



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 01 August 2019**

## VACANCIES

### ACT Audit Office

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

#### Performance Audit

##### Director - Performance Audit

##### Senior Audit Manager \$125,048 - \$145,048, Canberra (PN: 25226)

Gazetted: 06 August 2019

Closing Date: 20 August 2019

Details: The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team. As a Director, you will be primarily responsible for managing performance audits and other reviews and investigations of the operations of ACT public sector entities. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. As a Director you will have a key leadership role in the Performance Audit team. You should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles. 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 highly desirable. All applicants must have high level spoken English. All ACT employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence. 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:** Applicants are to address the Selection Criteria located in the Position Description, and provide current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Brett Stanton (02) 6207 9534 [brett.stanton@act.gov.au](mailto:brett.stanton@act.gov.au)

### Calvary Health Care ACT (Public)

#### Medical Stream

##### Clinical Development Nurse

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

Gazetted: 06 August 2019

Closing Date: 11 August 2019

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

Reference Number: 10206

Contact Officer: Meagen Bransgrove (02) 6201 6533 [Meagen.Bransgrove@calvary-act.com.au](mailto:Meagen.Bransgrove@calvary-act.com.au)

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

#### Finance

##### Payroll

##### Payroll Officer

##### ASO 4 year 1 - year 4 \$70,359 - \$76,184, Canberra (PN: Expected)

Gazetted: 01 August 2019

Closing Date: 1 August 2019

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

Contact Officer: Donna Johnston 02 6201 6048 Donna.Johnston@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

### **Medical Imaging**

#### **Radiographer**

**MI 1.2 - MI2.9 \$69,410 - \$89,528, Canberra (PN: Expected)**

Gazetted: 06 August 2019

Closing Date: 8 August 2019

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

Reference Number: 10212

Contact Officer: Kristine Lindner Kristine.Lindner@calvary-act.com.au

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

### **Canberra Institute of Technology**

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

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

#### **Corporate Services**

##### **Student Information Management Systems**

##### **Banner Business/Functional Analyst**

**Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 18397)**

Gazetted: 02 August 2019

Closing Date: 9 August 2019

Details: An exciting opportunity exists for a Business/Functional Analyst in the Student Management Systems Team at the Canberra Institute of Technology (CIT). Working with highly skilled Functional Analysts, you will be required to contribute to the analysis of issues arising with the functionality and use of CIT's Student Information Management System (the Banner System), assist in the design and development of specifications for solutions and conduct testing. You will also be required to contribute to the design and production of standard and ad-hoc reports to internal and external clients using Structured Query Language (SQL) tools such as SQL developer and the Argos reporting tool. 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: Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

Note: This is a temporary position available immediately until 10 February 2020 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to please address Selection Criteria along with a current curriculum vitae.

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

Contact Officer: Peadar O'loughlin (02) 6207 4120 [peadar.oloughlin@cit.edu.au](mailto:peadar.oloughlin@cit.edu.au)

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

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

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

#### **Shared Services**

## **Shared Services ICT**

### **Executive Office**

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

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 20415)**

Gazetted: 02 August 2019

Closing Date: 16 August 2019

Details: Are you passionate about helping people? Do you have the gift of the gab and a great eye for detail? Does recruitment and process improvement excite you? Then bring your positive can-do attitude and put those skills to good use in a supportive and energetic team environment! About Shared Services: Shared Services employs about 950 staff and provides tactical and transactional holistic ICT, Finance and Human Resources services to ACT Government Directorates. Shared Services ICT (SSICT) provides a comprehensive range of ICT and allied services to the Directorates. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services. What will you do? You will work as part of the Shared Services ICT Executive Office team, sharing responsibility for providing administrative and secretariat support to Shared Services ICT Executive and Senior Managers. You will be responsible for proving advice and managing all the administrative requirements for the end to end recruitment of labour hire contractors. You will manage the relationships of internal and external stakeholders to ensure a smooth on-boarding and cessation process for both labour hire and ACT Public Service recruitment. You will have an understanding of ACT Government business, policies and procedures and have the confidence to accurately interpret and provide advice to Senior Managers. You will bring your high-level organisational skills, the ability to follow and improve administrative processes while working in a high pressure, confidential environment. Your ability to quickly establish effective working relationships, coupled with your excellent attention to detail will set you apart from the rest. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please review the attached Position Description and provide your current curriculum vitae and a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

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

Contact Officer: Andreza Redmayne (02) 6207 8107 [andreza.redmayne@act.gov.au](mailto:andreza.redmayne@act.gov.au)

## **Whole of Government Communications and Engagement**

### **Whole of Government Communications**

#### **Content Designer**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 20648)**

Gazetted: 05 August 2019

Closing Date: 21 August 2019

Details: Want to join a dynamic team of communications, engagement, marketing, digital and content specialists who are driving the future of government communications? The Whole of Government Communications team in the Chief Minister, Treasury and Economic Development Directorate is looking for an organised, proactive and creative content designer to produce the Our Canberra newsletter and content for social media and digital channels. We are especially looking for someone who can take written content and transform it into engaging video and digital content and is experienced in social media publishing, monitoring and performance reporting. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications or a minimum of two years' experience working professionally in the fields of digital communications and content production, media, public relations, marketing, or strategic communications is essential.

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

How to Apply: Applicants are asked to please provide your curriculum vitae and a two-page pitch which broadly addresses the Selection Criteria and tells us why you would be perfect for the role.

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

Contact Officer: Bernadette Brennan (02) 6207 6901 bernadette.brennan@act.gov.au

## **Shared Services ICT**

### **Technology Services Branch**

#### **Education Web Services**

#### **Web Administrator - Education Web Services**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 33957)**

Gazetted: 06 August 2019

Closing Date: 20 August 2019

Details: The Education Web Services Team in Shared Services ICT is seeking a person to undertake various web content publishing tasks. You will liaise with internal clients to understand their web content requirements and use your HTML and CSS skills to ensure that the presentation of content meets client expectations. You will predominantly be responsible for publishing content and maintaining the Education Directorate's corporate intranet using the following tools and technologies: Adobe Dreamweaver; HTML/CSS; Microsoft IIS. You will also perform various administrative tasks such as collating content for mass broadcast via email, assisting with data migration activities, and checking webpages for accessibility compliance. There may also be an opportunity to gain experience in using the Squiz Matrix Web Content Management System, and to assist with the design and development of various public-facing websites that are hosted on beha31476lf of the Education Directorate.

Note: This is a temporary position available immediately until 30 June 2020 with possibility of extension.

How to Apply: Applicants must provide a curriculum vitae and a pitch of no more than two pages. Please also include names and contact details of two referees.

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

Contact Officer: Janette Luke (02) 6205 4484 janette.luke@act.gov.au

## **Shared Services**

### **Customer Engagement Services Branch**

#### **Education ICT**

#### **ICT Support Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 05117)**

Gazetted: 01 August 2019

Closing Date: 8 August 2019

Details: Shared Services ICT is seeking an enthusiastic, driven and proactive person who thrives in a fast-paced environment and enjoys a challenge to fill the position of ICT Support Officer within the Education ICT embedded team. As part of the Education ICT Hardware Team, the ICT Support Officer is required to provide technology advice and guidance, as well as ensuring consistency of service delivery, by prioritising and managing workflows and supporting the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) environment. Applicants will have a high level of organisational skills, excellent attention to detail and can quickly adapt to a fast-paced environment. Experience in the use of ServiceNow and Excel would be considered advantageous. 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: Current baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

Note: This is a temporary position available for an immediate start until 24 December 2019 with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" section and submit a personal pitch, of no more than two pages, that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees.

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

Contact Officer: Theodore Merkoureas (02) 6207 9855 theodore.merkoureas@act.gov.au

## **Treasury**

### **Commercial Services and Infrastructure**

#### **National Arboretum Canberra**

##### **Visitor Service Officer**

##### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: C09529, several)**

Gazetted: 06 August 2019

Closing Date: 20 August 2019

Details: The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world, that are cultivated for conservation, scientific and educational study, display and preservation. The National Arboretum engages its diverse visitors by providing recreational and educational opportunities through public activities including events, programs and guided tours. We build community support by providing enjoyable visiting experiences to increase understanding of the National Arboretum, including its scientific research. We are looking for experienced, enthusiastic and motivated individuals to join our Visitor Services Team. The primary purpose of this position is to provide high quality and pro-active customer service to all National Arboretum visitors, including working at the Information Desk within the Village Centre. The position also supports the Education Officer to deliver education programs and tours to visiting school groups. The successful applicants will have experience working in a busy and dynamic environment with multiple demands and possible emergency situations.

Eligibility/Other Requirements: Experience in delivering school educational tours and interpretation for all ages.

Current driver's licence. Willingness to work rostered weekends. First Aid Certificate desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). This position requires a pre-employment medical.

Note: These are casual positions with both weekday and weekend work. 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 address the Selection Criteria in 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: LaurenA Brown (02) 6207 9347 laurena.brown@act.gov.au

## **Access Canberra**

### **Customer Coordination – Applications and Approvals**

#### **Customer Service Officer**

##### **Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 27708, several)**

Gazetted: 06 August 2019

Closing Date: 13 August 2019

Details: The Application and Approvals Team within Access Canberra is seeking Expressions of Interest for our Customer Service Officer positions. The successful applicant/s will provide high quality customer service to clients

and members of the public in relation to planning, development, building and related regulatory and operational activities. This can include answering calls via the Customer Service Contact Centre and working on a public counter, assisting in the resolution of issues that arise in the lodgement of development and building applications, construction occupations licensing applications and other associated processes. Other duties include scanning and/or uploading documents and plans into the electronic filing system, maintaining paper and electronic records, preparation of routine less complex correspondence and receiving public money. Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does not involve direct supervision of personnel. The Chief Minister, Treasury and Economic Development Directorate 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: These are temporary positions available for six months with possibility of extension. Selection may be based on application and referee reports only.

How to Apply: If you think you're up for it, please submit your curriculum vitae, contact details of at least two referees along with a two page pitch on why you think you're the best person for the job. The pitch 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 achievement in the last five years and how it relates to this position and the 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: Sophie Bell (02) 6205 8386 [sophiea.bell@act.gov.au](mailto:sophiea.bell@act.gov.au)

## **Communications and Engagement**

### **Communications and Engagement Service**

#### **Senior Director, Content**

#### **Senior Officer Grade A \$145,048, Canberra (PN: 11261)**

Gazetted: 02 August 2019

Closing Date: 20 August 2019

Details: Our role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time. You will: bring an audience-first lens to your work, informed by research, insights and evaluation; work with stakeholders in partnership with a strong client service ethic; enjoy working in a fast-paced environment, be flexible and open to change; be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan. The Content team is audience driven and the directorate's channel owners, managers and architects for the directorate. Your team will self-generate work, informed by research and insights, working across the directorate. It is responsible for informing the community, listening to conversations and delivering communications products including social media posts, websites, speeches, media releases and responses, marketing campaigns and design. The successful applicant will lead a multidisciplinary team responsible for content design and delivery to ensure the directorate's content informs and engages the Canberra community. We're looking for someone with extensive experience in audience and insights driven communications and content strategy, development and implementation and a demonstrated high work ethic, and loves to lead a team to work under pressure in a complex and dynamic work environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and a minimum of ten year's experience working professionally in the fields of communications and digital communications is essential.

Note: The successful applicant will need to be available for occasional weekend and after-hours work, with access to recovery leave. The ability to work flexibly with some out of hours work is required. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is working in an activity-based working environment (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants are asked to provide a written application that addresses the Selection Criteria in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

*Applications should be submitted via the Apply Now button below.*  
Contact Officer: Fiona Dolan (02) 6207 1757 fiona.dolan@act.gov.au

## **Shared Services**

### **Partnership Services Group**

#### **Commercial Services**

#### **Senior Director Electronic Documents Records Management System Implementation**

#### **Senior Officer Grade A \$145,048, Canberra (PN: 23923)**

Gazetted: 07 August 2019

Closing Date: 21 August 2019

Details: The Partnership Services Group, Shared Services is seeking an experienced application implementation project manager to manage the implementation of Electronic Document Record Management Systems (EDRMS) across all Directorates in ACT Government. The successful candidate should possess strong application implementation project management and change management skills and experience, capacity to manage a large scale implementation – approximately 5,000 users. The project manager will also be responsible for overseeing the development of all training and support materials including user guides, e-learning application training modules and developing a support strategy to cater for the expected large user base. The position requires excellent communication skills to liaise with a range of different stakeholders from all ACT Government Directorates. This project has a significant change management component that affects a significant number of ACT Government employees. It is desirable that the successful candidate have experience in digital records management and records management practices. The project will also require the management of an application and infrastructure upgrade to Content Manager (TRIM).

Note: This is a temporary full time position available until 31 March 2020.

How to Apply: Please submit your current curriculum vitae, contact details of at least two referees along with a two page pitch on your experience and skills that match the requirements of the role.

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

Contact Officer: Damien Kennedy (02) 6207 8174 damien.kennedy@act.gov.au

## **Corporate**

### **People and Development**

#### **Employee Relations**

#### **Director, Organisational Development**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 55528)**

Gazetted: 05 August 2019

Closing Date: 19 August 2019

Details: The People and Capability Branch within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a motivated and high performing Director As the Director of the Organisational Development team you will be responsible for the planning, development and management of programs and initiatives that enhance the capability of the directorate to meet current and future business requirements. 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: Territory studies or extensive relevant experience in a human resource related discipline is highly desirable.

Note: This is a temporary position available from 16 September 2019 until 16 March 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 a two-page pitch outlining your experience and/or abilities against the requirements and duties outlined in the Position Description and your curriculum vitae with contact details for at least two referees.

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

Contact Officer: Maggie Drejer-White (02) 6207 4897 maggie.drejer-white@act.gov.au

## **Corporate**



**People and Development**

**Employee Relations**

**Assistant Director, Employee Relations**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44885)**

Gazetted: 05 August 2019

Closing Date: 21 August 2019

Details: The People and Capability Branch within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a dynamic and high-performing Assistant Director. As an Assistant Director in the Workplace Relations Team you will contribute to the delivery of strategic industrial and employee relations related services across CMTEDD. This will involve liaising with various stakeholders and representing CMTEDD in a range of industrial and employee relations forums. High level communication, liaison and negotiation skills are necessary to achieving positive outcomes across a range of workplace issues. 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: Territory studies or extensive relevant experience in a human resource related discipline is highly desirable.

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

How to Apply: Please provide a two-page pitch outlining your experience and/or abilities against the requirements and duties outlined in the Position Description and your curriculum vitae with contact details for at least two referees.

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

Contact Officer: Maggie Drejer-White (02) 6207 4897 [maggie.drejer-white@act.gov.au](mailto:maggie.drejer-white@act.gov.au)

**Revenue Management**

**Compliance**

**Debt**

**Team Leader - Debt**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 03822)**

Gazetted: 01 August 2019

Closing Date: 29 August 2019

Details: The ACT Revenue Office is seeking a motivated and capable individual to lead our Debt Collection team. The role provides a high degree of autonomy in managing the day to day operations of the debt team against a background of continuous improvement. The role would suit a self-motivated individual who is open to innovation and can drive and develop a team. You will be able to interpret and apply legislation and deal with clients. Previous background in debt collection would be well regarded, but is not essential. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please apply with your curriculum vitae and a one page statement of claims showing your capabilities against the Selection Criteria.

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

Contact Officer: David Ellis (02) 6205 4811 [david.ellis@act.gov.au](mailto:david.ellis@act.gov.au)

**Access Canberra**

**Projects, Governance and Support**

**Government Business and Coordination**

**Assistance Director, Government Business and Coordination**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 04439)**

Gazetted: 07 August 2019

Closing Date: 14 August 2019

Details: Can you climb every mountain? Can you search high and low? Well if you can, the Access Canberra Government Business and Coordination team is looking for you. We have a Senior Officer Grade C position that needs to be filled for six months and are looking for the next member of our family. We do everything in this team from managing all the Government Business for Access Canberra (particularly Cabinet and Assembly) to providing Secretariat support to a number of important Boards and Committees. We also manage a number of whole of Access Canberra efforts including annual reports; briefings for inter-jurisdictional fora and inter and intra-jurisdictional requests for information. Finally we also manage all the delegations and appointments for Access Canberra's large operational base. In a nutshell we undertake a number of critical roles for Access Canberra and do so with a smile. We are proud of our reputation for excellence and we are always eager to work together and with our colleagues to find innovative solutions, gain efficiencies and enable Access Canberra to deliver on its objectives.

Eligibility/Other Requirements: Experience working in Government Business teams and/or experience managing delegations and appointments and/or providing secretariat support services will be an advantage and highly regarded.

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

How to Apply: If you want to join an award winning team known for excellent service delivery, please submit a two page pitch telling us how you meet the skills, knowledge and behaviours identified in the Position Description.

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

Contact Officer: Audrey Aquilina (02) 6207 4442 [audrey.aquilina@act.gov.au](mailto:audrey.aquilina@act.gov.au)

## **Community Services**

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

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

### **Strategic Policy**

#### **Aboriginal and Torres Strait Islander Elected Body Secretariat**

##### **Policy Officer**

**Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44623)**

Gazetted: 06 August 2019

Closing Date: 21 August 2019

Details: The ACT Aboriginal and Torres Strait Islander Elected Body (the Elected Body) is made up of seven elected members, each responsible for one of the seven ACT Government Directorates.

The Elected Body represents Aboriginal and Torres Strait Islander people living in the ACT, and advocates on systemic or whole-of-government issues affecting their interests. This position represents a unique opportunity to contribute to meaningful outcomes for the local community and other stakeholders.

As the Policy Officer you will, under general direction, prepare policy advice and analyse issues relating to Aboriginal and Torres Strait Islander affairs in the ACT and Closing the Gap policy. You will also provide high-level advice to the ACT Aboriginal and Torres Strait Islander Elected Body, and prepare briefs, speeches and reports, as required.

Based in our offices in the scenic grounds of Boomanulla Oval, you will be an integral part of our small team that will benefit from your strong ability to contribute to the day-to-day functions of the operation, as well as your community-minded approach to the many visitors and guests we welcome to our facility.

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

How to Apply: Please provide your resume (including contact details for two referees), and a statement of claims in response to each criterion. Please limit your responses to each criterion to 350 words or less.

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

Contact Officer: Margaret Beattie (02) 6207 9656 [margaret.beattie@act.gov.au](mailto:margaret.beattie@act.gov.au)

## **Strategic Policy**

### **ACT Aboriginal and Torres Strait Islander Elected Body Secretariat**

#### **Project Officer**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 12388)**

Gazetted: 06 August 2019

Closing Date: 21 August 2019

Details: The ACT Aboriginal and Torres Strait Islander Elected Body (the Elected Body) is made up of seven elected members, each responsible for one of the seven ACT Government Directorates.

The Elected Body represents Aboriginal and Torres Strait Islander people living in the ACT, and advocates on systemic or whole-of-government issues affecting their interests. This position represents a unique opportunity to contribute to meaningful outcomes for the local community and other stakeholders.

As the Project Officer your duties will include arranging meetings, minute taking, preparing briefs, website maintenance, and provision of high-quality and proactive secretariat support for ATSIEB members.

Based in our offices in the scenic grounds of Boomanulla Oval, you will be an integral part of our small team that will benefit from your strong ability to contribute to the day-to-day functions of the operation, as well as your community-minded approach to the many visitors and guests we welcome to our facility.

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

How to Apply: Please provide your curriculum vitae (including contact details for two referees) and a brief cover letter outlining your suitability for the role.

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

Contact Officer: Margaret Beattie (02) 6207 9656 [margaret.beattie@act.gov.au](mailto:margaret.beattie@act.gov.au)

## **Housing ACT**

### **Client Services**

#### **Gateway Services**

#### **Senior Gateway Officer**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 26813, Several)**

Gazetted: 01 August 2019

Closing Date: 7 August 2019

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

people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: These are temporary positions available for six months with a possibility of extension and/or permanency. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). An order of merit may be established to fill future vacancies at level over the next 12 months. This position is being re-advertised. Previous applicants do not need to re-apply as they will be considered as part of this recruitment exercise. How to Apply: Applicants are asked to supply responses addressing the Selection Criteria, including a current curriculum vitae and the names of two current referees.

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

Contact Officer: Kylie-Ann Petroni (02) 6207 6297 [kylie-ann.petroni@act.gov.au](mailto:kylie-ann.petroni@act.gov.au)

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

## **Housing ACT**

### **Infrastructure and Contracts**

#### **Contract Management Unit**

#### **Director, Contract Management**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 11710)**

Gazetted: 05 August 2019

Closing Date: 12 August 2019

Details: We are looking for a motivated leader to join the Contract Management Team as the Director, Contract Management. You will be leading a team of 17 staff to manage the governance and operations of the Total Facilities Management contract between Housing ACT and Programmed FM. The successful candidate will be a strong, enthusiastic leader that can manage the day to day complexities of managing a large scale commercial government contract in a client centric environment.

Note: This is a temporary position available immediately until 1 December 2019 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: Applicants are asked to please submit an application addressing the Selection Criteria, your curriculum vitae, and the names of at least 2 referees. For each criterion, please limit your response to 350 words or less.

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

Contact Officer: Danny Omara (02) 6205 5273 [danny.omara@act.gov.au](mailto:danny.omara@act.gov.au)

## **Strategic Policy**

### **Performance and Systems**

#### **Records Management**

#### **Assistant Director**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 23208, several)**

Gazetted: 01 August 2019

Closing Date: 15 August 2019

Details: The Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, community recovery, children, youth and family support services and policy, support for families concerned about their child's development, Child and Family Centres, homelessness, Aboriginal and Torres Strait Islander Affairs and the ACT Office for Disability. CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals. Staff working in CSD are expected to demonstrate quality customer service, problem solving and teamwork skills, be willing to continuously improve, adapt to change, be outcome focused and accountable for their actions. Further information relating to CSD can be found at <http://www.communityservices.act.gov.au>. Strategic Policy is the central division for the organisation, including the Office for Aboriginal and Torres Strait Islander affairs, Systems and Performance, and Policy and Service Design. The division is responsible for the provision of human services

policy, programs, governance, performance reporting, data analysis and advice to the Senior Executive and the Minister. The Assistant Director will: Transition the outputs of the Digitising Records Project, to business as usual (BAU), including provision of advice to assist in the development of strategies for transitioning services, processes, records and information to a digitised environment; assist in policy development and analysis of business to identify business information requirements and optimise business outcomes; manage high volume workflow; have experience in co-ordination of Ministerial matters and Divisional outputs; manage advisory and briefing workflow with attention to detail of quality, accuracy and consistency; engage with Divisional, Directorate, cross-Directorate and Ministerial staff to foster strategic working relationships. These positions involve direct supervision of staff members. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior experience in a records management role or executive support role, providing advice and support to executive. Tertiary Qualifications in Information/Records Management highly desirable. Experience in the use of HPE Content Manager as a Records Manager for the Records Management role is highly desirable, including the operation of enterprise Record Management Program.

Note: These are temporary positions available immediately for up to nine months with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 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 forward your response to the Selection Criteria (in the Position Description) and your current curriculum vitae.

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

Contact Officer: Kellie Yarrow (02) 6205 0753 [kellie.yarrow@act.gov.au](mailto:kellie.yarrow@act.gov.au)

### **Cultural Facilities Corporation**

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

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

#### **Cultural Facilities Corporation**

##### **Director Canberra Theatre Centre**

**Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E1103)**

Gazetted: 6 August 2019

Closing Date: 3 September 2019

We are looking for a leader in the performing arts: a highly talented, motivated and dynamic individual with extensive experience in the sector, to guide the Canberra Theatre Centre in its next phase of growth. This phase will include the conclusion of a full business case into a major new theatre for Canberra and may then, depending on the outcomes of this study, include the development of this new facility.

The person we are looking for will have the following qualities.

- The vision, leadership and drive to guide the Centre in this next exciting phase of its existence.
- Extensive experience in all aspects of leading a major performing arts venue or organisation.
- Demonstrated entrepreneurial ability, in terms of being able to identify and exploit business opportunities for the Centre.
- Well established links to national and international performing arts networks.
- Ability to meet all the Executive Capabilities of an ACT Government Service executive role.

The Canberra Theatre Centre is part of the Cultural Facilities Corporation (CFC), a statutory enterprise of the ACT Government that manages a number of the ACT's major cultural venues. The Centre is the Canberra region's main performing arts complex, incorporating the 1200-seat Canberra Theatre, 600-seat The Playhouse and 100-seat Courtyard Studio.

The Centre connects people with theatre experiences of national and international quality and participates in Australia's national performing arts circuit of venues. Its vision is to be a leading theatre centre in Australasia and Asia.

Each year the Centre attracts around 280,000 patrons and contributes around \$30 million in total economic impact to the ACT. The Director of the Centre reports directly to the Chief Executive Officer (CEO) of the CFC and, through the CEO, to the CFC Board.

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: Interested applicants should submit their current curriculum vitae and a statement of claims against the Selection Criteria and the ACT Government's executive capabilities by (four weeks from date of advertisement).

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

Contact Officer: Enquiries can be directed to Ms Harriet Elvin, CEO, CFC on harriet.elvin@act.gov.au or (02) 6207 3976.

## **Education**

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

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

### **School Performance and Improvement**

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

##### **Harrison School**

##### **Facilities Manager**

**Facilities Manager \$84,257 - \$96,430, Canberra (PN: 37510)**

Gazetted: 01 August 2019

Closing Date: 15 August 2019

Details: Harrison School is a vibrant Preschool to Year 10 School. The successful applicant will be a member of a dynamic team providing facilities management of a complex school site. You will have proven ability to manage outcomes within tight time frames, demonstrate high level of communication, organisation and ability to problem solve. You will maintain the school buildings and grounds including the preschool in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to trade/industry standard OR when organising and overseeing emergency repairs. The successful applicant will work closely with the Corporate Manager.

Eligibility/Other Requirements:

An industry recognised qualification in trade skills or equivalent work experience.

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

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior For further information refer to:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/3093/~asbestos-awareness-training](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/3093/~asbestos-awareness-training).

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

Mandatory Training in other Work Health Safety procedures may be required during employment: for example but not limited to Working at Heights, Sharps, Chemical Applications, Confined Space, Manual Handling, Fire Warden and Risk Management.

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

How to Apply: Interested applicants are asked to provide a current curriculum vitae, responses to the Selection Criteria and two referee reports reflecting the Selection Criteria.

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

Contact Officer: Debbie Carne (02) 6142 2200 [debbie.carne@ed.act.edu.au](mailto:debbie.carne@ed.act.edu.au)

### **School Performance and Improvement**

#### **Tuggeranong Network**

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

**Finance and Administration Officer**

**Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44754)**

Gazetted: 05 August 2019

Closing Date: 19 August 2019

Details: Lanyon High School is seeking a highly enthusiastic person with a broad set of skills for the position of Finance and Administration Officer. The successful applicant will play an integral role in the school community. The successful applicant will work closely with the schools Business Manager to prepare budgets, estimates and financial returns as well as the front office and executive team. The successful applicant will facilitate community hirers for the school, possess a high level of customer service with the ability to multitask and flexibility to work in different areas within the school.

Eligibility/Other Requirements: 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available until the end of the year. Selection may be based on application and referee reports only.

How to Apply: Interested applicants are asked to provide a current curriculum vitae, responses to the Selection Criteria and two referee reports reflecting the Selection Criteria.

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

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

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

**School Performance and Improvement**

**North and Gungahlin Network**

**Harrison School**

**Receipting and School Administrative Officer**

**Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 37012)**

Gazetted: 02 August 2019

Closing Date: 16 August 2019

Details: Harrison School is a vibrant Preschool to Year 10 school. The successful applicant will be a member of a dynamic team providing support within the administration area. You will have proven ability to manage outcomes within tight time frames, demonstrate high level of communication, organisation and ability to problem solve. The successful applicant will work closely with the Corporate Manager and the Senior Administration Manager within the administration area.

Eligibility/Other Requirements: 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

How to Apply: Interested applicants are asked to provide a current curriculum vitae and responses to the Selection Criteria. Please provide two written referee report reflecting the selection criteria.

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

Contact Officer: Debbie Carne (02) 6142 2200 [debbie.carne@ed.act.edu.au](mailto:debbie.carne@ed.act.edu.au)

**Service Design and Delivery**

**Student Engagement**

**Allied Health Executive**

**Health Professional Level 5 \$124,891 - \$140,596, Canberra (PN: 43813, several)**

Gazetted: 05 August 2019

Closing Date: 19 August 2019

Details: The Student Engagement Branch of the ACT Education Directorate has two positions available for Allied Health Executives (HP5). Our ideal candidate has experience in leading strategic vision and building interprofessional teams. You will have a strong understanding of evidence-based universal, selected and targeted supports and be familiar with education settings. You will have the ability to make a positive impact on student outcomes through developing a strong understanding of client needs, strengthening communication, building

capacity in schools and championing Directorate commitments to continual improvement. Our ideal candidate takes ownership of issues and will demonstrate the ability to work within a risk framework. You will have highly developed leadership and stakeholder engagement skills, and you will be able to demonstrate commitment to and application of excellent client service principles, practices and attributes. You will have the ability to negotiate persuasively and professionally and represent the Directorate's best interest. The ability to communicate clearly and with influence verbally and in writing will also be required for this role. Being able to 'wear multiple hats' and juggle priorities, think outside the box, be resilient, whilst sustaining the passion and commitment to making a difference are key traits for the ideal candidate. The Education Directorate supports workplace 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 Requirements**

This position is for allied health professionals who are from psychology, social work, occupational therapy or speech pathology disciplines.

The candidates from professions that are registered (Occupational Therapy and Psychology) must be fully registered with their relevant Board of Australia that sits under the Australian Health Practitioner Regulation Agency.

For Social Work and Speech Pathology candidates it is essential that they have professional membership or eligibility for professional membership to their respective professional body (Australian Association of Social Workers or Speech Pathology Australia).

Possession of a current driver's licence and access to a private vehicle.

A minimum of three years work experience is required (five years 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**How to Apply:** In five pages or less, your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. You will also need to provide a current curriculum vitae, and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. All applicants are required to submit a Working with Vulnerable People certificate of registration. Occupational Therapists/Psychologists: Provide a certificate of registration with the relevant Board of Australia that sits under the Australian Health Practitioner Regulation Agency. Social Workers/Speech Pathologists: Provide a certificate of professional membership (or evidence of eligibility for membership) to respective professional body (Australian Association of Social Workers or Speech Pathology Australia).

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

Contact Officer: Jo Monteith (02) 6207 1985 [jo.monteith@act.gov.au](mailto:jo.monteith@act.gov.au)

## **Service Design and Delivery**

### **Learning and Teaching**

#### **Careers, Transitions and VET**

##### **Director, VET for Secondary Students**

##### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 35969)**

Gazetted: 02 August 2019

Closing Date: 30 August 2019

Details: The Learning and Teaching Branch is looking for a candidate with demonstrated leadership and management skills including the ability to manage workloads, solve problems, handle competing priorities and meet deadlines. The successful candidate will have strong knowledge and experience in Vocational Education and Training. They must also have well developed oral and written communication skills, with demonstrated experience in developing and editing complex reports and briefings and display sound judgement and interpersonal skills, initiative and with the ability to lead a team to produce high quality work.

**Eligibility/Other Requirements:** Understanding of and experience with Vocational Education and Training in schools, qualifications in Education and VET are desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further



information on Working with Vulnerable People registration refer to -  
[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available from 14 October 2019 until 14 August 2020 with the possibility of permanency.

How to Apply: In three pages or less tell us: How your skills align to this role; what you would bring to the role in particular what experience you could apply to this position. The Duty Statement and Selection Criteria have been provided as a guide for your response. Also provide a current curriculum vitae, and two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. Referees will not be contacted without your knowledge.

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

Contact Officer: Jason Borton (02) 6205 1099 [jason.borton@act.gov.au](mailto:jason.borton@act.gov.au)

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

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

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

#### **Business Governance Capability**

##### **Finance Information Assets**

##### **Strategic Finance**

##### **Finance Officer**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 17218)**

Gazetted: 07 August 2019

Closing Date: 14 August 2019

Details: The Strategic Finance team is seeking a suitably qualified and experienced finance officer to support its strategic and operational finance function. The successful candidate will possess an accounting qualification per the attached position description and additionally be able to demonstrate experience and knowledge of budgeting, financial reporting, accounts payable and receivable, asset management, and preparation of annual financial statements.

Eligibility/Other Requirements: Mandatory tertiary qualifications in an accounting-related field. Progress towards a CA/CPA qualification is highly desirable. Experience with TM1 and Oracle is desirable.

Note: This is a temporary position available immediately until 1 May 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. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the selection criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

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

Contact Officer: Shiva Sivalingam (02) 6205 3394 [shiva.sivalingam@act.gov.au](mailto:shiva.sivalingam@act.gov.au)

### **Justice and Community Safety**

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

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

#### **ACT Human Rights Commission**

##### **President and Human Rights Commissioner**

##### **Aboriginal and Torres Strait Islander Cultural Adviser and Community Liaison Officer**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 38209)**

Gazetted: 02 August 2019

Closing Date: 16 August 2019

Details: The ACT Human Rights Commission is seeking an experienced, motivated and passionate person to join our business unit as an Aboriginal and Torres Strait Islander Cultural Adviser and Community Liaison Officer at the Administrative Service Officer 6 level. Duties of the Aboriginal and Torres Strait Islander Cultural Adviser and Community Liaison Officer include: Develop relationships with Aboriginal and Torres Strait Islander stakeholders; represent the Commission in meetings, and organize events to promote the roles and services of the Commission; Provide support and assistance to Aboriginal and Torres Strait Islander people to access the services of the Commission. Please see the role description for a full list of duties and responsibilities, and the Selection Criteria for the role. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer. The successful applicant will be able to develop and maintain positive relationships, and communicate effectively and sensitively, with Aboriginal and Torres Strait Islander communities, and with government and non-government agencies, using a range of communication and interpersonal skills that can be varied to suit different audiences. They will be able to promote diversity and the values and ethos of the public service, including by developing and delivering culturally respectful community education programs that facilitate effective outcomes. They will also have sound problem solving skills and working knowledge (or be able to quickly develop working knowledge) of Government processes, relevant legislation and best practice.

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. A *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/1804position](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804position).

Note: This is a temporary position available for 12 months with the possibility of extension or permanency. This position is part-time at 22.05 hours per week and the full time salary quoted above will be paid pro rata. The Panel will assess applicants on the latter two of the above application requirements initially and may proceed to interview or assess applicants on written application only.

How to Apply: See the attached role description for further information regarding duties and responsibilities.

Interested applicants should send a two-page pitch with your curriculum vitae and the contact details of at least two referees. Rather than specifically addressing Selection Criteria, the two page 'pitch' should indicate your capacity to perform the duties and responsibilities at ASO6 level and outline how your abilities, experience and qualifications make you the best person for this role.

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

Contact Officer: Sean Costello (02) 6205 2222 [sean.costello@act.gov.au](mailto:sean.costello@act.gov.au)

## **Public Trustee and Guardian**

### **Finance Unit**

#### **Finance Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44537)**

Gazetted: 01 August 2019

Closing Date: 8 August 2019

Details: The Public Trustee and Guardian (PTG) is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community. We have a vacancy for a motivated and well organised person to fill the role of Finance Officer in our Finance Unit. The Unit delivers a range of financial services including Corporate Finance, Investment and Funds Management, Tax returns and Property services. We are seeking a person with a good eye for detail and ability to prepare financial reports, maintain trust account documentation, review external financial manager's accounts and assist the Finance Director as required with the financial management of PTG. You will also need to demonstrate good people skills and the ability to build and maintain good relationships with our diverse range of clients. The role would suit a person who has some experience or is studying finance or accounting who wants to broaden their skill set. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A driver's licence and the ability to use computer applications. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background*

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

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

How to Apply: If you are looking for a dynamic role working in a unique environment then please submit an Expression of Interest, no longer than two pages, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description. You should also provide a current curriculum vitae including the details of two referees.

*Applications should be sent to the Contact Officer.*

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

## **ACT Emergency Services Agency**

### **Governance and Logistics**

#### **Station Upgrade and Relocation Program**

##### **Assistant Project Director**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41448)**

Gazetted: 05 August 2019

Closing Date: 19 August 2019

Details: ACT Emergency Services Agency (ESA) is looking for an Assistant Project Director who is comfortable with change and has a track record of providing a high level of customer service. This position provides significant support in the delivery and implementation of ESA's key objectives. The ESA is about improving community safety for Canberrans whilst the city expands and the population grows. Governance and Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT. The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory. The Agency has four operational services; ACT Ambulance Service (including SouthCare Aeromedical Rescue Service); ACT Fire and Rescue; ACT Rural Fire Service; and ACT State Emergency Service. Expressions of Interest are sought for the position of Assistant Project Director, Station Upgrade and Relocation Program. A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required. The successful applicant will report directly to the Project Director, Station Upgrade and Relocation Program. A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required.

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

Note: This is a temporary position available for a period of 12 months. Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the position description. An order of merit may be established to fill future vacancies at level.

How to Apply: If you're interested in the role, please send through a two page pitch with your curriculum vitae and contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and 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: Patrick Coffey (02) 6205 6677 [patrick.coffey@act.gov.au](mailto:patrick.coffey@act.gov.au)

## **Transport Canberra and City Services**

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

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

## **Finance Legal and Sustainability**

## Finance

### Senior Finance Officer

#### Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 33120, several)

Gazetted: 02 August 2019

Closing Date: 9 August 2019

Details: The Finance team at the Transport Canberra and City Services (TCCS) is seeking applications from experienced candidates for Senior Finance Officer positions. These positions will provide the business units within the directorate with financial management and business support. About us: TCCS plays a key role in building Canberra's environmental, social and infrastructure capital as well as administering the majority of Canberra's municipal services and public transport functions. This includes providing and managing public libraries; collecting and recycling waste; managing and maintaining the Territory's roads, footpaths and cycling paths, streetlights, parks and reserves; and delivering Canberra's public transport through ACTION buses.

Eligibility/Other Requirements: Tertiary qualifications in Accounting, Finance or related discipline and CIMA, CPA or ICA membership. Experience with TM1 and work experience in similar business area will be an advantage.

Note: There are two full-time permanent positions available.

How to Apply: Applications should include a curriculum vitae and a statement addressing the Selection Criteria.

Responses to the selection criteria should be limited to 200 words each.

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

Contact Officer: Manoj Duraibabu (02) 6205 4815 manoj.duraibabu@act.gov.au

## Chief Operating Office

### Innovation and Customer Experience

#### Customer Experience

#### Customer Experience Advisor

#### Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 15217, several)

Gazetted: 01 August 2019

Closing Date: 8 August 2019

Details: Innovation and Customer Experience (ICx) branch is responsible for continually improving services and implementing innovative programs to deliver services and information to the Canberra Community. The Customer Experience team is passionate about advocating for the Voice of the Customer across the Directorate. We gather insights to understand customer needs and expectations then partner with the business to provide advice and co-design and deliver projects to improve customer experience. Are you passionate about customers? Does helping a team take their services to the next level to help the community sound like your kind of thing? If yes then we are looking for a Customer Experience Advisor to join the Innovation and Customer Experience Team to help us be champions for the customer and help make our services the best they can be. You will be responsible for advocating for the Voice of the Customer across the Directorate, providing advice on customer expectations and working with business areas to build high quality customer experiences. You will relish in building relationships with internal and external partners, collaborating with diverse teams to drive service improvement activities whilst being a part of a small team dedicated to improving things for the people we serve. A relentless dedication to the customer, flexibility to work across a very diverse organisation and the ability to smile with a fun-loving team are essential! The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Note: One permanent vacancy exists. One is temporary until February 2020 with the possible of extension. The position is predominately office bound. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: The online application form requires a written response to the Selection Criteria and a curriculum vitae containing two referees.

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

Contact Officer: Jennifer Sawade (02) 6207 2725 jennifer.sawade@act.gov.au

**City Services**

**ACT NoWaste**

**Service Delivery**

**Contract Administrator**

**Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44755)**

Gazetted: 06 August 2019

Closing Date: 20 August 2019

Details: ACT NoWaste is looking for a Contract Administrator to join the Service Delivery Team. The Contracts Administrator works within a small operational service delivery team and reports to the Director, Service Delivery. The role provides contract administration support to assist Senior Contract Management Officers, including financial reconciliation, researching of relevant regulations and legislation and monitoring and reporting against contract compliance. The ideal candidate will also understand the purpose and intent of performance-based contract management to achieve quality outcomes. The role requires a candidate who can interpret and apply legislation, undertake financial management for contract payments, prepare evidentiary reports and make recommendations to ensure contract compliance, whilst also providing advice to operational staff, senior management and internal and external stakeholders. The role requires attention to detail, excellent communication and organisational skills (oral, written, interpersonal and negotiation) and the ability to work across a variety of work environments.

Eligibility/Other Requirements: Current Class C Driver's Licence or equivalent; Relevant experience and or complementary qualifications will be viewed favourably; and Requirement to wear personal protective equipment (PPE) including high visibility clothing and to conform to environmental and other waste and recycling work safety requirements.

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

How to Apply: Provide a written response to the Selection Criteria (maximum two pages) and include a copy of your CV. Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Rose (02) 6205 0721 [jason.rose@act.gov.au](mailto:jason.rose@act.gov.au)

**Chief Operating Office**

**Governance and Ministerial Services**

**Ministerial Services Unit**

**Directorate Liaison Officer**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 11867)**

Gazetted: 05 August 2019

Closing Date: 19 August 2019

Details: The Governance and Ministerial Services branch are seeking applications for the temporary role of Directorate Liaison Officer (DLO). The Directorate Liaison Officer works within the Ministerial Services team, and is required to facilitate and support direct communications and policy advice between the Directorate and Minister's Office, and as necessary other Minister's Offices. The DLO provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. The ideal candidate will require a highly responsive approach in responding to tight deadlines, and have significant contact with Directorate Officers, requiring a high degree of sensitivity.

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

How to Apply: To apply please provide an Expression of Interest of no more than two pages, contact details of at least two referees and your current curriculum vitae.

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

Contact Officer: Sarah Bourne (02) 6207 5495 [sarah.bourne@act.gov.au](mailto:sarah.bourne@act.gov.au)

**Chief Operating Officer Group**

**People and Capability**

**Employee Relations**

**Assistant Director Employee Relations**

**Administrative Services Officer Class 6/Senior Officer Grade C \$84,257 - \$114,146, Canberra (PN: 15036, several)**

Gazetted: 24 July 2019

Closing Date: 19 August 2019

Details: Are you a Human Resources (HR) professional with a passion for employment relations including injury management? We are seeking a proactive and self-motivated HR professional to join our friendly and supportive Employee Relations team to provide effective management of conduct and injury management matters. Are you looking for challenging role where you can apply your expertise in ACT Public Service conditions of service and contemporary people management to advise and guide best practice management to all levels of the organisation? We are looking for someone who can take a holistic approach to the needs of both the employer, employee and the Directorate as a whole. In this role, you will bring your drive and enthusiasm to lead and coordinate a range of employment relations functions which include injury management. You will play a leading role in building managerial capability to support healthy and productive workplaces and provide high level advice and guidance to the Transport Canberra and City Services (TCCS) Executive on the interpretation and application of the enterprise agreements, employment law and return to work processes. TCCS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary studies or extensive relevant experience in a human resource related discipline; certificate IV in Government (Investigations) or similar highly desirable.

Note: This is a temporary position available immediately for six months with possibility of permanency. This position will be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level, dependant on the skills and experience of the successful applicants. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are required to provide a two page pitch outlining their skills, experience and suitability based on the requirements of the role as set out in the Position Description along with a current curriculum vitae.

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

Contact Officer: Kim Ivens (02) 6205 2070 kim.ivens@act.gov.au

### **Suburban Land Agency**

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

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

#### **Program Solutions - Marketing**

##### **Digital Content Officer**

**Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43941)**

Gazetted: 02 August 2019

Closing Date: 16 August 2019

Details: Creating content for social media world from a government agency perspective is a challenge we have for you. We're looking for a social media king or queen or guru or expert that has the know-how for maximising social media channels to truly engage with a local audience about the work of the Suburban Land Agency. The successful candidate will illustrate how their skills and experience will complement our traditional marketing and sales methods to sell messages to our new clients to help communities thrive and grow.

Eligibility/Other Requirements: Qualifications or experience in content marketing, digital content production and social media management. Understanding of land/property marketing. Current driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: The successful applicant must be able to commence immediately. 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 written application addressing the Selection 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: Mayumi Piper (02) 6205 3146 mayumi.piper@act.gov.au

## **Governance**

### **Business Operations**

#### **Assistant Director, Organisational Change**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44661)**

Gazetted: 07 August 2019

Closing Date: 21 August 2019

Details: This position will play a pivotal role in driving cultural and operational change as the Suburban Land Agency moves to a new office location, adopts Activity Based Working and undertakes a program of recruitment. The successful candidate will be an engaging communicator, have excellent stakeholder management skills and a strong track record of delivery multiple strategic Human Resource projects from design, delivery to implementation.

Note: This is a temporary position available immediately until 30 July 2020 with a possibility of an extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

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

Contact Officer: Sally Gilbert (02) 6205 9980 sallyl.gilbert@act.gov.au

## **Program Solutions**

### **Office of Deputy CEO**

#### **Executive Officer**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44834)**

Gazetted: 07 August 2019

Closing Date: 22 August 2019

Details: Bring your passion for organisation, writing and attention to detail to the Suburban Land Agency. We are looking for a proactive and enthusiastic Executive Officer to provide high level support to the Deputy Chief Executive and support our Program Solutions teams. You'll play a key role in helping the Suburban Land Agency execute its strategies of being innovative, customer focussed and building its partnerships across government.

Who we are looking for:

Someone with excellent interpersonal skills who can create and build relationships and partnerships – a 'people person';

An organised person who can multi-task and work under pressure;

Someone who has an eye for detail and is driven to provide the best possible products and outcomes;

Someone who enjoys writing and editing, and would like to make a difference to our high level documentation;

A person who understands the complexities of a multi-faceted work environment and is keen to respond to those challenges; and

Someone who is a team player, who will thrive in a role as part of a larger team and who is committed to the organisation's shared goals and priorities.

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

## **Canberra Health Services**

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

**Clinical Services**

**Surgery and Oral Health**

**Medical Staff**

**Oral and Maxillofacial Surgeon**

**Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 37894)**

Gazetted: 08 August 2019

Closing Date: 20 August 2019

Overview of the work area and position: The Division of Surgery, Oral Health 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, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Oral and Maxillofacial Surgery Unit (OMFS) of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 1100 patient separations per annum. The OMFS faculty currently consists of 3 staff specialists and 2 Accredited Registrars and junior medical officers. The unit covers trauma for a population base of 700,000 along with contributions to Head & Neck Cancer, oral pathology, and dentoalveolar surgery.

Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,494 - \$330,464

Eligibility/Other Requirements:

Mandatory:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.
- Fellowship of the Royal Australian and New Zealand College of Surgeons in OMFS or equivalent specialist qualifications.

Desirable:

- Have an interest in maxillofacial trauma or Health and Neck oncology.

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

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment Police check.

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

Contact Officer: Shannon Dougan (02) 5124 3207

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

**Clinical Services**

**Women, Youth and Children**

**Clinical Midwifery/Nurse Manager**

**Registered Midwife Level 3.2 \$120,730 , Canberra (PN: 44706)**

Gazetted: 2 August 2019

Closing Date: 11 August 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.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the work area and position:

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

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT.

Under broad direction, this position will provide professional leadership, through clinical expertise, and operational management for a multidisciplinary team including Midwives and Nurses. The successful candidate will draw on knowledge and experience working as a Midwife, in addition to their experience as a Child and Family Health or MACH Nurse, and as an operational manager.

Reporting to the MACH Manager in the Women, Youth and Children Community Health Program, the Clinical Midwifery/Nurse Manager will provide clinical and professional leadership and support to staff to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers of maternity and maternal and child health services.

Eligibility/Other Requirements

Mandatory:

- Registered as a Nurse and Midwife with the Australian Health Practitioner Regulation Agency (AHPRA)
- Post graduate qualifications in relevant field e.g; Child and Family Health Nursing, Primary Healthcare or Public Healthcare

Desirable:

- Extensive clinical, management and leadership experience in the relevant field
- Post graduate qualification in management and/or leadership
- A current driver's license

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check,

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

How to Apply

To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current curriculum vitae. For more information on how to apply go to <http://www.health.act.gov.au/employment/how-apply>.

For further information about the position and a copy of the performance expectations and jobs demands checklist, please contact the Contact Officer above.

Contact Officer: Louise Murphy (02) 6207 9918 [louise.murphy@act.gov.au](mailto:louise.murphy@act.gov.au)

## **Clinical Services**

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

#### **Client Support Services**

#### **Coordinator of Oxygen and Equipment Services**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 15913)**

Gazetted: 08 August 2019

Closing Date: 16 August 2019

Details: About us

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.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect our values: Care, Excellence, Collaboration, and Integrity.

RACS work collaboratively with patients, their carers and other services within and external to Canberra Health Services.

Overview of the work area and position:

The Coordinator manages the Oxygen and Equipment Services including the Domiciliary Oxygen and Respiratory Support Scheme, ACT Equipment Scheme and the ACT Equipment Loan Service.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Obtain a Working with Vulnerable People registration

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

Contact Officer: Michael Keen (02) 5124 1042 michael.keen@act.gov.au

**Clinical Services**

**Executive Director of Medical Services**

**Personal Assistant to the EDMS**

**Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 19513)**

Gazetted: 08 August 2019

Closing Date: 16 August 2019

Details: About us

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

Overview of the work area and position

The Executive Director of Medical Services (EDMS) is a member of the CHS Executive, and oversees the medical services provided by Canberra Health Services (CHS), including professional leadership of the medical workforce, senior medical appointments, recruitment and line management for the junior medical workforce. The EDMS has operational management responsibility for:

ACT Pathology

Medical Imaging

Pharmacy

Medical Officer Support, Credentialing, Education and Training Unit

Health Technology Management

General Practitioner Liaison Unit

Library and Multimedia  
Prevocational Education and Training  
Physician Education and Training  
ACT Blood Counts

The Personal Assistant (PA) to the EDMS provides a wide range of PA services spanning dealings with the public, future and current medical officers, and the executive and other staff. The PA coordinates unit communications and provides secretariat or coordination support for several committees and general secretarial support to the EDMS.

Eligibility/Other Requirements:

Desirable:

Previous experience as a personal assistant to a senior executive.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment police check.

Note

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

Contact Officer: Tonia Alexander (02) 5124 2009 [tonia.alexander@act.gov.au](mailto:tonia.alexander@act.gov.au)

## **Clinical Services**

### **Surgery and Oral Health**

#### **Surgical Administration**

##### **Personal Assistant to Director of Nursing, Division of Surgery**

##### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 25066)**

Gazetted: 08 August 2019

Closing Date: 20 August 2019

Details: About us:

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

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

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

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

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

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

Overview of the work area and position:

The Division of Surgery, Oral Health 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, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Personal Assistant works within a small team of other executive support administrative staff. Under general direction, the Personal Assistant to the Director of Nursing manages the daily administrative activities of the Director's office including telephone calls, correspondence, presentations, diary management, taking minutes, travel and liaising with other members of the team.

Eligibility/Other Requirements

Desirable:

Previous experience in a health environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

## **Clinical Services**

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

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

#### **Enrolled Nurse Adult Mental Health Rehabilitation Unit**

#### **Enrolled Nurse Level 2 \$66,040, Canberra (PN: 31476)**

Gazetted: 08 August 2019

Closing Date: 20 August 2019

Details: About us:

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

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The University of Canberra Hospital will provide sub-acute rehabilitation 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 ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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 Services, 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

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

Overview of the work area and position:

The Adult Mental Health Rehabilitation Unit (AMHRU) is a 20 bed inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery 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.

AMHRU is seeking an enthusiastic and skilled Enrolled Nurse (level 2). At this level, it is expected that you will provide clinical nursing support, treatment and recovery of individuals within a therapeutic rehabilitation environment. Enrolled Nurses at this level work under the direction and supervision of the Registered Nurse, however at times the Enrolled Nurse retains responsibility for his/her actions and remains accountable for providing person-centred care.

You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process.

The position 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 with the Australian Health Practitioner Regulation Agency (AHPRA). Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (Category A position).

Desirable

Current driver's licence

Experience of working within a mental health setting

Prior to commencement successful candidates will be required to:

A pre-employment National Police check.

Note: The AMRHU position work a 24/7 rotating roster. Enrolled Nurses are not required to work night shift.

Contact Officer: Sonny Ward (02) 5124 0220 sonny.ward@act.gov.au

## **Clinical Services**

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

**Adult Mental Health Services**

**Social Worker**

**Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 17267)**

Gazetted: 08 August 2019

Closing Date: 21 August 2019

Details: About us

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

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

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

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

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

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

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

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)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the Work Area and Position

The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the Health Professional Level 3 social work position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Discipline Principal Social Work (MHJHADS).

Eligibility/Other Requirements:

Mandatory:

Degree in Social Work

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

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

Current Passenger Vehicles Driver's License.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note

This is a temporary position for available six months with the possibility of extension and/or permanency. This is a full time position within Adult Mental Health Unit working Monday to Friday.

Contact Officer: Roz Fitzgerald (02) 5124 5401 roz.fitzgerald@act.gov.au

## **Clinical Services**

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

#### **Adult Mental Health Rehabilitation Unit and Adult Mental Health Day Services**

##### **Creative Arts Therapist**

##### **Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 40162)**

Gazetted: 08 August 2019

Closing Date: 22 August 2019

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

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The University of Canberra Hospital will provide sub-acute rehabilitation 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 and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Service 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 Service 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
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services
- Dhulwa Mental Health Unit

The University of Canberra Hospital (UCH) is part of the Canberra Health Service's planned network of health facilities designed to meet the needs of our ageing and growing population. The hospital is Canberra's first state of the art purpose-built sub-acute Rehabilitation Hospital providing rehabilitation services for inpatient, aged care, mental health, outpatient and community based services. At full capacity the UCH will have 140 bed overnight beds, 75 day places and additional outpatient services.

Overview of the work area and position

Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial 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.

As a Creative Arts Therapist you will be sharing your clinical and therapy expertise across both AMHRU and AMHDS. At this level it is expected that the Creative Arts Therapist will be an integral member of both teams at UCPH and will provide, under routine supervision, high quality arts therapy services that will achieve sound outcomes for people within a therapeutic environment. All staff of the AMHRU and AMHDS are required to undertake professional development activities, and participate in supervision and quality initiatives. You will contribute your expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 1, Allied Health Assistants, and students.

The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Aboriginal and Torres Strait Islander Liaison Officers, Peer Recovery Workers, Psychiatry Registrars and Consultant Psychiatrists.

The AMHRU is adjacent to the AMHDS and forms a mental health precinct under the Rehabilitation and Specialty Mental Health Service. There will be opportunities for allied health staff be able to provide therapeutic services across both units.

Eligibility/Other Requirements:

Mandatory:

A Master's degree in Art Therapy (eg Art Therapy/Music Therapy/Creative Arts Therapy/Drama Therapy).

Eligibility for membership of the Australian and New Zealand Arts Therapy Association (ANZATA).

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

Highly Desirable

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

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with Canberra Health Service credentialing and scope of clinical practice requirements for allied health professionals.

Note:

This is a part-time position working 22.05 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Amaly Khalaf (02) 6207 8863 amaly.khalaf@act.gov.au

**Clinical Services**

**Pathology**

**Calvary Laboratory**

**Medical Scientist**

**Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 29243)**

Gazetted: 08 August 2019

Closing Date: 22 August 2019

Details: About us

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 New South Wales region.

Overview of the work area and position:

ACT Pathology provides specialist pathology services to the ACT and surrounding area via its two laboratories and collection centre throughout the community. The main laboratory is located at the Canberra Hospital in Garran, the branch laboratory is located at Calvary Public Hospital at Bruce ACT. The successful applicant for this position will primarily be based at the Calvary laboratory, however, rotation to the main laboratories of Haematology, Transfusion and Clinical Chemistry at Canberra Hospital will be required for ongoing competency training and professional development.

Under direction, the scientist role is responsible for the provision of Haematology, Coagulation, Transfusion and Clinical Chemistry procedures. The scientist role is a key multi-disciplinary position involved in the troubleshooting of instrumentation, monitoring of quality control, analysis of results, and provision of blood and blood products for Calvary Public Hospital. This scientist position is required to work 24/7 shifts including night, weekends and public holidays.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Science

A minimum of one years' experience in a Diagnostic Laboratory

Desirable:

Relevant Post Graduate qualifications and/or membership to relevant professional organization(s)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This position is an expected temporary vacancy for 12 months. This position attracts a pathology allowance for Health Professional on the HP2.5 - HP2.9 band. See ACT Public Sector Health Professional Enterprise Agreement.

Contact Officer: Mary Brun (02) 5124 3704 mary.brun@act.gov.au

**Clinical Services**

**Acute Allied Health Services**

**Allied Health Adviser**

**Physiotherapist**

**Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 29724, several)**

Gazetted: 08 August 2019

Closing Date: 22 August 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.

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

Overview of the work area and position

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This positions rotates across inpatient and specialised outpatient services. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care.

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

The overall functions of the physiotherapist under professional supervision include:

- Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.
- Promoting individual or group service delivery.
- Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

- Degree or Diploma in Physiotherapy or equivalent qualifications.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current drivers licence.

Prior to commencement successful candidates will be required to:

- undergo a pre-employment National Police Check.
- comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals.
- obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note:

These are temporary positions available for a period of 12 months. Health Professional Level 1 positions are rotational positions. You will be required to participate in an overtime roster. An order of merit will be established for filling identical full-time temporary vacancies within the next 12 months from this process.

Contact Officer: Margot Green (02) 5124 2670 [margot.green@act.gov.au](mailto:margot.green@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Acute Support Service**

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

##### **Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807, Canberra (PN: 27163)**

Gazetted: 08 August 2019

Closing Date: 20 August 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.

Acute Support Speech Pathology provides tertiary level services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Services include specialist assessment and management of a range of acute communication and swallowing disorders.

Acute Support Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students.

Overview of the work area and position

Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults

with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma.

Eligibility/Other Requirements:

Mandatory:

A Certificate IV in Allied Health Assistance or recognised equivalent.

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.

Notes

This is a twelve month temporary, part-time position working 0.4FTE (14.7 hours) per week from from 23 September 2019 until 25 September 2020. Selection may be based on written application alone. This position may be extended at the same, reduced or increased hours as available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Tim Tooke 0427 290 833 timothy.tooke@act.gov.au

## **Clinical Services**

### **Cancer, Ambulatory and Community Services**

#### **Cancer Nursing**

##### **Advanced Practice Nurse**

##### **Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 36558)**

Gazetted: 08 August 2019

Closing Date: 21 August 2019

Details: About us:

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.

Overview of the work area and position:

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centers across Canberra Health Services.

The Advanced Practice Nurse will be actively engaged in coordination, support and educative practices with families, carers, clinical staff and other agencies in bleeding disorders such as haemophilia, iron deficient anaemia, idiopathic thrombocytopenia purpura/immune thrombocytopenia (ITP), myelodysplastic syndromes (MDS) and chronic transfusion. The successful applicant will also be an active member of the haematology outpatient service. This permanent, full time role provides a coordinated approach in the assessment, management, treatment and education of patients and their families who present to the Canberra Haemophilia Treatment Centre, Monday to Friday 8:30am- 5pm. This includes the identification of patients presenting with haemophilia emergencies that require immediate treatment and education. This advance nurse role will act as a resource for multidisciplinary providers from emergency departments, inpatient units, surgical services and community organisations in providing consistency in the quality of care.

Eligibility/Other Requirements:

**Mandatory:**

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

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

**Desirable:**

Current driver's Licence.

Prior to commencement successful candidate will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Wendy Spencer (02) 5124 8457 [wendy.spencer@act.gov.au](mailto:wendy.spencer@act.gov.au)

**ACT Health**

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

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

**Digital Solutions Division**

**Office of the Chief Information Officer**

**Chief Medical Information Officer**

**Specialist Band 1 - 5/Senior Specialist \$164,470 - \$222,205, Canberra (PN: 44444)**

Gazetted: 06 August 2019

Closing Date: 21 August 2019

Details: ACT Health is embarking on a program of digital transformation. We are seeking a clinical leader to support the delivery of the ACT Health Digital Health Strategy 2019-29. This is an exciting opportunity for an experienced medical professional with established track record in large-scale clinical practice change and experience in the implementation, use and optimisation of large and complex clinical information systems to join the Digital Solutions Division team. The Chief Medical Information Officer (CMIO) will provide leadership and strategic advice to ensure that clinical systems are delivered with patients and clinicians at the forefront of considerations from commencement to completion. They will also facilitate engagement of medical and clinical staff across Canberra Health Services and Calvary Public Hospital Bruce in the design and implementation of the Digital Health Record and other important initiatives of the Division. As part of the Digital Solutions Division you will have the opportunity to contribute to the realisation of the vision - "enabling exemplary person-centred care through digital innovation".

Eligibility/Other Requirements: Mandatory: Experience as a clinician with leadership responsibilities in a complex, multi-specialty healthcare environment; Registered as a medical practitioner with the Australian Health Practitioner's Regulation Agency; and Fellowship of the relevant Australian Specialist Medical Colleges or equivalent.

Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check.

Note: This temporary position is part-time at 18.37 hours per week and the salary noted will be paid pro rata. It is for an initial term of three years with the possibility of extension and/or permanency (the terms of the appointment will be negotiated with the preferred applicant). See the attached position description for further information.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960. Indicative total package value of between: \$253,396 - \$312,366 inclusive of salary, applicable allowances and 10.5% super. Other allowances could include a value of up to \$271,494 - \$330,464 as applicable. Senior Staff Specialist: \$222,205. Indicative total package value of \$341,850 inclusive of salary, applicable allowances and 10.5% super. Other allowances could include a value of up to \$359,948 as applicable. Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise. Reimbursement of relocation costs may be available if you are the successful candidate. Medical Staff in the Health Directorate enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements>.

How to Apply: Please submit a written application responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra Cook (02) 5124 9129 [sandra.cook@act.gov.au](mailto:sandra.cook@act.gov.au)

**Digital Solutions Division  
Future Capability and Governance  
Project Officer**

**Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 44636, several)**

Gazetted: 02 August 2019

Closing Date: 16 August 2019

Details: Are you the most organised person that you know? Are you OCD about colour-coding and making lists? Can you run after a team and make sure the things they commit to get done? Do you see yourself as wanting a career in project management? The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our portfolio of work. We love to set ourselves a challenge and need to deliver an enhanced patient journey through the Canberra Hospital, roll out a new critical communication system AND a new supply chain solution, as well as the usual cycle of existing system upgrades and enhancements over the next 12 months or so. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for: the implementation and support of the Digital Health Strategy; management of technology services and projects; the development and implementation of a performance reporting framework; statutory and intergovernmental reporting requirements; management of the relationship and services delivery by technology vendors including Shared Services ICT; development, implementation and maintenance of technology policies and procedures, and information management and information security. Note: This is a temporary position available for 12 months with the possibility of an extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than two pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager/supervisor.

Applications should be submitted via the Apply Now button below.

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

**Digital Solutions Division  
Future Capability and Governance  
Senior Business Analyst**

**Senior Information Technology Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44641, several)**

Gazetted: 07 August 2019

Closing Date: 21 August 2019

Details: Do you want to work on major transformation projects and programs that are designed to help your family and friends receive the best care from our health system? Do you want to want to make a measurable and real difference to your community? Do you have mad business analysis skills and are a ninja at the art of engagement with a vast range of stakeholders? If so, you might just be the person we are looking for! The Digital Solutions Division (DSD) within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our portfolio of work over the next 24 months. Over the next 24 months we will be delivering an enhanced critical communication system, new supply chain solution, a new pathology laboratory information system as well as beginning our journey to deliver a Digital Health Record. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation. The DSD is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The DSD is responsible for: the implementation and support of the Digital Health Strategy; management of

technology services and projects; the development and implementation of a performance reporting framework; statutory and intergovernmental reporting requirements; management of the relationship and services delivery by technology vendors including Shared Services ICT; development, implementation and maintenance of technology policies and procedures; and information management and information security.

Note: This is a temporary position available for 24 months with the possibility of an extension. An order of merit will be established from this selection process and may be used to fill future identical temporary vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager/supervisor.

Applications should be submitted via the Apply Now button below.

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

### **Corporate**

#### **Canberra Region Medical Education Council**

##### **Personal Assistant to the CRMEC Manager**

##### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 38541)**

Gazetted: 02 August 2019

Closing Date: 23 August 2019

The Canberra Region Medical Education Council (CRMEC) is a Ministerial Advisory Committee in the ACT. The CRMEC has a role in accrediting prevocational medical education in the region, and also undertakes education and research. The CRMEC has a vacancy for a part-time Personal Assistant to undertake a secretarial and support role to the CRMEC manager and, when required, the CRMEC Chair. The successful applicant will have strong organisational skills and excellent skills in Microsoft Office suite. The applicant will provide assistance at education events, which requires strong communication skills and ability to engage with medical staff.

Note: This is a part-time position at 20 hours per week. The applicant will undertake secretarial duties for committees that meet after hours, and support for education events that occur on weekends, therefore flexibility in availability is a requirement. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: All applications should include a curriculum vitae and a statement addressing the Selection Criteria for this position. Please provide the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emily Haesler (02) 6205 9852 emily.haesler@act.gov.au

## **APPOINTMENTS**

### **ACT Audit Office**

#### **Senior Administrative Officer - Professional Services \$84,257 - \$96,430**

Taylah Commisso 855-76173, Section 68(1), 6 August 2019

### **Canberra Institute of Technology**

#### **Teacher Level 1 \$74,437 - \$99,320**

Nusrat Jahan 836-17486, Section 68(1), 5 August 2019

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

#### **Information Technology Officer Class 2 \$84,257 - \$96,430**

Sampath Akula 858-74670, Section 68(1), 5 August 2019

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

Jayne Simon 858-65328, Section 68(1), 30 July 2019

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

Anne Thompson 858-66806, Section 68(1), 30 July 2019

**Community Services**

**Health Professional Level 1 \$61,160 - \$80,129**

Linda Luthi 858-65467, Section 68(1), 2 August 2019

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

Maria Munoz 853-65702, Section 68(1), 29 July 2019

**Health Professional Level 1 \$61,160 - \$80,129**

Emma Parker 858-50433, Section 68(1), 2 August 2019

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

Kristina Terzic 853-77885, Section 68(1), 2 August 2019

**Education**

**Professional Officer Class 2 \$84,257 - \$96,430**

Nicole O'Keefe 858-27997, Section 68(1), 1 August 2019

**Infrastructure Officer 5 \$148,683**

John Ryan 858-72237, Section 68(1), 5 August 2019

**Environment, Planning and Sustainable Development**

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

Renee Louise Brawata 846-86475, Section 68(1), 5 August 2019

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

Sundeeep Gorripati 853-71141, Section 68(1), 25 July 2019

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

Brooke Hartley 858-75649, Section 68(1), 5 August 2019

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

Kristy Moyle 858-75606, Section 68(1), 6 August 2019

**Transport Canberra and City Services**

**Bus Operator - Training \$68,960**

Michael Pearce 858-76684, Section 68(1), 2 August 2019

**Suburban Land Agency**

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

Natalie Bishop 858-75585, Section 68(1), 25 July 2019

**Canberra Health Services**

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

Sabita Adhikari 858-76430, Section 68(1), 5 August 2019

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

Belinda Archer 861-32329, Section 68(1), 12 August 2019

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

Errum Awan 861-31393, Section 68(1), 22 August 2019

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

Laura Baynes 857-42459, Section 68(1), 8 August 2019

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

Jessica Cahill 857-91576, Section 68(1), 8 August 2019

**Enrolled Nurse Level 1 \$60,837 - \$64,999**

Rose Christensen 857-94048, Section 68(1), 8 August 2019

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

Tara Coble-Smith 857-43689, Section 68(1), 1 August 2019

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

Sarah Cummins 848-84551, Section 68(1), 8 August 2019

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

Alison Dadds 862-08784, Section 68(1), 1 August 2019

**Enrolled Nurse Level 1 \$60,837 - \$64,999**

Elwyn Day 859-51533, Section 68(1), 8 August 2019

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

Tate Dunkley 861-31959, Section 68(1), 5 September 2019

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

Rajeev Ellepola 861-31027, Section 68(1), 8 August 2019

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

Kristen Ellis 853-63790, Section 68(1), 30 July 2019

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

Grace Field 857-43603, Section 68(1), 9 August 2019

**Enrolled Nurse Level 1 \$60,837 - \$64,999**

Shasha Gallagher 859-51867, Section 68(1), 8 August 2019

**Enrolled Nurse Level 1 \$60,837 - \$64,999**

Mark Harris 859-51736, Section 68(1), 8 August 2019

**Registered Nurse Level 3.1 \$106,795 - \$111,190**

Jessie Holberton 862-10219, Section 68(1), 29 July 2019

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

Rinil John 857-92894, Section 68(1), 4 September 2019

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

Thankam Jose 858-76481, Section 68(1), 8 August 2019

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

Amandeep Kaur 858-76318, Section 68(1), 5 August 2019

**Assistant in Nursing \$51,603 - \$53,350**

Remya Kizhakkambat Palakkot 847-02375, Section 68(1), 8 August 2019

**Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807**

Judi Kozokaro 595-2122, Section 68(1), 7 August 2019

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

Tatiana Larina 859-51816, Section 68(1), 8 August 2019

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

Linda Markwick 786-48544, Section 68(1), 8 August 2019

**Health Service Officer Level 3/4 \$51,072 - \$54,750**

Jojo Mathew 853-63694, Section 68(1), 30 July 2019

**Assistant in Nursing \$51,603 - \$53,350**

Varughese Mathew Varghese 862-08506, Section 68(1), 1 August 2019

**Registered Nurse Level 3.1 \$106,795 - \$111,190**

Anne Maree McLaughlin 862-08805, Section 68(1), 30 July 2019

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

Sarah Minion 861-32716, Section 68(1), 1 August 2019

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

Victoria Moodie 858-77169, Section 68(1), 5 August 2019

**Technical Officer Level 1 \$57,759 - \$60,556**

Sebastian Nowak 847-02519, Section 68(1), 22 August 2019

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

Kiran Patharkar 862-09285, Section 68(1), 1 August 2019

**Assistant in Nursing \$51,603 - \$53,350**

Shijo Paul 858-75542, Section 68(1), 5 August 2019

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

Sarah Retford 857-43777, Section 68(1), 1 August 2019

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

Joyce Scheepers 862-11756, Section 68(1), 22 August 2019

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

Emily Sutton 853-52143, Section 68(1), 8 August 2019

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

Ellie Thomas 861-32222, Section 68(1), 2 July 2019

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

Lisa Tredinnick 857-93811, Section 68(1), 2 August 2019



**Health Professional Level 2 \$64,347 - \$88,335**

Kim Turner 859-52480, Section 68(1), 5 August 2019

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

Shusmita Uprety 861-30913, Section 68(1), 31 July 2019

**Registered Midwife Level 1 \$67,078 - \$89,604**

Taina Vuolo 858-77046, Section 68(1), 5 August 2019

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

Leisl Wormald 861-32548, Section 68(1), 5 August 2019

**Registered Nurse Level 2 \$91,910 - \$97,413**

Steven Young 858-72835, Section 68(1), 5 August 2019

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

Jasmine Oldfield 858-76174, Section 68(1), 5 August 2019

**ACT Health**

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

Jessica Schillani 858-75497, Section 68(1), 5 August 2019

**PROMOTIONS**

**ACT Audit Office**

**Financial Audit**

**Financial Audit**

**Rosario San Miguel Pena: 846-87427**

From: Senior Audit Manager \$125,048 - \$145,048

ACT Audit Office

To: †Principal - ACT Audit Office \$151,220

ACT Audit Office, Canberra (PN. 44927) (Gazetted 29 June 2019)

**Canberra Institute of Technology**

**Education and Training Services**

**Student and Academic Services**

**Program Services**

**Sandra Duchnaj: 715-85878**

From: Manager Education Level 1 \$122,965

Education

To: †Manager Education Level 1 \$122,965

Canberra Institute of Technology, Canberra (PN. 51615) (Gazetted 1 July 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.

**CIT Student and Academic Services**

**Education Services**

**Matthew Ryan: 744-94031**

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

Canberra Institute of Technology  
To: †Senior Officer Grade C \$106,043 - \$114,146  
Canberra Institute of Technology, Canberra (PN. 54925) (Gazetted 18 July 2019)

**Chief Minister, Treasury and Economic Development**

**Economic and Financial Group**  
**Financial Framework Management and Insurance**  
**Nicola Clark: 771-10830**

From: Senior Officer Grade C \$106,043 - \$114,146  
ACT Health  
To: †Senior Officer Grade A \$145,048  
Chief Minister, Treasury and Economic Development, Canberra (PN. 03000) (Gazetted 2 July 2019)

**Access Canberra**  
**Regulatory Solutions and Compliance**  
**Parking Operations**  
**Benjamin Hobbs: 853-50711**

From: Administrative Services Officer Class 3 \$63,374 - \$68,204  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 4 \$70,359 - \$76,184  
Chief Minister, Treasury and Economic Development, Canberra (PN. 33446) (Gazetted 12 June 2019)

**Access Canberra**  
**Licensing and Registrations**  
**Gaming, Liquor, Industry and Events**  
**Giuseppe Mangeruca: 853-7536**

From: Senior Officer Grade B \$124,891 - \$140,596  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade A \$145,048  
Chief Minister, Treasury and Economic Development, Canberra (PN. 41143) (Gazetted 4 June 2019)

**Finance and Budget**  
**Development and Infrastructure Policy**  
**Phuong Pham: 853-73200**

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  
Chief Minister, Treasury and Economic Development, Canberra (PN. 33098) (Gazetted 3 June 2019)

**Finance and Budget**  
**Development and Infrastructure Policy**  
**Dongxu Zhu: 853-30040**

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  
Chief Minister, Treasury and Economic Development, Canberra (PN. 11073) (Gazetted 3 June 2019)

**Licensing and Registrations**  
**Transport Solutions**  
**Public Transport and Audit**  
**Nicole Oreskovic: 791-35994**

From: Administrative Services Officer Class 2 \$55,934 - \$61,764  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 3 \$63,374 - \$68,204  
Chief Minister, Treasury and Economic Development, Canberra (PN:34449) (Gazetted 24/06/2019)

**Community Services**

**Office of the Coordinator- General for Family Safety  
Policy Team**

**Christine Stanilewicz: 741-00098**

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

ACT Health

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

Community Services, Canberra (PN. 39959) (Gazetted 29 April 2019)

**Education**

**Service Design and Delivery  
Student Engagement**

**Clinical Practice**

**Jacqueline Liggett: 846-99591**

From: School Psychologist \$81,210 - \$116,546

Education

To: †School Psychologist \$81,210 - \$116,546

Education, Canberra (PN. 10024) (Gazetted 2 October 2018)

**Service Design and Delivery  
Learning and Teaching**

**International Education Unit**

**Cheryl-lyn Noble: 853-47248**

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

Education

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

Education, Canberra (PN. 31717) (Gazetted 27 June 2019)

**Service Design and Delivery  
Student Engagement**

**School Psychology/Clinical Practice**

**Amy Rugendyke: 836-15114**

From: School Psychologist \$81,210 - \$116,546

Education

To: †School Psychologist \$81,210 - \$116,546

Education, Canberra (PN. 30520) (Gazetted 13 December 2018)

**Service Design and Delivery  
Student Engagement**

**Clinical Practice**

**Natalie Worony: 846-99620**

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

Child and Youth Protection Services

To: †School Psychologist \$81,210 - \$116,546

Education, Canberra (PN. 34982) (Gazetted 18 June 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.

**Environment, Planning and Sustainable Development**

**Planning Delivery**

**DA Gateway Team**

**Matthew Davis: 835-90009**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15477) (Gazetted 23 May 2019)

**Transport Canberra and City Services**

**City Services**

**City Presentation**

**Place Management**

**Tristan Adrian: 816-86429**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 14445) (Gazetted 18 June 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 Services**

**Executive**

**Sarah Griffiths: 848-68092**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 11428) (Gazetted 18 June 2019)

**City Services**

**City Presentation**

**Place Management**

**Tessa Roberts: 793-07370**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 00543) (Gazetted 18 June 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 Services**

**Executive**

**Jillian Slaven: 835-31789**

From: School Assistant 2 \$47,563 - \$52,519

Education

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

Transport Canberra and City Services, Canberra (PN. 34228) (Gazetted 18 June 2019)

**Suburban Land Agency**

**Development Delivery**

**Urban**

**Petra Oswald: 820-79030**

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

Environment, Planning and Sustainable Development  
To: †Infrastructure Officer 5 \$150,690  
Suburban Land Agency, Canberra (PN. 40334) (Gazetted 20 May 2019)

### **Canberra Health Services**

#### **Clinical Services**

##### **Brett Jones: 771-96451**

From: Registered Nurse Level 3.1 \$106,795 - \$111,190  
Health  
To: †Registered Nurse Level 4.2 \$129,289  
Canberra Health Services, Canberra (PN. 42975) (Gazetted 30 May 2019)

#### **Clinical Services**

##### **Ahalya Krishinan: 821-10392**

From: Registered Nurse Level 2 \$93,151 - \$98,728  
Health  
To: †Registered Nurse Level 3.2 \$120,730  
Canberra Health Services, Canberra (PN. 18308) (Gazetted 20 June 2019)

#### **Clinical Services**

##### **Maria Suarez: 789-40713**

From: Health Service Officer Level 7 \$62,521 - \$66,023  
Health  
To: Administrative Services Officer Class 5 \$78,197 - \$82,771  
Canberra Health Services, Canberra (PN. 42113) (Gazetted 31 January 2019)

#### **Clinical Services**

##### **Deborah Swan: 780-54279**

From: Sterilising Services Health Service Officer Level 3/4/5 \$51,072 - \$58,287  
Health  
To: Sterilising Services Technical Officer Level 2 \$62,521 - \$71,593  
Canberra Health Services, Canberra (PN. 29350) (Gazetted 12 July 2018)

#### **Clinical Services**

##### **Tonia Sydney: 846-93501**

From: Senior Officer Grade C \$106,043 - \$114,146  
Health  
To: †Senior Officer Grade B \$124,891 - \$140,596  
Canberra Health Services, Canberra (PN. 44634) (Gazetted 17 January 2019)

##### **Renate Triffitt: 767-16160**

From: Senior Officer Grade C \$106,043 - \$114,146  
Canberra Health Services  
To: †Senior Officer Grade B \$124,891 - \$140,596  
Canberra Health Services, Canberra (PN. 16350) (Gazetted 13 June 2019)

#### **Clinical Services**

##### **Bradley Wallbank: 859-51509**

From: Allied Health Assistant 3 \$64,509 - \$71,593  
Health  
To: Health Professional Level 2 \$65,216 - \$89,528  
Canberra Health Services, Canberra (PN. 29227) (Gazetted 27 June 2019)

**ACT Health**

**Corporate Services**

**Digital Solutions**

**Technology Operations**

**Shannon Hassett: 858-74849**

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

ACT Health

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

ACT Health, Canberra (PN. 44368) (Gazetted 25 June 2019)

**Health Systems, Policy and Research Group**

**Preventative and Population Health**

**Executive Support**

**Kelly Ryan: 827-39852**

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

ACT Health, Canberra (PN. 16598) (Gazetted 28 June 2019)