurate coding of invoices, monitoring and ordering stationary, booking accommodation and travel and preparing briefing folders for meetings are all requirements of the position. The successful applicant will have demonstrated experience in general office administration, the ability to provide assistance to an Executive, effective oral and written communication skills and the ability to monitor deadlines. 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 14 August 2019 until 26 June 2020 with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020 or earlier. 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 prepare a two page 'pitch' addressing the Selection Criteria. Please include a curriculum vitae and the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@act.gov.au

ACT Courts and Tribunal

Registrar, Supreme Court

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E264)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: The Supreme Court is the superior court in the ACT and hears and determines serious criminal and civil matters, including appeals from the ACT Magistrates Court and the ACT Civil and Administrative Tribunal. The Registrar of the Supreme Court is a statutory appointment under the Supreme Court Act with responsibility for a range of quasi-judicial, statutory and administrative functions relating to the operation of the Court including the management of cases coming before it.

As Registrar you will exercise quasi-judicial powers, provide high level advice to the Chief Justice and Judges on matters of legislation and court practice, and give direction and support to the registry staff. You will also support the Principal Registrar of the ACT Courts and Tribunal in the overall management of the organisation.

To be a strong contender for this appointment you will need to be a self-motivated person with highly developed communication and interpersonal skills, sound judgement, very good planning and organisational skills (particularly in relation to work prioritisation), and a commitment to the delivery of high quality services. You will be able to demonstrate success in achieving best practice in court operations with proven ability to inspire employees to embrace change and transformation.

The ACT Courts and Tribunal is committed to building a diverse workforce and inclusive culture. We strongly encourage people of all abilities to apply, particularly people of Aboriginal and Torres Strait Islander heritage, and those who may experience diversity or disability related barriers in securing employment.

Eligibility/Other Requirements: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory. You will also need to be a legal practitioner with at least five years' post admission

experience, preferably in civil or criminal litigation. You must be able to satisfy a security assessment by the Australian Government Security Vetting Agency to gain and maintain an NV2 clearance.

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

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

How to Apply: Please provide a written response of no more than four pages addressing the Selection Criteria, your curriculum vitae and the names of two referees before close of business on 18 July 2019.

Applications should be submitted via the Apply Now button below.

Contact Officer: For further information please contact Philip Kellow, Principal Registrar and CEO, ACT Courts and Tribunal, Philip.Kellow@courts.act.gov.au, (02) 6207 1054.

Legislation, Policy and Programs

Justice Planning and Safety Programs

Manager

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 38517)

Gazetted: 10 July 2019

Closing Date: 24 July 2019

Details: Legislation, Policy and Programs is seeking applications for a highly motivated Manager to head up the Restorative City team within the Justice Planning and Safety Planning Group. The Manager is also responsible for formulating Restorative Practice policy, numerous Restorative City activities and ongoing programs, including the Government's commitment to becoming a Restorative City. The successful person will deliver and oversee programs and policy projects and provide high quality, strategic advice to Ministers and Government, ensuring timely delivery of outcomes within the Government's objectives; and represent the Branch at executive level meetings, stakeholder meetings, and on inter-directorate and inter-governmental projects.

Eligibility/Other Requirements: Relevant tertiary qualifications or significant study towards gaining qualifications, or experience within a related environment would be highly desirable.

Note: This is a temporary position available until 30 June 2020. 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 curriculum vitae, 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Hosking (02) 6207 2619 kim.hosking@act.gov.au

ACT Corrective Services

Programs and Reintegration

Programs

Therapeutic Community, Team Leader

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 15669)

Gazetted: 08 July 2019

Closing Date: 24 July 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Therapeutic Community, Team Leader at the Alexander Maconochie Centre (AMC). The Therapeutic Community (TC) is a treatment facility within the AMC in which the community itself, through self-help and mutual support, is the principal means for promoting personal change. The successful applicant will supervise, oversee and direct the work of staff including assessment of development needs and ongoing mentoring, guidance and training in specific program issues. You will also maintain monitoring systems to enable evaluation of effectiveness of treatment options in accordance with leading practice guidelines. Further to this, you will participate in the development and implementation of a range of multidimensional treatment options that offer opportunities for the development of physical, emotional and spiritual wellbeing and personal responsibility for TC participants. In addition, the successful applicant will participate in the ongoing review and evaluation of work practices, including quality

assurance and reporting on KPIs; contribute to the development of TC policy and procedures. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating leadership and management qualities. 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: Demonstrated experience in working with offenders in a therapeutic community setting would be a distinct advantage; relevant tertiary qualifications or management experience would be an advantage; candidates will be required to undergo a criminal history check and may have to undergo psychological assessment; current driver's licence and an Intermediate First Aid Certificate would be an advantage. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply: Applicants are required to submit four items: 1) statement of claims against specified selection criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your current driver's licence. Please ensure you submit all four items. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Catherine Garrington (02) 6207 0784 catherine.garrington@act.gov.au

Corporate

People and Workplace Strategy

Learning and Development

Senior Learning and Development Advisor - eLearning

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44285)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: People and Workplace Strategy are seeking a motivated and highly skilled person to fill the role of Senior Learning and Development Advisor - eLearning. The successful occupant will be responsible for designing, developing and delivering creative and engaging on-line learning and development programs and materials for the directorate. To be successful in this role, the occupant will be technically competent and have the ability to provide specialised learning advice and solutions that align with and support the directorate's corporate learning and development objectives. The occupant will possess excellent written and verbal communication skills and the ability to liaise with key stakeholders to gather relevant information for the development and delivery of specialised training material. The occupant will also be self-motivated, show sound judgment and professional resilience and be an effective member of the team.

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

How to Apply: See the attached Position Description for further information about the role. Interested applicants should submit a current curriculum vitae, and a 'pitch' of no more than three (3) pages addressing how your knowledge and experience meet the Professional/Technical Skills and Knowledge, and Behavioural Capabilities of the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Doreen Tan (02) 6207 0995 doreen.tan@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer

Governance and Ministerial Services

Records Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 46036)

Gazetted: 05 July 2019

Closing Date: 19 July 2019

Details: The Governance and Ministerial Services branch are seeking applications to fill a permanent vacancy in the role of Records Manager. The role sits within the Chief Operating Officer Group, which provides essential services to the directorate to ensure delivery of connected services to the community. Transport Canberra and City Services (TCCS) currently has multiple information and record management systems in place. One of the key strategic priorities of the branch is to transition from physical to electronic records, ensuring compliance with the *Territory Records Act 2002* and the Records Manager will play a pivotal role in this transition. The Records Manager will be responsible for the TCCS records management program, policy and procedures. This role will support business areas through the change while still ensuring adequate protection of Territory information.

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

How to Apply: Please provide a response to the Selection Criteria of no more than two (2) pages, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

City Services

City Presentation

Tree Protection Unit

Director, Urban Treescapes

Senior Officer Grade A \$145,048, Canberra (PN: 13322, expected)

Gazetted: 08 July 2019

Closing Date: 15 July 2019

Details: City Presentation, a Branch within City Services Division, is responsible for the management and maintenance of parks, open spaces and the public domain, including, lakes, street and parkland trees, public open space and city places. It protects the natural resources and amenity of the ACT and maintains the look of the city and its environs through its responsibilities that also include domestic animal services, city rangers and the protection of trees on public and private land. The role is responsible for managing and protecting Canberra's urban trees on leased and unleased Territory land in urban areas of Canberra. This is a senior leadership position within Transport Canberra and City Services (TCCS) responsible for leading and managing teams and individuals. The role requires a leader who can inspire, energize and positively influence team outcomes and who possesses an innate ability to call on the right skills in a contextually and environmentally appropriate way. Effective employee engagement is a critical enabler in the performance of this role as is a genuine values-based leadership style. This role requires a leader with a strong, considered and engaging people focus in order to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence.

Note: This is a temporary position available for 12 months with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your written application addressing the Selection Criteria and an updated curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Alegria (02) 6207 9833 stephen.alegria@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.

Chief Operating Officer

Governance and Ministerial Services

Ministerial Services Unit

Director, Ministerial Services Unit

Senior Officer Grade A \$145,048, Canberra (PN: 32256)

Gazetted: 04 July 2019

Closing Date: 18 July 2019

Details: The Director, Ministerial Services Unit, reports to the Executive Branch Manager (EMB), Governance and Business Solutions and is responsible for managing the relationship between Transport Canberra and City Services (TCCS) and the government. Key elements of the position include: preparing and coordinating briefing material; ministerial correspondence; briefs; questions on notice in a timely manner, as well as overseeing the support provided across TCCS by the Ministerial Services Unit. The role also has overarching responsibility for TCCS' Cabinet processes, including coordination of comments, and assisting line areas with the development of Cabinet submissions.

Eligibility/Other Requirements: Tertiary qualifications in a related field would be highly regarded. This position is a Designated Security Assessed Position and therefore, if you are selected for this position you will be required to gain and maintain a Negative Vetting 1, National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Note: This is a temporary vacancy available immediately for six months with possibility of extension up to 12 months.

How to Apply: Applicants are to provide an updated curriculum vitae and address each Selection Criteria listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clare Guest (02) 6207 9409 clare.guest@act.gov.au

City Services

City Presentation

Place Management

Assistant Director, Place Management

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 34640)

Gazetted: 05 July 2019

Closing Date: 12 July 2019

Details: City Presentation, a Branch within City Services Division, is responsible for the management and maintenance of parks, open spaces and the public domain. It protects the natural resources and amenity of urban Canberra and maintains the look of the city and its environs through its responsibilities that also include domestic animal services, city rangers and the protection of trees on public and private land. Place Management is responsible for the management and maintenance of parks and the public domain, including, lakes, playgrounds, public open space, local shopping centres and city places.

The successful applicant will require a high level of communication skills (oral and written), including conflict resolution and negotiation skills. An ability to lead by example in modelling the Transport Canberra and City Services (TCCS) values is essential for this leadership position, as is an understanding of the central role played by the citizens of Canberra and the ACT Government as customers of our services. The Assistant Director will support the Director to be responsible for more than 200 personnel, contractors and equipment required to deliver the overall management and maintenance of all public open space areas in urban areas of Canberra. This includes responsibility for managing and maintaining; 4300 hectares of public open space, 121 urban lakes and ponds, 500 playgrounds, 90 shopping centres and 2200 hectares of shrub beds. 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: Relevant tertiary qualifications are essential. Current driver's licence is required.

Note: This is a temporary position available for 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit your response to the Selection Criteria and a current curriculum vitae listing two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Marriage (02) 6207 6474 sue.marriage@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.

Finance, Legal and Sustainability

Legal and Contracts

Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 43119)

Gazetted: 08 July 2019

Closing Date: 24 July 2019

Details: The Legal and Contracts Branch provides legal and other services to the Directorate. These services include the management, coordination and processing of information access requests under the *Freedom of Information Act 2016* and Open Access scheme implementation. As a senior leader within Transport Canberra and City Services, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. You will model commitment to continual learning, encourage ongoing development, and develop, and engage the right people to the right roles.

Note: This is a temporary position available immediately to 30 June 2020. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your written application addressing the Selection Criteria, your updated curriculum vitae and three referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Taylor (02) 6207 0273 rachael.taylor@act.gov.au

City Renewal Authority

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

City Renewal Authority

Design and Place Strategy

Project Manager

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44579)

Gazetted: 04 July 2019

Closing Date: 22 July 2019

Details: Join one of the ACT Government's newest agencies and be part of something exciting. The City Renewal Authority is responsible for leading the transformation of the central parts of Canberra to make it a great place to live, explore and enjoy. Our immediate focus is on shaping Civic, Braddon, West Basin, Haig Park, Northbourne Avenue and Dickson. The objectives of the CRA include: The encouragement and promotion of a vibrant city through the delivery of design-led, people-focussed urban renewal; the encouragement and promotion of social and environmental sustainability; and operational effectiveness, delivering value for money using sound risk practices. The Project Manager will lead and manage the development, procurement, coordination implementation, monitoring, evaluation and progress reporting of assigned operational and capital projects/events and is responsible for the application of effective project planning, contract management and governance throughout the whole project life cycle.

Eligibility/Other Requirements: Formal qualifications in Architecture, Urban Design, Project Management, Place Management or demonstrable experience is desirable but not essential.

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 submit 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 submitted via the Apply Now button below.

Contact Officer: Craig Gillman (02) 6207 2478 craig.gillman@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

Clinical Services

Critical Care

Critical Care Executive

Assistant Director of Nursing, Intensive Care Unit

Registered Nurse Level 4.3 \$137,840, Canberra (PN: 14143)

Gazetted: 11 July 2019

Closing Date: 25 July 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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

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

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

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

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

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

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

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

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team (MET), ACT Trauma Services, Capital Region Retrieval Service, Critical Care Research and Service Development Unit (RSDU) and the Early Recognition of the Deteriorating Patient Program. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit has a strong commitment to teaching at undergraduate and postgraduate levels with excellent opportunities for collaborative research.

Overview of the work area and position

The Assistant Director of Nursing (ADON) for the Intensive Care Unit (ICU) is a senior nursing leadership position within the Division of Critical Care. The ADON, in consultation with the ICU Clinical Director, provides strategic leadership, guidance, planning and operational input to achieve quality patient care and service delivery outcomes within the ICU and MET. The ADON for the ICU reports to the Director of Nursing within the Division of Critical Care. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education.

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 equivalent) in critical care nursing and/or health management.

Previous experience in an operational and/or senior management role.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Lisa Gilmore (02) 5124 8020 lisa.gilmore@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Registered Nurse, Adult Mental Health Rehabilitation Unit

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 12605)

Gazetted: 11 July 2019

Closing Date: 23 July 2019

Details: About us

Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

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.

The Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within Canberra Health Services and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Adult Community Mental Health Services

Justice Health Services

Dhulwa Mental Health Unit

Overview of the work area and position

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is the largest rehabilitation centre in the ACT and surrounds, with capacity for 140 inpatient beds, 75 day places and additional outpatient services.

The hospital will bring together rehabilitation services and specialist staff from many locations across Canberra into one purpose-built location—making it easier for people to access the services they need.

On 17 July 2018 two services within Specialty Mental Health services opened at the University of Canberra Hospital; a 20 beds Adult Mental Health Rehabilitation Unit (AMHRU) and a 25 day places Adult Mental Health Day Services (AMHDS).

AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psycho-social rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological

therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

Under the general direction of the AMHRU Clinical Nurse Consultant, the Registered Nurse role at this level within AMHRU is responsible for provide clinical leadership and guidance to the nursing workforce, as well as provide clinical support to assist with nursing care, treatment and recovery goals of persons within a therapeutic rehabilitation environment. This involves providing regular input into, and form an integral part of the multidisciplinary team and apply educational and quality improvement processes to the therapy program undertaken within the AMHRU.

The Registered Nurse role is required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurses (level 1) and Enrolled Nurses.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post Graduate Qualification (or equivalent) in Mental Health Nursing, or working towards.

Previous experience in rehabilitation nursing within a mental health setting.

Clinical leadership experience in a mental health setting.

Current driver's licence.

Prior to commencement successful candidates will be required to:

A pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (Category A position).

Note:

This is a temporary position available for 12 months with possible extension. This position(s) is required to participate in afterhours, on call and/or rotation roster, including regular participation in the Night Shift roster.

Contact Officer: Sonny Ward (02) 5124 0049 sonny.ward@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Health Professional Officer

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 33951)

Gazetted: 11 July 2019

Closing Date: 26 July 2019

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.

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

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

The AMHDS is located at the University of Canberra Hospital.

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia

Have a minimum of three years (ideally five years) experience post qualification.

For Psychology:

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

Have a minimum of three years (ideally five years) experience post qualification.

Be 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:

Hold a degree in Social Work

Be eligible for membership of the Australian Association of Social Workers

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

Have a minimum of three years (ideally five years) experience post qualification.

Other Requirements:

Must hold a current driver's licence.

Highly Desirable:

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

Prior to commencement successful candidates will be required to:

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

Comply with CHS occupational screening requirements related to immunisation, and

Undergo a pre-employment National Police check.

Note

This is a temporary position available for 16 months with possibility of extension.

Contact Officer: Angie Mosely (02) 5124 0150 angie.mosely@act.gov.au

Clinical Services

Cancer and Ambulatory Support

BreastScreen ACT

Radiography - Mammography/Sonography Roles

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 11574, several)

Gazetted: 11 July 2019

Closing Date: 23 July 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. The Division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory services.

Overview of the work area and position

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years 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 assessments are performed at the Canberra City clinic. As a Radiographer you will perform routine mammographic screening across the three sites, and, participate in the assessment clinics. As a Sonographer, you will not only conduct screening mammograms but you will also undertake breast ultrasounds and assist with biopsies in the assessment clinics.

You will need to exercise independent judgement to perform routine mammograms. We would love to have you on board to join a great team and dynamic workplace environment.

"BreastScreen ACT has provided me with great opportunity to further my career and education in Breast Imaging. I love working in a close, multidisciplinary team with up to date technology". Melissa - BreastScreen ACT Mammographer since 2012.

Eligibility/Other Requirements

Mandatory:

- Degree or Diploma in Applied Science (Medical Imaging).
- Australian Health Practitioner Regulation Agency (AHPRA) Registration.
- ACT Radiation Licence (or eligible for).
- Eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT).

Desirable:

- Hold a current Certificate of Clinical Proficiency in Mammography – CCPM (or the willingness to attain).

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.
- Undergo occupational and vaccination pre-screening assessment by ACT Health's Occupational Medicine Unit (OMU).
- Comply with Canberra Health Services credentialing requirements for allied health professionals.

Note:

There are several part-time and/or full-time positions available. Working hours per week are flexible. The full-time salary noted above will be paid pro rata for part-time positions.

Be sure to note clearly in your application, which of the positions you are applying for. Please ensure it is clearly stated whether you are applying for the full-time or part-time position.

Contact Officer: Samantha Rogers (02) 5124 1829 samantha.rogers@act.gov.au

Clinical Services

ACT Chief Nurse

Nursing and Midwifery Office

Executive Assistant, Executive Director Nursing and Midwifery and Patient Support Services

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 16101)

Gazetted: 11 July 2019

Closing Date: 28 July 2019

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.

Overview of the work area and position

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

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

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

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

Eligibility/Other Requirements

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Nicole Stevenson (02) 5124 4702 nicole.stevenson@act.gov.au

Clinical Services

Medicine

ACT Diabetes Service

Diabetes Registered Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 19395)

Gazetted: 11 July 2019

Closing Date: 25 July 2019

Details: 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.

Overview of the work area and position:

The ACT Diabetes Service provides acute and ambulatory outpatient services to consumers of the ACT and surrounding NSW region. The ACT Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

The ACT Diabetes Service team are responsible for providing education and management of people at risk of and who have diabetes within acute and community health care settings.

Under the direction of senior diabetes nurse educators, you will rotate across areas within the service. This position will provide an excellent foundation in diabetes education and will compliment nurses undertaking post graduate qualifications in diabetes education through an ADEA recognised tertiary course. The Registered Nurse Level 1 will be responsible professionally to the Level 2 Diabetes Educator in their area of work.

Eligibility/Other Requirements:

Mandatory:

Registration with Australian Health Practitioner Regulation Agency (APRA) as a Registered Nurse,

Must hold and maintain a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check,

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

Note:

This is a temporary position available for a period of six months and is non-ongoing. This position will require rotation between multiple sites operated by Canberra Health Services.

Contact Officer: Lynelle Boisseau (02) 6174 7601 lynelle.boisseau@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Custodial Health Registered Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 38661, several)

Gazetted: 11 July 2019

Closing Date: 19 July 2019

Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

The Justice Health Primary Health Team is part of a part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality 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 Justice Health Services Primary Health Team is part of Mental Health Justice Health and Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimber Youth Justice Centre (BYJC).

It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre and Bimber Youth Justice Centre.

You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

Eligibility/Other Requirements

Mandatory:

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

Current driver's licence.

At least 12 months post registration experience as a Registered Nurse.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Amanda Chase (02) 6205 3372 amanda.chase@act.gov.au

Clinical Services

Surgery and Oral Health

Surgical Administration

Administration Assistant, Division of Surgery

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 14963)

Gazetted: 11 July 2019

Closing Date: 18 July 2019

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.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

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

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

The Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services and the Trauma and Orthopaedic Research Unit.

The Surgical Bookings Department maintains the Elective Surgery Waiting List for the Canberra Hospital and co-ordinate theatre bookings and associated equipment requirements for individual surgical specialists.

Overview of the work area and position

Under the general direction of the Administration Manager, the Surgical Administration Assistant will provide relief administrative support services to various Surgical Units within the Division, and have oversight of surgical outpatient clinics to ensure efficient management of outpatient appointments.

Eligibility/Other Requirements

Desirable:

Experience with Dictaphone typing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note

This is a temporary position available for three months with possibility of extension.

Contact Officer: Rebecca Scaysbrook (02) 5124 4175 rebecca.scaysbrook@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Allied Health

Health Promotion Project Officer

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 24823)

Gazetted: 11 July 2019

Closing Date: 25 July 2019

Details: 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:

CHS 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 CHS providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's values: 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.

RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS. CHS is a values-led Directorate.

This is a part-time role which provides high level leadership and consultancy in the field of health promotion and education. This role also supports the Community Care Program with program specific projects as required.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in a CHS recognised Allied Health discipline and eligibility for membership of the appropriate professional body, or unconditional Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Current unrestricted driver's licence

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

Undergo a pre-employment National Police Check.

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

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

Note:

This is a temporary part-time position at 14:42 hours per week and is available for a period of five months with the possibility of extension and/or permanency and the full-time salary noted above will be paid pro rata. The position is physically based at the City Community Health Centre. An order of merit will be established for filling identical vacancies within the next 12 months from this process.

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

Office of CEO

Office of the Chief Executive Officer

Executive Officer, Office of the CEO

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41892)

Gazetted: 11 July 2019

Closing Date: 25 July 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.

Overview of the work area and position

The Office of the Chief Executive Officer provides strategic support to the Chief Executive Officer, undertaking high level coordination, liaison, research and reporting and providing advice on specific issues. The Office consists of a Business Manager and Executive Assistant, in addition to the Executive Officer role.

The Executive Officer position reports to the Business Manager and also works closely with the Canberra Health Services Executive and key staff in Ministerial offices and across other ACT Government Directorates.

The Executive Officer is responsible for the coordination of all incoming and outgoing correspondence within the Office, liaison with the Communication and Government Relations team on the provision of high level advice to Minister's offices, and other projects and priorities for the Chief Executive Officer. The position will also provide high level support and advice to the Chief Executive Officer and Business Manager, undertaking a range of coordination functions, including preparation of briefings, reports and other correspondence.

Eligibility/Other Requirements:

Mandatory:

Relevant qualifications in Public Sector Management and/or relevant public sector experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Nicole Stevenson (02) 5124 4702 nicole.stevenson@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$70,359 - \$76,184

Jason Simmons 858-66996, Section 68(1), 3 July 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Athan Tricolas 858-55613, Section 68(1), 3 July 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Devage Wijerathna 858-74734, Section 68(1), 8 July 2019

Community Services

Administrative Services Officer Class 5 \$78,197 - \$82,771

Courtney Griffin 835-51173, Section 68(1), 8 July 2019

Senior Officer Grade C \$106,043 - \$114,146

Christopher Hallett 847-05402, Section 68(1), 1 July 2019

Education

Building Service Officer 3 \$67,752 - \$71,593

Tony Daskalakis 858-25377, Section 68(1), 4 July 2019

Environment, Planning and Sustainable Development

General Service Officer Level 5/6 \$55,097 - \$60,637

Matthew Cools 853-70413, Section 68(1), 8 July 2019

Senior Professional Officer Grade C \$106,043 - \$114,146
George Prince 858-55285, Section 68(1), 4 July 2019

Justice and Community Safety

Administrative Services Officer Class 4 \$70,359 - \$76,184
Carol Aldridge 853-77842, Section 68(1), 12 July 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184
Ian Butt 853-64726, Section 68(1), 15 July 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184
Magage Fernando 858-65117, Section 68(1), 10 July 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430
Sarah Towers 858-63226, Section 68(1), 2 July 2019

Transport Canberra and City Services

Infrastructure Manager/Specialist 1 \$161,585
Christopher Bunnik 858-72595, Section 68(1), 8 July 2019

Canberra Health Services

Health Professional Level 2 \$65,216 - \$89,528
Emily Boyle 858-74240, Section 68(1), 8 July 2019

Administrative Services Officer Class 2/3 \$55,934 - \$68,204
Michaela Deighton 857-43806, Section 68(1), 8 July 2019

Health Service Officer Level 7 \$62,521 - \$66,023
Mark Enriquez 858-74523, Section 68(1), 11 July 2019

Health Professional Level 3 \$90,876 - \$95,756 (up to \$100,505 on achieving a personal upgrade)
Helen Goddard 858-72640, Section 68(1), 8 July 2019

Radiation Therapist Level 2 \$67,967 - \$93,941
Alex Gooley 858-73723, Section 68(1), 8 July 2019

Health Service Officer Level 7 \$62,521 - \$66,023
Muhammad Haque 858-74160, Section 68(1), 11 July 2019

Registered Nurse Level 1 \$67,078 - \$89,604
Charlotte Harding 859-52640, Section 68(1), 8 July 2019

Registered Nurse Level 1 \$67,078 - \$89,604
Sijimole Joseph 834-45645, Section 68(1), 11 July 2019

Registered Nurse Level 1 \$67,078 - \$89,604
Kristine Llagan 856-73422, Section 68(1), 11 July 2019

Registered Nurse Level 1 \$67,078 - \$89,604
Bridget Mason 861-31721, Section 68(1), 11 July 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Nithya Mathew 845-02090, Section 68(1), 11 July 2019

Health Professional Level 2 \$65,216 - \$89,528

Stacey Mutuota 857-93889, Section 68(1), 5 July 2019

Health Service Officer Level 7 \$61,688 - \$65,144

Eric Parkin 858-72800, Section 68(1), 11 July 2019

Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Aidan Pini 862-08549, Section 68(1), 4 July 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Andrea Richens-James 847-25921, Section 68(1), 11 July 2019

Registered Nurse Level 2 \$93,151 - \$98,728

Debra Smith 827-30081, Section 68(1), 4 July 2019

Health Service Officer Level 7 \$62,521 - \$66,023

Michael Swan 858-74515, Section 68(1), 11 July 2019

Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Alexandra Wall 861-30446, Section 68(1), 8 July 2019

Health Service Officer Level 7 \$61,688 - \$65,144

Adam Whiteford 858-72771, Section 68(1), 11 July 2019

Health Service Officer Level 7 \$62,521 - \$66,023

Joel Williams 858-73301, Section 68(1), 11 July 2019

ACT Health

Senior Information Technology Officer Grade C \$104,630 - \$112,626

Lucas Crimmins 858-72798, Section 68(1), 8 July 2019

TRANSFERS

Environment, Planning and Sustainable Development

Brad Maxwell: 853-73438

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

ACT Health

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 42882) (Gazetted 6 May 2019)

Justice and Community Safety

Bella Mitshabu: 848-64542

From: \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Community Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Justice and Community Safety, Canberra (PN. 35664) (Gazetted 10 April 2019)

Canberra Health Services

Louise Griffiths: 845-21304

From: Registered Midwife Level 2 95,012

Canberra Health Services

To: Registered Midwife Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 23541) (Gazetted 6 December 2018)

ACT Health

Jonelle Hoolihan: 848-82812

From: Senior Officer Grade C \$106,043 - \$114,146

ACT Health

To: Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 34229) (Gazetted 9 May 2019)

PROMOTIONS

Canberra Institute of Technology

CIT Student and Academic Services

CIT Student Services

Kayla McIntosh: 844-81103

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Institute of Technology, Canberra (PN. 55030, several) (Gazetted 4 April 2019)

Chief Minister, Treasury and Economic Development

Shared Services ICT

Customer Engagement Services Branch

CMTEDD and PATOCS ICT

Ulf Cedervall: 836-00529

From: Information Technology Officer Class 2 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 04567) (Gazetted 22 May 2019)

Shared Services

Finance and Payroll

Finance Reporting

John Cubarrubia: 836-12343

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 07191) (Gazetted 15 April 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.

Shared Services

Finance and Payroll

Finance Reporting

Xi Huang: 848-7735

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 07306) (Gazetted 15 April 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.

City Renewal Authority

Finance

Rowena Woods: 820-84139

From: Senior Officer Grade C \$106,043 - \$114,146

Transport Canberra and City Services

To: †Senior Officer Grade B \$124,891 - \$140,596

City Renewal Authority, Canberra (PN. 43283) (Gazetted 17 May 2019)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Legal Services

Auraelia Bullo: 853-3002

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Community Services Directorate

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Community Services, Canberra (PN. 11631) (Gazetted 3 May 2019)

Housing ACT

Client Services

Tenant Experience

Louise Griffiths: 747-50306

From: Senior Officer Grade C \$106,043 - \$114,146

Community Services

To: †Senior Officer Grade A \$145,048

Community Services, Canberra (PN. 43273) (Gazetted 8 December 2018)

Housing ACT

Tenancy Operations

Tammi Walton: 853-45007

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Community Services

To: †Administrative Services Officer Class 6 \$84,257 - \$96,430

Community Services, Canberra (PN. 37490) (Gazetted 31 August 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.

Education

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Nicola Atherton: 818-64715

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Education

To: Professional Officer Class 2 \$84,257 - \$96,430
Education, Canberra (PN. 43973) (Gazetted 17 May 2019)

School Performance and Improvement

North and Gungahlin Network

Harrison School

Patricia Coghlan: 820-76497

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Education

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Education, Canberra (PN. 40052) (Gazetted 14 June 2019)

Business Services Division

People and Performance

Human Resources Strategy

Edmund Hall: 858-54856

From: Technical Officer Level 3 \$72,989 - \$82,486

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Education, Canberra (PN. 42215) (Gazetted 28 March 2019)

Environment, Planning and Sustainable Development

Planning Delivery

Merit Assessment

Fawzia Majid: 820-92163

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Environment, Planning and Sustainable Development, Canberra (PN. 42884) (Gazetted 6 May 2019)

Sustainability & the Built Environment

Planning Delivery

Merit Assessment

Anna Maree Musgrove: 844-01628

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 42880) (Gazetted 6 May 2019)

Planning Delivery

Merit Assessment

Minh Pham: 848-78792

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Environment, Planning and Sustainable Development, Canberra (PN. 42885) (Gazetted 6 May 2019)

Planning Delivery

Merit Assessment

Hayden Pini: 846-94379

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Environment, Planning and Sustainable Development, Canberra (PN. 42883) (Gazetted 6 May 2019)

Justice and Community Safety

Corporate

ICT Capital Works and Infrastructure

Kai Andersen: 820-79719

From: Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$124,891 - \$140,596

Justice and Community Safety, Canberra (PN. 40231) (Gazetted 16 April 2019)

Emergency Services

ACT Fire and Rescue

Operations

Jeffrey Atkinson: 754-05694

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 45163)

Emergency Services

ACT Fire and Rescue

Operations

Jeremy Cooper: 816-90049

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 45915)

Emergency Services

ACT Fire and Rescue

Operations

Barry Foreman: 816-79384

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 47121)

Emergency Services

ACT Fire and Rescue

Operations

Kari Harlovich: 821-17869

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 47046)

Emergency Services

ACT Fire and Rescue

Operations

Mark Johanson: 785-58450

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 48090)

Emergency Services

ACT Fire and Rescue

Operations

Andrew Johnson: 754-05053

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 48087)

Emergency Services

ACT Fire and Rescue

Operations

Ian Kildea: 817-47535

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 48088)

Legislation, Policy and Programs

Restorative Justice Unit

Amanda Lutz: 783-14085

From: Senior Officer Grade B \$124,891 - \$140,596

Justice and Community Safety

To: †Senior Officer Grade A \$145,048

Justice and Community Safety, Canberra (PN. 43800) (Gazetted 3 May 2019)

Emergency Services

ACT Fire and Rescue

Operations

Kenneth Marsden: 786-27938

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 48059)

ACT Corrective Services

Community Corrections and Release Planning

Community Operations

Belinda McKay: 858-51065

From: Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Canberra Health Services

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Justice and Community Safety, Canberra (PN. 49900) (Gazetted 14 May 2019)

ACT Corrective Services

Executive Services

Executive Support and Governance

Kathryn Anne Rice: 835-82412

From: Senior Officer Grade C \$106,043 - \$114,146

ACT Corrective Services/JACS

To: †Senior Officer Grade B \$124,891 - \$140,596

Justice and Community Safety, Canberra (PN. 33906) (Gazetted 11 April 2019)

Emergency Services

ACT Fire and Rescue

Operations

Graeme Wiseman: 785-58418

From: FB5 (Senior Fire Fighter) \$89,841
Justice and Community Safety
To: †FB6 (Station Officer) \$102,025
Justice and Community Safety, Canberra (PN. 07983)

Emergency Services

ACT Fire and Rescue

Operations

Scott Young: 795-62777

From: FB5 (Senior Fire Fighter) \$89,841
Justice and Community Safety
To: †FB6 (Station Officer) \$102,025
Justice and Community Safety, Canberra (PN. 45910)

Canberra Health Services

Ruth Ackland: 850-42954

From: Administrative Services Officer Class 2/3 \$55,934 - \$68,204
Canberra Health Services
To: Administrative Services Officer Class 4 \$70,359 - \$76,184
Canberra Health Services, Canberra (PN. 40345) (Gazetted 13 June 2019)

Clinical Services

Regan Bartholomew: 850-41097

From: Registered Nurse Level 1 \$67,078 - \$89,604
Canberra Health Services
To: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services, Canberra (PN. 44559) (Gazetted 23 May 2019)

Clinical Services

Dona Dolphus: 824-32594

From: Registered Nurse Level 1 \$67,078 - \$89,604
Canberra Health Services
To: †Registered Nurse Level 3.1 \$106,795 - \$111,190
Canberra Health Services, Canberra (PN. 18436) (Gazetted 2 May 2019)

Canberra Hospital and Health Services

Rebecca Furlan: 778-77046

From: Senior Officer Grade C \$106,043 - \$114,146
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$124,891 - \$140,596
Canberra Health Services, Canberra (PN. 18304) (Gazetted 16 May 2019)

Clinical Services

Anita Taglieri: 545-06621

From: Administrative Services Officer Class 4 \$70,359 - \$76,184
Canberra Health Services
To: Administrative Services Officer Class 6 \$84,257 - \$96,430
Canberra Health Services, Canberra (PN. 42916) (Gazetted 28 March 2019)

Canberra Hospital and Health Services

Eleanor Weston: 845-19212

From: Registered Midwife Level 1 \$67,078 - \$89,604
Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728
Canberra Health Services, Canberra (PN. 41582) (Gazetted 16 May 2019)

ACT Health

Health Systems, Policy and Research
Policy, Partnerships and Programs
Aboriginal and Torres Strait Islander Practice Centre
Aaron Adams: 853-73403

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
ACT Health

To: Administrative Services Officer Class 6 \$84,257 - \$96,430
ACT Health, Canberra (PN. 29531) (Gazetted 16 May 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Arun Chandu Nair: 834-53274

From: Administrative Services Officer Class 4 \$70,359 - \$76,184
ACT Health

To: Information Technology Officer Class 2 \$84,257 - \$96,430
ACT Health, Canberra (PN. 44455) (Gazetted 25 April 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Tanya Edwards: 834-52124

From: Administrative Services Officer Class 4 \$70,359 - \$76,184
Canberra Health Services

To: Information Technology Officer Class 2 \$84,257 - \$96,430
ACT Health, Canberra (PN. 44457) (Gazetted 25 April 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Madeleine Gane: 846-87451

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
ACT Health

To: Information Technology Officer Class 2 \$84,257 - \$96,430
ACT Health, Canberra (PN. 44447) (Gazetted 25 April 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Usha Gudipati: 791-54562

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
ACT Health

To: Information Technology Officer Class 2 \$84,257 - \$96,430
ACT Health, Canberra (PN. 44464) (Gazetted 25 April 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Terrienne Keen: 836-55685

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
ACT Health

To: Information Technology Officer Class 2 \$84,257 - \$96,430
ACT Health, Canberra (PN. 44453) (Gazetted 25 April 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Deepu Mathew Thomas: 853-54667

From: Information Technology Officer Class 1 \$68,204 - \$77,639

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$84,257 - \$96,430

ACT Health, Canberra (PN. 44459) (Gazetted 25 April 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Callum McRae: 828-67416

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

ACT Health

To: Information Technology Officer Class 2 \$84,257 - \$96,430

ACT Health, Canberra (PN. 44450) (Gazetted 25 April 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Anand Pillay: 780-51852

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

ACT Health

To: Information Technology Officer Class 2 \$84,257 - \$96,430

ACT Health, Canberra (PN. 44456) (Gazetted 25 April 2019)

Office of the Director General

Office of Director General

Ministerial and Government Services

Chadia Rad: 840-49345

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 39690) (Gazetted 29 May 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Shane Richards: 738-47624

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

ACT Health

To: Information Technology Officer Class 2 \$84,257 - \$96,430

ACT Health, Canberra (PN. 44461) (Gazetted 25 April 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Joanna Sanchez: 847-11933

From: Administrative Services Officer Class 2 \$55,934 - \$61,764

ACT Health

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

ACT Health, Canberra (PN. 41745) (Gazetted 11 April 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Sherilyn Saxon: 778-38207

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
ACT Health

To: Information Technology Officer Class 2 \$84,257 - \$96,430
ACT Health, Canberra (PN. 44458) (Gazetted 25 April 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Surya Suresh: 853-73411

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
ACT Health

To: Information Technology Officer Class 2 \$84,257 - \$96,430
ACT Health, Canberra (PN. 44452) (Gazetted 25 April 2019)

ACT Health Directorate

Corporate Services

Digital Solutions

Linda Tesolin-Small: 788-13714

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
ACT Health

To: Information Technology Officer Class 2 \$84,257 - \$96,430
ACT Health, Canberra (PN. 44451) (Gazetted 25 April 2019)