



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 08 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**

##### **Senior Director - Performance Audit Branch**

##### **Principal - ACT Audit Office \$151,220, Canberra (PN: 10748)**

Gazetted: 14 August 2019

Closing Date: 28 August 2019

Details: The ACT Audit Office is seeking a person with excellent analytical, research and investigatory skills for the position of Senior Director in the Performance Audit Branch.

As a Senior Director, you will be primarily responsible for managing complex and sensitive 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 Senior Director you will have a key leadership role in the ACT Audit Office.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in 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 or, if already commenced, will be terminated.

Note: This is a temporary position commencing as soon as practical for up to 12 months. You will receive a salary of \$151,220 (plus an employer superannuation contribution). 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.

How to Apply:

*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)

### ACT Electoral Commission

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

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

#### **ICT Implementation Project Manager**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44878)**

Gazetted: 08 August 2019

Closing Date: 23 August 2019

Details: Interested in project management and the fascinating dynamics of elections? The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small, supportive and friendly team. The successful applicant will be tasked with project managing the modernisation of the Electoral Commission's Election Management System – a system that assists in the management of election specific and business as usual (BAU) functions. As the sole officer tasked with project implementation, the successful applicant will be required to have demonstrated technical competence and experience in managing specific ICT systems projects and setting project priorities. The successful applicant will need to liaise with external vendors to deliver the project through business analysis, development and into deployment. The successful applicant will also need to have the ability to create detailed test plans and conduct extensive UAT testing. This position requires excellent project management skills and high level written and oral communication skills. Staff of the Electoral Commission are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcomes focused and accountable for their actions. It is important for the successful applicant to understand and work within the ACTPS Code of Conduct and the ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. 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: As an electoral officer the person occupying this position may be required to perform duties on election and referendum days and some election period weekends. As a staff member of a small office, the person occupying this position will also undertake or assist with other tasks as required and directed.

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

How to Apply: Applications are sought from potential candidates and must include: a completed online application form; a written response to the Selection Criteria outlining experience and/or ability; and a current curriculum vitae. A response should be made against each individual Selection Criteria.

Applications should address the numbered Selection Criteria only. Please limit your response to one A4 page (maximum) against each of the Selection Criteria. Given there are four criteria, your written response to the Selection Criteria should not exceed a total of four A4 pages.

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

Contact Officer: Rohan Spence (02) 6205 0224 [rohan.spence@act.gov.au](mailto:rohan.spence@act.gov.au)

### **Calvary Health Care ACT (Public)**

#### **Surgical Bookings**

##### **Surgical Booking Clerk**

**ASO4.1-4 \$70,359 - \$76,184, Canberra (PN: LP6926)**

Gazetted: 14 August 2019

Closing Date: 19 August 2019

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

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

Reference Number: 10296

Contact Officer: Karen Burgan 6264 7126 [Karen.Burgan@calvary-act.com.au](mailto:Karen.Burgan@calvary-act.com.au)

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

#### **Allied Health**

##### **Speech Pathology**

## **Speech Pathologist**

**HP2 year 1 - year 9 \$69,410 - \$89,528, Canberra (PN: LP7336)**

Gazetted: 14 August 2019

Closing Date: 20 August 2019

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

Reference Number: 10402

Contact Officer: Rowena Day Rowena.Day@calvary-act.com.au

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

## **Allied Health**

### **Occupational Therapy**

#### **Junior Occupational Therapist**

**HP1 Year 3- HP2 year 9 \$69,410 - \$89,528, Canberra (PN: LP8142)**

Gazetted: 14 August 2019

Closing Date: 12 September 2019

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

Reference Number: 10240

Contact Officer: Michael Malcomess (02) 6201 6087 Michael.Malcomess@Calvary-act.com.au

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

## **Medical**

### **Registrar**

**SNR REGISTRAR \$138,667, Canberra (PN: Expected)**

Gazetted: 13 August 2019

Closing Date: 1 September 2019

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

Contact Officer: Nicole McCosker (02) 6201 6438 nicole.mccosker@calvary-act.com.au

Reference Number: 10308

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

## **Critical Care**

### **Emergency Department**

#### **Senior Staff Specialist**

**SNR Staff Specialist \$222,205, Canberra (PN: Several)**

Gazetted: 13 August 2019

Closing Date: 15 September 2019

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

Reference Number: 10362

Contact Officer: David Banfield 02 6201 6777 David.Banfield@calvary-act.com.au

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

## **Critical Care**

**Registrar & Senior Registrar**

**REG 1-4, SNR REGISTRAR \$98,704 - \$138,667, Canberra (PN: Serveral)**

Gazetted: 13 August 2019

Closing Date: 29 September 2019

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

Reference Number: 10363

Contact Officer: David Banfield (02) 6201 6777 David.Banfield@calvary-act.com.au

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

**Allied Health**

**Physiotherapy**

**Senior Emergency Department Physiotherapist**

**HP3 year 1 - year 5CP \$92,103 - \$101,862, Canberra (PN: LP7039)**

Gazetted: 13 August 2019

Closing Date: 1 September 2019

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

Reference Number: 10346

Contact Officer: Jeanie Weber (02) 6201 6960 Jeanie.Webster@calvary-act.com.au

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

**Performance Unit**

**Senior Business Manager**

**SOG B \$124,891 - \$140,596, Canberra (PN: Expected)**

Gazetted: 08 August 2019

Closing Date: 18 August 2019

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

Reference Number: 10255

Contact Officer: Melanie Andrews (02) 6201 6204 Melanie.Andrews@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)**

**Education and Training Service**

**Business and Leadership**

**Head of Department – CIT Accounting and Legal**

**Manager Education Level 1 \$122,965, Canberra (PN: 51765)**

Gazetted: 13 August 2019

Closing Date: 19 August 2019

Details: The Business and Leadership (B&L) College at Canberra Institute of Technology (CIT) is seeking an outstanding Head of Department in the CIT's Accounting and Legal Services Department who, through quality leadership and management of education related activities, will contribute to the achievement of the Department, College and organisational goals. The department delivers training from skill sets through to Diploma level qualifications in Accounting and Book Keeping and Legal Services.

Working collaboratively with industry and the Business and Leadership College and CIT, the department creates unique innovative learning opportunities for students. The Head of Department role requires an exceptional leader who possesses strong communication and team work skills in managing a dynamic team of administrative and teaching staff to ensure excellence in delivery in the Vocational Education and Training (VET) sector. This includes the development of innovative and customised models of delivery and assessment while ensuring the provision of high quality customer service to learners. The successful candidate will also need to provide leadership in establishing and sustaining relationships with community, industry and other key stakeholders, and provide advice and proactive leadership to increase departmental and college revenue. The ability to model CIT cultural traits is critical.

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: All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and an Advanced Diploma in Adult Learning & Development (or equivalent).

Note: This position is for temporary filling for a period of six months with the possibility of extension up to but not exceeding 1 years in total.

How to Apply: Please address the Selection Criteria, provide a current curriculum vitae and referee reports along with copies of your qualifications.

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

Contact Officer: Fiona Mitchell (02) 6207 3125 [fionamitchell@cit.edu.au](mailto:fionamitchell@cit.edu.au)

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

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

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

#### **Access Canberra**

#### **Regulatory Solutions and Compliance**

#### **Fair Trading - Investigations and Enforcement**

#### **Senior Investigator**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42691, several)**

Gazetted: 12 August 2019

Closing Date: 27 August 2019

Details: Are you Access Canberra's new Sherlock Holmes or Nancy Drew? The Investigations and Enforcement team is seeking a number of responsive and innovative recruits to join our squad. We are looking for Senior Investigators who will contribute new ideas to shape how we do things and look for creative ways to solve problems. Working under the direction of the Director and Assistant Director you

will: undertake investigations under various pieces of legislation; prepare high level correspondence, reports and briefings; be responsible for guiding and assisting less experienced investigators in managing workloads and progressing matters; maintain effective working relationships with both internal and external stakeholders; deal appropriately with confidential and sensitive information and contribute to workplace diversity and participative work practices. If you have the eyes of a hawk and the mind of a sleuth, we want you! Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: Two positions are being offered on a permanent basis and one position is a temporary contract available for 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. 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 asked to submit a pitch (maximum of two pages) addressing the Selection Criteria, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Wendy Maree Harrison (02) 6205 0894 [wendymaree.harrison@act.gov.au](mailto:wendymaree.harrison@act.gov.au)

## **Access Canberra**

### **Workplace Protection - WorkSafe ACT**

#### **Workers Compensation**

#### **Workers Compensation Inspector**

#### **Regulatory Inspector 6 \$84,257 - \$96,430, Canberra (PN: 05546)**

Gazetted: 08 August 2019

Closing Date: 15 August 2019

Details: Are you interested in implementing change? Do you want to help workers ensure that they are safe and protected while they are at work? This might be the job for you. Access Canberra is looking for a skilled person to join the Worker's Compensation Team. We are looking for people who are motivated to achieve successful regulatory outcomes for businesses and their workers in the ACT. You will have excellent attention to detail and a demonstrated ability to understand and interpret legislation and technical codes. You will perform the functions of an authorised Inspector/Officer under relevant legislation as delegated in Workers Compensation and Long Service Leave including Work Health and Safety issues. You will undertake workplace inspections, investigations; enforcement and compliance activities in accordance with relevant legislation. You will also need to demonstrate exceptional oral communication skills including but is not limited to the provision of high-level advice to ACT Business and Industry clients and stakeholders to ensure regulatory compliance.

Eligibility/Other Requirements: Highly desirable: A Certificate IV level qualification in Government Inspection, Work Health Safety and/or Investigations or related discipline and/or willingness to progress towards such a qualification; Experience in regulating work health & safety in the workplace; Experience in regulating workers compensation and long service leave and a current driver's licence mandatory.

Desirable: Willingness to wear a uniform; Willingness to undertake competency based training relevant to performing the duties of this position; Participation in an afterhours on-call and telephone roster when required; and Participation in programmed after hour's compliance activities when required.

Please note that it is a requirement that the successful applicant will need to complete the required mandatory training for Workers Compensation legislation as a delegated/appointed person by the Director General.

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

How to Apply: Please submit your curriculum vitae and a two page pitch in response to the skills, knowledge and behaviours listed in the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeanne Eri (02) 6205 3469 [Jeanne.Eri@act.gov.au](mailto:Jeanne.Eri@act.gov.au)

## **Access Canberra**

### **Fair Trading and Compliance**

#### **The Compliance Team**

#### **Inspector - The Compliance Team**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 38414)**

Gazetted: 14 August 2019

Closing Date: 21 August 2019

Details: Sick of doing the same thing day in, day out? You won't get bored in this position which offers a lot of variety. In particular, we are looking for someone who has experience in planning and undertaking compliance activities. The Compliance Team will see you working on a vast range of matters in relation to gaming, liquor, security and fair trading, (to name a few!).

The successful applicant will be able to demonstrate their ability to engage, educate and enforce in line with Access Canberra's Compliance Framework. As Inspector you will be required to exercise powers and use a risk/harm-based regulation model to conduct inspections/investigations, both individually and as a team member.

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: A current driver's licence is essential. A Certificate IV in Government (Investigations) or relevant experience in a regulatory environment is desirable but not essential.

Note: This is a permanent position, however this process may be used to establish a pool of suitable candidates for any other temporary vacancies available for the period of no longer than 12 months or for identical permanent vacancies that may arise over the next 12 months.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. Applications should include a curriculum vitae, the details of two referees and a two page response detailing:

1. Your most relevant achievement in the last five years and how it relates to this position and its duties, and
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: Drazen Persic (02) 6207 6990 [drazen.persic@act.gov.au](mailto:drazen.persic@act.gov.au)

## **Treasury**

### **Property and Venues**

#### **Venues Canberra**

#### **Digital and Social Media Manager**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 09949)**



Gazetted: 14 August 2019

Closing Date: 30 August 2019

Details: Venues Canberra is responsible for hosting events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, Manuka Oval, and Stromlo Forest Park; and the management and operation of these venues.

An opening currently exists for a Digital and Social Media Manager who can lead the Venues Canberra online and social media presence. The role is responsible for media requirements for all events across the portfolio of venues including GIO Stadium and Manuka Oval. The successful candidate should enjoy working in the fast paced work environment surrounding sports and events and while you don't need to have a passion for sports, expertise and experience in the use of digital and social media is crucial. 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: Driver's licence; two to three years' work experience in a digital marketing/social media role; ability to work after hours, public holidays and weekends as required.

Desirable: Relevant tertiary qualifications in Graphic Design, Production or similar fields.

How to Apply: Applicants are required to provide a written response to the Selection Criteria, addressing each criteria and a current curriculum vitae.

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

Contact Officer: Milton Obrien (02) 6256 6716 milton.obrien@act.gov.au

## **Shared Services**

### **Partnership Services**

#### **Customer Support Services**

##### **Junior Knowledge Developer**

##### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 23213)**

Gazetted: 09 August 2019

Closing Date: 23 August 2019

Details: Customer Support Services in Shared Services is passionate about innovation and improving service delivery across the ACT Government to enhance the customer experience. We're looking for a like-minded person to join our team as a hands-on Junior Knowledge Developer. You will make your mark assisting the Knowledge Developer with the development and maintenance of the Shared Services website and accompanying service catalogue and knowledge management tools, showing a commitment to best practice knowledge base development and management. Sound communication skills with attention to detail and the ability to create customer focused content is a must. You take a collaborative approach to your work with consideration for the bigger picture, ensuring alignment to the broader strategy and contribute to the broader teams' objectives. Sound like you? We'd love to hear from you! Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in knowledge base management and with ServiceNow is desirable. But don't let that put you off! Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role as outlined in the position description.

How to Apply: Please send us your Curriculum Vitae and a two-page pitch outlining why you think you're the best person for the job.

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

Contact Officer: Alexandra Jones (02) 6207 5612 alexandra.jones@act.gov.au

## **Policy and Cabinet**

### **Communications and Engagement**

#### **Executive and Business Support**

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

##### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44884)**

Gazetted: 14 August 2019

Closing Date: 28 August 2019

Details: The Executive and Business Support team works collaboratively across Communication and Engagement and Policy and Cabinet. The team provides strategic, operational and administrative support to Senior Executives and is also responsible for the overarching business and financial management across the two divisions. The successful applicant will provide high level administrative support to the Communications and Engagement Division. Duties will include managing diaries for the Executive Branch Managers of the division, financial processing and the coordination of briefs using TRIM (HPRM Content Manager). Additionally, the position liaises across the ACT Government and with various key stakeholders to respond quickly to business needs and meet tight timeframes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants are asked to supply a written application addressing the Selection Criteria along with your current 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**

### **Strategic Finance**

#### **Costings and Internal Assurance Audits**

##### **Assistant Analyst/Auditor**

##### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44751)**

Gazetted: 09 August 2019

Closing Date: 23 August 2019

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. You will be responsible for a wide range of finance related activities including conducting internal assurance audits and undertaking data analysis as well as supporting the other teams with Strategic Finance as required. You will have very good communication skills which will greatly assist you in providing support to your managers, working in a dynamic and complex environment. We want an innovative, forward-thinking professional who

does not mind digging into data and searching for potential loopholes and vulnerabilities. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Excellent Excel skills, investigative skills and ability to communicate clearly both verbal and written.

Note: This is a temporary position available until 15 November 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.

How to Apply: The online application form requires a resume/CV, copies of qualifications and a two page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process. Applications should be submitted via the Apply Now button below.

Contact Officer: Savita Cooke (02) 6207 9406 savita.cooke@act.gov.au

## **Shared Services**

### **Customer Engagement Services Branch**

#### **Shared Services ICT - Education ICT**

#### **ICT Support Officer**

#### **Information Technology Officer Class 1 \$68,204 - \$77,639, Canberra (PN: 14425)**

Gazetted: 09 August 2019

Closing Date: 16 August 2019

Details: Are you keen to showcase your ability to display and develop your technical skills and effective customer focused service through problem solving and exceptional communication skills? Are you keen to join the engine room of Shared Services Business Application Management Branch? The Education Information Communication Technology (ICT) team is seeking applications from suitably experienced staff to perform the role of Education ICT Support Officer within our Software and Licensing Team. This Team is responsible for the lifecycle management of software requirements supporting the Education Directorate, for both Schools and ACT Government Central Office staff. The successful applicants will provide technology advice and guidance to customers and prioritise and manage workflows and support the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 31 December 2019. Temporary employment offered as a result of this advertisement may lead to extension or permanent placement. 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: Candidates are requested to review the key capabilities 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, providing 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: Jennifer Cashmore (02) 6207 6615 [jennifer.cashmore@act.gov.au](mailto:jennifer.cashmore@act.gov.au)

## **Treasury**

### **Property and Venues**

#### **Venues Canberra**

##### **Bookings and Operations Coordinator**

##### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 30700)**

Gazetted: 09 August 2019

Closing Date: 16 August 2019

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, Manuka Oval, and Stromlo Forest Park; and the management and operation of these venues. Venues Canberra is also responsible for number of smaller venues including but not limited to, Albert Hall, Yarralumla Woolshed, Yarramundi Cultural Centre, Former Transport Depot, Fitters' Workshop and various community halls. The Bookings and Operations Coordinator position is responsible for the administration of all booking enquiries and venue hire arrangements for the various smaller venues managed and operated by Venues Canberra. The position will complete bookings processes, interaction with clients and promote of venues. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants must address the Selection Criteria as noted in the Position Description and also provide a current curriculum vitae.

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

Contact Officer: Jacqueline Tudor (02) 6205 3126 [jacqueline.tudor@act.gov.au](mailto:jacqueline.tudor@act.gov.au)

## **Access Canberra**

### **Project Governance and Support**

#### **Strategic ICT**

##### **Business Analyst**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 20019)**

Gazetted: 09 August 2019

Closing Date: 23 August 2019

Details: When you take a plane flight do you research the seating configuration to work out the best seat? Do you plan how to minimize your time spent in transit at stopovers? Can you use a map to navigate around to key sites of interest? We are looking for a person who loves analysing, planning, designing and creating great digital and omni-channel customer journeys. They must also enjoy stakeholder engagement and bringing together a divergent range of opinions into a cohesive and seamless end-user experience. Our business analyst will lead work relating to a wide range of regulatory services including the ACT's largest licensing and registration schemes such as drivers licences and working with vulnerable people registration. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Got the travel bug? Send your curriculum vitae and a pitch of no more than two pages that sets out how you fit the Position Description requirements.

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

Contact Officer: John Moore (02) 6205 7240 john.moore@act.gov.au

## **Workforce Capability and Governance**

### **Public Sector Management**

#### **Flexible Work Arrangements**

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

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 10832)**

Gazetted: 09 August 2019

Closing Date: 16 August 2019

Details: Are you a change leader with an interest in contemporary work practices and a talent for juggling multiple competing priorities? As part of its Workforce Transformation Program, the ACT Government will be moving 3,000 of its staff into two new, purpose-built buildings in 2020. This is an exciting opportunity to play a key role in delivering this significant change program and shaping the future direction of the ACT Public Service. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 30 June 2020. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a pitch of no more than one page, your curriculum vitae and two referees.

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

Contact Officer: Peter Nolan (02) 6205 5379 peterd.nolan@act.gov.au

## **Education**

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

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

### **Service Delivery and Design Group**

#### **Digital Strategy, Services and Transformation**

##### **Device and Software Support Officer**

##### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 40754)**

Gazetted: 08 August 2019

Closing Date: 22 August 2019

Details: The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education. Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for

corporate and school staff. This includes managing and providing advice on Teaching and Learning systems, Business and Administration systems, ICT programs and relevant policies and procedures. Our ideal candidate has experience in the management of ICT Device and Software deployment and support, in an education or large enterprise environment, and will be a trusted partner in representing the internal customer's digital and technology needs within the Directorate. You are amazing at prioritising your time, able to think outside the box and have experience in the management of third-party vendors. You will have a strong understanding of the digital transformation space and ideally be familiar with education settings. You will have the ability to make a positive impact on the business through the reduction of costs arising from service issues, increased efficiency and improved communication, developing a better understanding of users' needs and championing Directorate commitments to continual improvement. Your investigation and problem-solving skills should be one of your core professional strengths. Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You will have highly developed stakeholder engagement skills, and you will be able to demonstrate your ability to consistently apply commitment to excellent customer service principles, practices and attributes.

**Eligibility/Other Requirements:** A proven ability to provide support, in an information and communication technology and online delivery environment is required, as is the necessity to communicate clearly and with influence. You will also have the ability to negotiate persuasively and professionally and represent the Directorate's best interest. Strong written and verbal communications skills will also be required for this role, as well as a strong understanding of Asset Management Life Cycles. Extensive knowledge of information technology and information management as it relates to the education, government and community sectors will be highly regarded. Lastly, you can 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference!

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

**How to Apply:** In two 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; and; describe an achievement that you are most proud of that is relevant to this role. Along with a current curriculum vitae, 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: Jodie Crawford (02) 6207 1946 [jodie.crawford@act.gov.au](mailto:jodie.crawford@act.gov.au)

## **Education**

### **Service Design and Delivery**

### **Student Engagement**

### **Inclusion and Engagement**

### **Physiotherapist**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade),  
Canberra (PN: 44398)**

Gazetted: 14 August 2019

Closing Date: 21 August 2019

Details: This position is to provide physiotherapy supports within ACT Public Schools, including the provision of information, advice and professional learning to school staff. The applicants for this position should have extensive experience in providing physiotherapy supports in a school-based team. Health

Professional Level 3 Physiotherapists will work with schools, in an inter-professional practice model, building school capacity to benefit students who are experiencing difficulty connecting to school and engaging with education. In this position, there is the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are participating in and accessing learning activities as part of the school curriculum.

Eligibility/Other Requirements:

- Tertiary qualifications or equivalent in Physiotherapy.
- Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Eligibility for membership with the Australian Physiotherapy Association.
- Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.
- 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)
- Current driver's licence essential.

Highly desirable: A minimum of at least five years' experience as a Physiotherapist.

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

How to Apply: Please submit your curriculum vitae and written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

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

## **Service Design and Delivery**

### **Student Engagement**

#### **Network Student Engagement Team (NSET)**

#### **Hearing Support Itinerant Teacher**

#### **Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 08829, several)**

Gazetted: 14 August 2019

Closing Date: 28 August 2019

Details: Are you passionate about creating inclusive school environments where students with disability can access and participate in education on the same basis as other students? Do you enjoy and are you good at coaching and mentoring to build the capability of other teachers? If so, then the role of Hearing Support Itinerant Teacher, Network Student Engagement Team (NSET) may be for you.

Our ideal candidates will have excellent interpersonal, communication and relationship building skills, with the ability to work with schools to develop an effective school-wide support model that addresses universal, selected and targeted interventions. You will work closely with Classroom Teachers and Learning Support Assistants to design and plan strategies, interventions and make reasonable adjustments to the learning program and/or learning environment for students who are Deaf/hard of hearing to enable them to access learning.

You will be an innovative and high performing teacher who enjoys providing selected and targeted, in class support to Deaf/hard of hearing students. As an excellent team player, you will be able to work collaboratively as part of an inter-professional team to assess, hypothesise and implement evidence-based interventions. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People (WWVP) 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). *Highly Desirable:* Postgraduate qualifications (e.g. Master of Disability Studies (Deaf/Hard of Hearing)); and/or experience in the field is desirable.

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

How to Apply: Applicants are to provide a curriculum vitae; contact details for two referees; and a two page statement of claims based on the Australian Professional Standards for Teachers. Please provide a copy of your TQI and WWVP registrations.

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

Contact Officer: Jo Monteith (02) 6207 1985 jo.monteith@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.

## **Business Services**

### **Infrastructure and Capital Works**

#### **Senior Director, Major Projects**

#### **Infrastructure Officer 5 - Infrastructure Manager/Specialist 1 \$150,690 - \$161,585, Canberra (PN: 40118)**

Gazetted: 14 August 2019

Closing Date: 30 August 2019

Details: The Infrastructure and Capital Works (ICW) Branch of the Education Directorate is seeking applications for a Senior Director to manage the portfolio of Major Projects that includes new schools and the redevelopment and expansion of existing schools. The Senior Director, Major Projects is part of the ICW Branch senior management team, supporting the Executive Branch Manager to achieve strategic and operational Branch objectives. The Senior Director will lead the Major Projects team and promote best practice in the strategic planning, delivery and ongoing management of the Branch's major projects. The Major Projects team works collaboratively across government with a wide range of internal and external stakeholders, the Minister's Office, school communities, interest groups and other government agencies.

Eligibility/Other Requirements: The Senior Director will require outstanding organisational and communication skills, and a highly developed knowledge of and experience in major project delivery methodologies, principles and practices. Relevant professional qualifications in Building, Engineering or Project Management are highly desirable.

Note: The position will be filled at either the Infrastructure Officer 5 level or the Infrastructure Manager/Specialist 1 level, dependent on the skills, qualifications and experience of the successful applicant.

How to Apply: Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria and the contact details of two referees.

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

Contact Officer: Rodney Bray (02) 6205 1289 rodney.bray@act.gov.au



## **Business Services**

### **Infrastructure and Capital Works**

#### **Director, Environmental Sustainability**

#### **Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 44917)**

Gazetted: 13 August 2019

Closing Date: 27 August 2019

Details: The Environmental Sustainability section within the Infrastructure and Capital Works (ICW) Branch of the Education Directorate manages the delivery of sustainable infrastructure projects across the ACT public school portfolio.

ICW is seeking applications for a Director to lead a team working collaboratively with schools and other government agencies to improve the sustainable performance of schools and coordinate the implementation of a Carbon Neutral Strategic Plan for the Education Directorate's response to the ACT Government's Climate Change Strategy. This role will develop, manage and report on the delivery of the annual Environmental Sustainability Development (ESD) project program and manage all aspects of the ESD team including staff, use of resources, priority and risk management, administrative processes, exercise financial and other delegations and represent the Directorate in meetings, negotiations and workshops.

Eligibility/Other Requirements: Extensive knowledge and experience in the development and implementation of environmental sustainability related strategic planning and annual works programs to significantly reduce carbon emissions, energy consumption, water consumption and waste, and in bringing about long term behaviour change of building occupants to support environmental sustainability initiatives are essential. *Desirable*: Relevant Tertiary qualification in Environmental Sustainability. Possession of a 'White Card' and Working with Vulnerable Persons card or the willingness to obtain them.

How to Apply: Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria and the contact details of two referees.

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

Contact Officer: Rodney Bray (02) 6205 1289 [rodney.bray@act.gov.au](mailto:rodney.bray@act.gov.au)

## **School Performance and Improvement**

### **Student Engagement**

#### **Network Student Engagement Team (NSET)**

#### **Inclusion Officer, NSET**

#### **School Leader C \$122,856, Canberra (PN: 32122, several)**

Gazetted: 13 August 2019

Closing Date: 27 August 2019

Details: Are you passionate about creating safe and supportive school environments and achieving an inclusive school culture? Do you have a demonstrated understanding of disability and trauma and neuroscience informed education practices? Do you enjoy and are good at coaching and mentoring to build the capability of others? If so, then the role of Inclusion Officer, Network Student Engagement Team (NSET) may be for you. Our ideal candidates will have excellent interpersonal, communication and relationship building skills, with the ability to work with schools to develop an effective school-wide support model that addresses universal, selected and targeted interventions. You will work closely with school leadership teams and classroom teachers to design and plan strategies, interventions and make reasonable adjustments to the learning program and/or learning environment for students with disability, complex needs and/or a trauma background. You will be an excellent team player with the

ability to work collaboratively as part of an inter-professional team to assess, hypothesise and implement evidence-based interventions. You will be self-motivated with a drive to make a difference and work with schools to explore student-centred flexible learning, attendance and curriculum options for students who are disengaged, or at risk of disengaging from school. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Note: These are temporary positions available from 9 September 2019 until 9 September 2021 with possibility of extension. An order of merit will be established from this selection process and may be used to fill identical vacancies over the next 12 months.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees. Please also provide a copy of your TQI and WWVP registrations.

*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)

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

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

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

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

### **Environment**

#### **Parks and Conservation Service**

#### **Parks Reserves and Rural Land**

#### **Senior Field Officer**

**General Service Officer Level 7 \$62,521 - \$66,023, Canberra (PN: 36847, several)**

Gazetted: 12 August 2019

Closing Date: 19 August 2019

Details: The ACT Parks and Conservation Service is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The ACT Parks and Conservation Service invites applications from highly motivated candidates interested in pursuing a rewarding professional career as a Senior Field Officer working across the ACT conservation estate. Under limited direction, ACT Parks

and Conservation General Service Officers are responsible for the delivery of a broad range of basic conservation and natural resource land management programs in various ACT parks and reserves.

Eligibility/Other Requirements:

Mandatory:

A current C class driver's licence, preferably with 4wd experience;

Preparedness to wear a uniform;

Current Senior First Aid Certificate;

Willingness to undertake incident management duties including fire suppression, standby and training.

This position is classified as a Designated Fire Position under the Enterprise Agreement; and

Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an "as needs" basis (not all positions are currently required to work a shift roster).

Desirable Skills and Experience:

Skills and or experience in Conservation and Land Management;

MR truck licence;

Plant and machinery tickets and experience (back-hoe, skid steer, tractor etc);

Working with vulnerable people card;

White card; and

Chemcert III or higher.

Note: We are seeking applications from suitably skilled people who are interested in permanent, fixed term (between 1 and 5 years) and temporary (up to 12 months) employment as a General Services Officer 7. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Stuart Jeffress (02) 6207 8082 [stuart.jeffress@act.gov.au](mailto:stuart.jeffress@act.gov.au)

## **Planning, Land and Building**

### **Executive**

#### **Executive Group Manager, Planning, Land and Building**

**Executive Level 2.3 \$307,053 - \$319,330 depending on current superannuation arrangements, Canberra (PN: E706)**

Gazetted: 14 August 2019

Closing Date: 28 August 2019

Details: As the Executive Group Manager, you will lead the Planning, Land and Building Division of EPSDD in delivering high quality and value services across government and to the community in the areas of: Strategic Planning (including spatial planning and detailed planning); Land Economics and Land Strategy; Housing Policy; Civil Infrastructure Planning; Territory Planning;

Major Projects (including design and development projects); and Building Policy.

The role reports directly to the Deputy Director-General, Land Strategy and Environment) and we need you to provide quality and robust advice on planning and implementing effective strategies and policies. You will be driving the development of budget bids that align to the Government's economic and social vision and seeing them through to completion with sound financial, performance and project management skills.

In doing this you will exhibit strong communication skills and the proven capacity to work collaboratively, lead engagement activities and provide strong representation for the division and Directorate by identifying and realising the changing needs of community and government. Our people are our greatest asset and you would be charged to lead and drive change management strategies, skill and capacity building, embedding a performance culture based on collaboration and achieving results.

Remuneration: The position attracts a remuneration package ranging from \$307,053-\$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

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

To Apply: Applicants should submit a statement (maximum 2 page), addressing the selection criteria providing details of their relevant experience and skills, with consideration of the executive capabilities and role requirements outlined in the duty statement. A covering letter outlining how applicants will approach the role, a copy of a current CV, and the name and contact details for two referees should also be provided.

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

## **Business, Governance and Capability**

### **Finance, Information and Assets**

#### **Strategic Finance**

##### **Financial Controller**

###### **Senior Officer Grade A \$145,048, Canberra (PN: 44855)**

Gazetted: 12 August 2019

Closing Date: 26 August 2019

Details: Are you a high achiever with demonstrated experience delivery quality outputs? Do you enjoy working with numbers and management accounting? Do you enjoy working collaborative with people to resolve problems? We are looking for a highly skilled leader and technical management accountant who wants to be part of committed and customer focussed team to deliver quality outputs for the Directorate. You will be able to add value by utilising contemporary accounting methodologies gain from your experiences to implement innovative and pragmatic solutions to assist in budgeting, strategic asset management, projects management and reporting. You will be a strategic leader and will potentially lead the Finance Business Partner Team, Budgeting and Asset Team, Project Reporting and Cost Accounting Team. This is a demanding role working on multiple priorities with tight timeframes. The role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT Government for the community.

Eligibility/Other Requirements: Tertiary qualifications in a related field. CPA Australia or Chartered Accountants Australia and New Zealand qualifications. *Highly Desirable*: Relevant Government experience.

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: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit a 500 word pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Thao Le (02) 6207 3042 thao.le@act.gov.au

**Business, Governance and Capability**

**Finance, Information and Assets**

**Strategic Finance**

**Senior Director - Business Services and Sustainability**

**Senior Officer Grade A \$145,048, Canberra (PN: 44877)**

Gazetted: 12 August 2019

Closing Date: 19 August 2019

Details: Are you a high performer who enjoys ensuring the security, procurement, facilities and fleet of the Directorate is managed effectively and efficiency? Do you enjoy working collaborative with people to resolve problems? Do you enjoy leading staff and developing teams? Are you interested in Sustainability and want to make a difference? We are looking for a highly skilled Senior Director – Business Services and Sustainability who wants to be part of a committed and customer focused team to deliver quality outputs for the Directorate. You will be able to add value by utilising your expertise and experiences in a relevant field to implement innovative and pragmatic process/policies to aid the Directorate in delivering key deliverables. The role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT Government for the community. Eligibility/Other Requirements: Substantial experience in managing property portfolios ideally within an environment including but not limited to: leasing, property management, facilities management, procurement, security, financial management, corporate administration (including fleet management). *Highly Desirable:* Experience in Government Procurement Framework and guidelines and sustainability management.

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: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit a 500 word pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Thao Le (02) 6207 3042 thao.le@act.gov.au

**Sustainability and the Built Environment**

**Climate Change and Sustainability**

**Carbon Neutral Government**

**Director - Carbon Neutral Government**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 36735)**

Gazetted: 14 August 2019

Closing Date: 30 August 2019

Details: An exciting opportunity exists for a motivated and talented manager with a passion for innovation, engaging stakeholders and successfully delivering programs. The Climate Change and Sustainability Division is looking for a person who can partner with others to achieve change and wants to work in a challenging and fast paced environment.

The successful applicant will lead a team responsible for delivering carbon neutrality in government operations. They will work across government to drive action under the Carbon Neutral Government (CNG) Framework, the CNG Fund and the Enterprise Sustainability Platform. This position requires

ability to lead a multifaceted team, excellence in communication, a customer focus and strong analytic skills.

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

Selection may be based on application and referee reports only.

How to Apply: Suitability for this position will be based on your skills, knowledge and behaviour in relation to the Duties/Responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please also submit a current curriculum vitae and the 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 within the Position Description. Instead, please demonstrate your capacity to perform the duties and responsibilities at the specified classification by responding as follows:

- 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties;
- 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

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

Contact Officer: Gene McGlynn (02) 6205 4752 [gene.mcglynn@act.gov.au](mailto:gene.mcglynn@act.gov.au)

## **Business, Governance and Capability**

### **Finance, Information and Assets**

#### **Strategic Finance**

##### **Director - Projects Reporting and Cost Accounting**

##### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44759)**

Gazetted: 12 August 2019

Closing Date: 19 August 2019

Details: Do you enjoy working with numbers and building costing models? Do you enjoy working collaborative with people to resolve problems? We are looking for a highly skilled and technical accountant who wants to be part of committed and customer focussed team to deliver quality outputs for the Directorate. You will be able to add value by utilising contemporary accounting methodologies gained from your experiences to implement innovative and pragmatic solutions to assist in projects management and reporting. The role will provide you with the opportunity to work with passionate people delivering projects on behalf of the ACT Government for the community.

Eligibility/Other Requirements: Tertiary qualifications in a related field. *Highly Desirable*: Completion or substantial progression towards full membership of CPA Australia or Chartered Accountants Australia and New Zealand. Relevant Government experience.

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: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit a 500 word pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Thao Le (02) 6207 3042 [thao.le@act.gov.au](mailto:thao.le@act.gov.au)

## **Sustainability and the Built Environment**

## **Climate Change and Sustainability**

### **Climate Change Policy**

#### **Zero Emissions Vehicles Officer**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41049)**

Gazetted: 14 August 2019

Closing Date: 29 August 2019

Details: An exciting opportunity exists in the Climate Change Policy team for a self-motivated and organised individual to join a team seeking reduce emissions in the transport sector, primarily through the procurement of zero emissions vehicles in the government fleet and developing measures that will support their uptake by the community. The successful candidate will have the enthusiasm and skills to work with many stakeholders across ACT Government agencies, undertake site-specific investigations of government facilities and assets and assist with development and implementation of zero emissions vehicle promotion and uptake in government and in the broader community. The Zero Emissions Vehicles officer will play an important role in achieving the ACT Government's commitment to carbon neutrality in its own operations.

Notes: This is a temporary position available from 1 September 2019 until 30 June 2020. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Suitability for this position will be based on your skills, knowledge and behaviour in relation to the Duties/Responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please also submit a current curriculum vitae and the 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 within the Position Description. Instead, please demonstrate your capacity to perform the duties and responsibilities at the specified classification by responding as follows: 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties; 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Antonio Mozqueira (02) 6205 4820 antonio.mozqueira@act.gov.au

## **Health**

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

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

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

### **Clinical Services**

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

##### **Office of Chief Psychiatrist**

##### **Older Person Mental Health**

**Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 22942)**

Gazetted: 15 August 2019

Closing Date:

Overview of the work area and position: Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm

minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

- o ACT Wide Mental Health Services (ACT Wide MHS)
- o Adult Community Mental Health Services (ACMHS)
- o Adult Acute Mental Health Services (AAMHS)
- o Alcohol & Drug Services (ADS)
- o Child & Adolescent Mental Health Services (CAMHS)
- o Justice Health Services (JHS)

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to area Clinical Director - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. Accountability will be to the Clinical Director. MHJHADS aims to be socially inclusive and operate within a recovery-focused and/or harm minimisation approach. The successful applicant will have broad experience in Community Psychiatry including the challenges of managing an itinerant population and in optimising medication options. An emphasis on Recovery within this context is essential. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.

- o Fellowship of the Royal Australian and New Zealand College of Psychiatrist or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP continuing professional development program. 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).
- o Undergo a pre-employment Police check.
- o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Dr Denise Riordan, Chief Psychiatrist (02) 5124 1098 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

## **ACT Health**

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

#### **Office of Professional Leadership and Education**

#### **Nursing and Midwifery Office/SYNERGY**

#### **Administrative Assistant**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44827)**

Gazetted: 14 August 2019

Closed: 21 August 2019

Details: An administrative position in the friendly SYNERGY (Nursing and Midwifery Research Centre) team is available for the right person. The position will provide a range of administration support functions to ensure the smooth operation and successful functioning of SYNERGY. We are after someone that is organised, proactive, has good attention to detail, and great customer-service skills. A key responsibility will be the management of small research events and meetings, including provision of



secretariat services, the booking of travel and finalising invoices. SYNERGY and the Chief Nursing and Midwifery Office are busy creating a better working world for nurses and midwives. It's important to us that you fit in with our positive team culture and contribute to maintaining our upbeat momentum. 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 commencement the successful candidate will be required to undergo a pre-employment National Police check.

How to Apply: Applicants are asked to provide a curriculum vitae and a response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lesley Thomson (02) 5124 9138 [lesley.thomson@act.gov.au](mailto:lesley.thomson@act.gov.au)

## **ACT Health**

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

#### **Preventative and Population Health**

#### **Epidemiology**

#### **Project Officer**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44433)**

Gazetted: 8 August 2019

Closing Date: 15 August 2019

Details: The Epidemiology Section provides timely and accurate information on the health of the ACT population to assist in the development and evaluation of policies and interventions to improve health. This position will provide high level advice and direction on population health informatics work of the Epidemiology Section, including the development of processes to govern data linkage activities.

Specifically, this position will assist and advise the Director of Epidemiology section on the development, maintenance and enhancement of the population health information system and its utilisation for epidemiological and population health outcomes analytical work of Epidemiology Section.

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

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: Mirka Smith (02) 5124 9473 [mirka.smith@act.gov.au](mailto:mirka.smith@act.gov.au)

## **Canberra Health Services**

### **CHS Deputy Director General Clinical Services**

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

#### **Specialist 1-5 Paediatrics**

#### **Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 44507)**

Gazetted: 15 August 2019

Closing Date: 22 August 2019

Overview of the work area and position: Canberra Hospital is the only paediatric tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. Canberra Hospital is a modern 600-bed hospital providing most major medical and surgical sub-specialty services. The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-

centred, multidisciplinary approach to care in partnership with the consumer and other service providers. Paediatrics at Canberra Hospital (PatCH), collocated within the Centenary Hospital for Women, Youth and Children, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year and is accredited with the RACP for paediatric basic training and ACEM training. The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the DCH in preparation for RACP or RACGP training. There is an active junior doctor programme which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported. The preferred applicant may be considered for a conjoint appointment in The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Canberra Health Services appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/CHS) for (research/clinical) matters. 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: Qualifications and experience: Mandatory: o Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), o Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent specialist qualifications, o Hold a current driver's license, o Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a temporary full time position for approximately 15 months Contact Officer: Dr Anne Mitchell (02) 5124 0000 Anne.mitchell@act.gov.au Applications can be forwarded to: AApply 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**

### **Surgery and Oral Health**

#### **Medical Staff**

#### **Oral & Maxillofacial Surgeon**

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

Gazetted: 15 August 2019

Closing Date:

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 & 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: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian and New Zealand College of Surgeons in OMFS or equivalent specialist qualifications. Desirable: o Have an interest in maxillofacial trauma or Health & Neck oncology. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o 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**

### **Surgery and Oral Health**

#### **Medical Staff**

#### **Oral & Maxillofacial Surgeon**

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

Gazetted: 15 August 2019

Closing Date:

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 & 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: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian and New Zealand College of Surgeons in OMFS or equivalent specialist qualifications. Desirable: o Have an interest in maxillofacial trauma or Health & Neck oncology. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o 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

### **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 Courts and Tribunal**

##### **Registry Operations**

##### **Protection Unit**

##### **Senior Team Leader**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 49869)**

Gazetted: 09 August 2019

Closing Date: 23 August 2019

Details: The ACT Courts is seeking a Senior Team Leader to manage, strategically lead and support a small team to provide administrative services within the Protection Unit. Duties will include providing advice and guidance on more complex matters relevant to the jurisdiction, interpreting, applying and providing advice on legislation, planning, managing and developing staff, liaising with members of the Judiciary, clients and stakeholder groups, reporting on case management workload and workflow, exercising the statutory appointment of Deputy Registrar and the development, review and implementation of new court policies, practices and procedures.

Applicants need to be aware that they may be exposed to sensitive material or information that could be confronting. ACTCT provides support services and training to assist you in being resilient and safe in your workplace. If you are concerned or would like more information please contact Lynette Ashlin. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Demonstrated knowledge and understanding of the role of the Courts in the ACT Community and its practices, procedures and related legislation would be an advantage.

Note: This is a temporary position available from 30 September 2019 until 30 June 2020. Selection method: Selection may be based on application and referee reports only.

How to Apply: Applicants are required to submit four items: (1) ACT Government application cover sheet; (2) statement of claim against each of the capabilities outlined in the Position Description (limited to two pages); (3) a current curriculum vitae; (4) the names and contact details of two referees (one should be a current supervisor/manager). Please ensure you submit all four items. When addressing the capabilities you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role. Try not to duplicate information that can already be found in your CV. Applications should be submitted via the Apply Now button below.

Contact Officer: Lynette Ashlin (02) 6207 1320 [lynette.ashlin@courts.act.gov.au](mailto:lynette.ashlin@courts.act.gov.au)

## **Human Rights Commission**

### **Victims Support ACT**

#### **Senior Case Coordinator**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41923)**

Gazetted: 13 August 2019

Closing Date: 28 August 2019

Details: Victim Support ACT is seeking a highly motivated individual with excellent case coordination skills to join the Victim Services team within the ACT Human Rights Commission.

Duties of the Senior Case Coordinator include: providing timely, accessible, individualised assistance to victims of crime; coordinating the provision of professional brokered services; providing victims with information, assistance and advocacy in relation to the justice system; and providing support to the Victim Services team leader, including supervision of less experienced Victim Services team members. Senior Case Coordinator's work closely with multidisciplinary team members across Victim Support ACT seeking to deliver high quality, responsive services to clients.

Eligibility/Other Requirements: Qualifications in social work, human services delivery, law and/ or related disciplines highly desirable.

Note: This is a full-time, permanent position available ASAP. Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees. Please limit your response to three A4 pages in total.

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

Contact Officer: Margo Lilley (02) 6207 0686 [margo.lilley@act.gov.au](mailto:margo.lilley@act.gov.au)

## **ACT Corrective Services**

### **Corporate Services**

#### **Information and Business Solutions Unit**

#### **Project Manager**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44629)**

Gazetted: 13 August 2019

Closing Date: 28 August 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and enthusiastic applicant to fill the role of Project Manager within Corporate Services. The successful applicant will be responsible for managing the procurement, design, development, testing and implementation of new Detainee Telephone System (DTS) and the Fire Services Systems (FSS) capability at Alexander Maconochie Centre

(AMC). You will be required to develop strong and direct relationships with key stakeholders including the ongoing liaison with system suppliers to ensure successful implementation of the systems with minimal impact on AMC's operations. In addition, you will be required to draft and update project artefacts and various deliverables as a part of project management activities. Further to this, the successful applicant will undertake other duties appropriate to this level of classification and as directed by Head of ICT which contribute to the effective and efficient operation of the section and maintain records in accordance with the *Territory Records Act 2002*. 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 in Project Management or certification in PRINCE2 and/or PMBOK or equivalent experience would be highly desirable.

Experience in fire services systems and telephone technologies would be desirable.

Experience in Corrective Services particularly in Custodial Operations is desirable.

The successful candidate may be required to undergo a National Police check and may require 'Working with Vulnerable People' check.

Current full driver's licence.

Note: This is a temporary position available until 30 June 2022 with possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

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

Contact Officer: Dayanand Deshmukh (02) 6207 8842 [dayanand.deshmukh@act.gov.au](mailto:dayanand.deshmukh@act.gov.au)

## **Corporate**

### **ICT, Capital Works and Infrastructure**

#### **Project Officer, Procurement**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 19221)**

Gazetted: 12 August 2019

Closing Date: 26 August 2019

Details: ICT, Capital Works and Infrastructure (ICTCWI) sits within the Corporate division of the Chief Operating Officer of Justice and Community Services Directorate. ICTCWI is seeking an organised, driven and dynamic person to work within the team as a Project Officer to develop a framework for an improved level of assurance and awareness of procurement and contract management activities that are aligned with ACT Government legislation, policy, procedures and guidelines. A key focus of this role is the development of a practical, functional and sustainable training program and supporting documentation to provide guidance, direction and promote these obligations.

Eligibility/Other Requirements: Previous experience in procurement and contract management and/or project management is highly desirable. Formal qualifications in a relevant field are highly desirable.

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

How to Apply: Demonstrate your experience, skills and behaviours in carrying out the duties outlined above by providing: a two-page written response addressing the Professional/Technical Skills and

Knowledge, Behavioural Capabilities, and compliance requirements/qualifications; a current curriculum vitae; and contact details of two referees.

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

Contact Officer: Michelle Hemming (02) 6205 7361 michelle.hemming@act.gov.au

**ACT Corrective Services**

**Custodial Operations**

**AMC Admin**

**Team Leader, Compliance**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 36293)**

Gazetted: 14 August 2019

Closing Date: 28 August 2019

Details: ACT Corrective Services (ACTCS) is looking for an experienced, highly-motivated and career-oriented person to fill the position of Team Leader, Compliance (SOGC), within the Custodial Operations. The successful applicant will provide a high level of advice to the General Manager on a range of compliance and secretariat issues; manage the Custodial Operations compliance framework; lead, manage and monitor the Alexander Maconochie Centre (AMC) Executive Support Team; and provide high quality reports, submissions and correspondence on a number of complex issues related to the Alexander Maconochie Centre and the Court Transport Unit. In addition, you will collect, analyse and interpret data, generate reports and inform policy and procedure development to comply with relevant legislation and government priorities. To be successful, you will also be required to demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management skills. 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: Eligible candidates will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. The successful candidate will be required to undergo a National Police check. A demonstrated knowledge of Custodial Operations.

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

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

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

**Corporate**

**Office of the Chief Operating Officer**

**Communications, Engagement and Media**

**Assistant Director, Communications, Engagement and Media**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 40274)**

Gazetted: 08 August 2019

Closing Date: 15 August 2019

Details: The Justice and Community Safety Directorate is looking for an experienced and enthusiastic communicator to join its fast-paced Communications, Engagement and Media team. The directorate strives to maintain a fair, safe and peaceful community in the ACT where people's rights and interests are respected and protected. The team works on a wide variety of subjects from the law to road safety and emergency preparedness and response. The Senior Director is responsible for assisting with the

development of the directorate's communication strategies and other media and campaign materials to ensure our community is informed and engaged on the topics that matter.

Eligibility/Other Requirements: Relevant qualifications in Communication, Public Relations, IAP2 training or equivalent experience would be desirable.

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

How to Apply: Applicants are asked to demonstrate your experience, skills and behaviours in carrying out the duties outlined above by providing a one to two page pitch addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Sally Van Aalst (02) 6207 6101 [sally.vanaalst@act.gov.au](mailto:sally.vanaalst@act.gov.au)

## **Corporate**

### **Governance and Business Improvement**

#### **Assistant Director, Internal Audit and Risk**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 02432)**

Gazetted: 09 August 2019

Closing Date: 23 August 2019

Details: The Governance and Business Improvement Branch is seeking a dedicated professional to undertake the role of Assistant Director, Internal Audit and Risk. The successful applicant will oversee day to day management of internal audit, risk management and fraud prevention activities across the Directorate. Supporting the Audit and Performance Improvement Committee, the Assistant Director is responsible for coordinating the delivery of the Internal Audit Program, including managing external service providers and undertaking internal reviews as required. The occupant will require strong analytical and liaison skills, as well as the ability to uphold confidentiality whilst working on sensitive issues. The position will suit someone who can identify opportunities for business improvement and respond flexibly to competing priorities within a complex environment.

Note: This is a temporary position available from November 2019 for nine months with the possibility of extension.

How to Apply: Please provide a two page pitch outlining the Professional/Technical Skills and Knowledge and Behavioural Capabilities, current CV.

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

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

## **Office of the Legislative Assembly**

### **Parliamentary Support**

#### **Assembly Library**

#### **Senior Librarian**

#### **Professional Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 271)**

Gazetted: 09 August 2019

Closing Date: 23 August 2019



The Office of the Legislative Assembly (OLA) is seeking an experienced person to fill a 4 month vacancy (possibility of permanency). About the Office of the Legislative Assembly Headed by the Clerk of the Legislative Assembly, the Office of the Legislative Assembly provides procedural and administrative advice and support to the Legislative Assembly and its committees. The Office is a statutory body independent of the Executive but operates within the ACT public sector. Office staff are employed under the Public Sector Management Act 1994. Assembly Library The Library provides services to two major client groups. Its primary clients include the 25 Members of the Legislative Assembly, their staff and committee staff. The Library's secondary client group includes ACT directorates and members of the ACT public sector. About the Role Reporting to the Assembly Librarian, the Senior Librarian is responsible for managing and providing application support for library systems, including the Spydus library management system, the D-Space digital repository and the Library's SharePoint intranet presence. In this capacity the Senior Librarian liaises with internal and external clients, develops and documents workflows and processes, and serves as a resource for library staff when technical issues arise. The Senior Librarian also oversees the quality of reference and research support, assists with the management of staff workloads, provides reference and research support for the Library's two client groups, analyses library statistics, and provides training when appropriate. Skills and Experience The ideal candidate for this position will have experience managing library systems/applications, providing high level reference/research support, developing workflows and managing collections (digital or physical). High level communication skills and the ability to work as part of a small, passionate, team are essential to this role.

Eligibility/Other Requirements:

Eligibility for professional membership of the Australian Library & Information Association (ALIA) or recognised tertiary qualifications in library & information studies or a related discipline.

Note: Please submit a written response of up to two pages addressing the Selection Criteria, a current Curriculum Vitae.

Contact Officer: Jennifer Carmody 6205 0391 Jennifer.Carmody@parliament.act.gov.au Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

### **Parliamentary Support**

#### **Committee Support**

#### **Senior Research Officer**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 255)**

Gazetted: 09 August 2019

Closing Date: 23 August 2019

The Office of the Legislative Assembly (OLA) is seeking to temporarily fill a Senior Research Officer position within the Committee Support office for a period of up to 6 months. The Senior Research Officer (SRO) will make use of their developed research and policy analysis skills to support Standing and Select Committees of the ACT Legislative Assembly. Inquiries currently under way include Child and Youth Protection Services, building quality in the ACT, maternity services, fuel pricing and the management and minimisation of bullying and violence in ACT Schools.

The SRO would provide support to one or more of these inquiries as the committees gather evidence, hear from witnesses and craft final reports. This is a unique opportunity for a skilled and experienced applicant who wants to be challenged by a busy and dynamic work environment. The SRO will liaise with Members of the Legislative Assembly and their staff, public servants and key officials from various organisations, departments and agencies. As such, high-level communication skills, including the ability

to exercise tact and judgement, are essential in this position. The SRO must also demonstrate well-developed research, analytical and writing skills and the ability to work to consistently high standards. Note: How to Apply: A cover letter addressing the position requirements, including a CV and contact details of two referees, should be sent to [OLARecruitment@parliament.act.gov.au](mailto:OLARecruitment@parliament.act.gov.au)  
Contact Officer: Hamish Finlay 6205 0129 [Hamish.Finlay@parliament.act.gov.au](mailto:Hamish.Finlay@parliament.act.gov.au)  
Applications can be forwarded to: [OLARecruitment@parliament.act.gov.au](mailto:OLARecruitment@parliament.act.gov.au)

### **Transport Canberra and City Services**

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

#### **City Services**

##### **ACT NoWaste**

##### **Service Delivery**

##### **Assistant Director - Contracts**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 17707)**

Gazetted: 08 August 2019

Closing Date: 22 August 2019

Details: ACT NoWaste is looking for an experience contract manager to join their Service Delivery team. The Service Delivery team is a vital component of ACT NoWaste's commitment to increasing productivity, innovation and performance in the management of waste and recycling across the Territory. The Assistant Director - Contracts works within a small operational service delivery and contract management team and reports to the Director, Service Delivery. The role provides high-level advice, draws on extensive contract management and quality control experience and demonstrates rigour and expertise in the management of performance-based contracts and contributes to the development and implementation of best practice in the field. The position requires the officer to interpret and apply legislation and provide sound recommendations and advice to operational staff, senior management, and internal and external stakeholders. The role manages several waste management contracts, oversees a number of projects and systems at any one time and works closely with industry to improve operational efficiency, optimise service delivery and effectively identify, manage and control, contractor work, health and safety and environmental compliance. The role requires attention to detail and excellent communication and organisational skills (oral, written, interpersonal and negotiation).

Eligibility/Other Requirements: Qualifications relevant to the duties of the position and or substantial work experience in a relevant field; a current Class C driver's licence or equivalent. Requirement to wear Personal Protective Equipment (PPE) including high visibility clothing and to conform to environmental and other waste and recycling work safety requirements.

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

How to Apply: Please provide a written response against each of the Selection Criteria (maximum two A4 pages in total) and your curriculum vitae, along with names of at least two referees.

*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)

## City Services

### City Presentation

#### Licensing and Compliance

##### Assistant Director Compliance

##### Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 15214)

Gazetted: 08 August 2019

Closing Date: 15 August 2019

Details: The Licensing and Compliance (L&C) team within City Presentation is seeking a highly motivated and experienced person to lead its Compliance team. L&C is responsible for regulating and licensing public unleased land and providing investigative support to other units within City Presentation including Urban Treescapes L&C is made up of four teams: City Rangers; Land Use Licensing; Investigations; and Compliance Targeting Team. The Assistant Director, Compliance provides high-level strategic, administrative and legislative advice to authorised officers and the Senior Director in relation to suspected breaches of the various Acts administered by TCCS. The key duties and responsibilities include: Mentoring and developing staff in the core competencies of their respective regulatory roles; gathering and analysing intelligence to inform the effective deployment of compliance resources and to assist in regular reviews of policy and legislation; leading and directing investigations into suspected offences against the range of legislation administered by TCCS in accordance with legislation, best practice and consistent with Australian Government Investigations Standards and the ACT Director of Public Prosecutions policy and guidelines; managing the City Rangers, Investigations and Compliance Targeting Teams to effectively regulate public land and places; and develop compliance and investigation policy and provide technical advice on regulatory issues. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace.

Eligibility/Other Requirements: Mandatory: Relevant tertiary qualification in investigations and/or law enforcement; unrestricted current Class 'C' or higher driver's licence. Qualifications and/or experience in developing/delivering training programs; qualifications and/or experience in developing operational procedures in a regulatory context is desirable. Current First Aid Certificate. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 (no more than two pages), 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: Sean Sloan (02) 6205 8291 [sean.sloan@act.gov.au](mailto:sean.sloan@act.gov.au)

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

## City Services

## **City Presentation**

### **Licensing and Compliance**

#### **Assistant Director Licensing**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 00548)**

Gazetted: 08 August 2019

Closing Date: 15 August 2019

Details: The Licensing and Compliance team within City Presentation is seeking a highly motivated and experienced person to lead its Land Use Licensing team. The team is responsible for coordinating the access and use of public unleased land in the Territory. The team is responsible for administering licenses and permits for public land use and works with the community, business and government agencies to enable use and activation of public land including: Small private activities or events; large public or commercial events; construction activities; and commercial or community long term use. The Assistant Director provides high-level strategic and administrative advice to the team and facilitates skills development for all team members. The key duties and responsibilities include: manage the Land Use Team to assess and coordinate land use applications and provide quality customer service; develop land use policy and provide technical advice on regulated land use activities; manage TCCS land custodianship, evaluate and coordinate responses relating to the use or development of unleased Territory land; and support and promote the ACT Government's land use activation strategies. The successful applicant will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace.

Eligibility/Other Requirements: Mandatory: Unrestricted current Class 'C' or higher driver's licence. Relevant tertiary qualification and/or experience in developing operational procedures in a licensing context 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: Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 (no more than two pages), 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: Sean Sloan (02) 6205 8291 [sean.sloan@act.gov.au](mailto:sean.sloan@act.gov.au)

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

## **Finance, Legal and Sustainability**

### **Finance**

#### **Financial Reporting and Systems**

##### **Assistant Director Financial Reporting and Systems**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 05131)**

Gazetted: 09 August 2019

Closing Date: 26 August 2019

Details: The Finance team at the Transport Canberra and City Services (TCCS) is seeking applications from experienced candidates for the position Assistant Director Financial Reporting and Systems.

Reporting to the Director, Financial Reporting and Systems. This position manages relationships with key stakeholders within the Directorate and Shared Services. The position also manages the internal financial reporting process and financial systems that support these reporting processes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Accounting and professional membership or progress towards CPA or CA membership is desirable. Experience in using TM1 would be well regarded.

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

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

How to Apply: Interested applicants should submit a two-page Expression of Interest, current curriculum vitae and details of two referees.

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

Contact Officer: Belina Chan (02) 6205 3940 [belina.chan@act.gov.au](mailto:belina.chan@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)**

#### **Finance**

##### **Management**

##### **Senior Director, Commercial Finance**

##### **Senior Officer Grade A \$145,048, Canberra (PN: 44794)**

Gazetted: 12 August 2019

Closing Date: 27 August 2019

Details: An exciting opportunity has become available within one of the ACT Government's most exciting agencies. This diverse role offers a unique opportunity to work in a hybrid commercial and government setting. The Suburban Land Agency is looking for a finance professional who enjoys a fast paced, dynamic environment. Working closely with the CFO you will focus on providing strategic financial and taxation advice to support the business on complex tenders, joint operations, land sales, transfers of land and project feasibilities and modelling. To succeed in this role you will be degree and CPA/CA qualified, with experience in providing strategic financial, and taxation advice, preferably in a project or land development environment. It is essential that you have well developed communication skills with a strong focus on stakeholder management. If you are a confident professional who is capable of leading and influencing others and thrives on challenges, we would like to hear from you.

Eligibility/Other Requirements: Degree qualified in a related field and completion or substantial progression towards full membership of CPA Australia or Chartered Accountants Australia and New Zealand.

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. 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: To apply, please submit: a “two page pitch” (maximum 1,200 words) outlining how your skills and experience align with the selection criteria for this role. Include examples where appropriate; and your current resume which should be no longer than three pages.

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

Contact Officer: Joey Lee (02) 6205 3367 joey.lee@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**

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

##### **Department of Neonatology**

##### **Clinical Development Nurse**

##### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 29989, several)**

Gazetted: 15 August 2019

Closing Date: 29 August 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the work area and position:

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with a small team of Clinical Development Nurses you will support nursing staff in both NICU and SCN to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, seven days a week.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post-graduate qualifications in Neonatal Nursing,  
Certificate IV Workplace Assessment.

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police Check,  
obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment,  
screening and vaccination processes against specified infectious diseases.

Note:

There are full-time and part-time positions available and the full-time salary noted above will be paid pro rata for part-time positions. Applications will be considered for CDN positions to work across both NICU and SCN, a limited number of positions may be available to work in SCN only.

Contact Officer: Fiona Cameron (02) 6142 6159 [fiona.j.cameron@act.gov.au](mailto:fiona.j.cameron@act.gov.au)

## **Clinical Services**

### **Rehabilitation, Aged and Community Services**

#### **Rehabilitation Allied Health**

##### **Senior Occupational Therapist**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade),  
Canberra (PN: 17527)**

Gazetted: 15 August 2019

Closing Date: 29 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 Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

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

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

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health

Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Service's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population.

Overview of the work area and position

Rehabilitation and Aged Care Occupational Therapy services are offered in community, inpatient and outpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

The Senior Occupational Therapist is an important leadership role within Occupational Therapy and is responsible for the coordination and provision of day-to-day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes.

Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants and students.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy.

Registered (or eligible for registration) with the Occupational Therapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA)

Minimum of three years post qualification

Current driver's licence.

Highly desirable:

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

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

Undergo a pre-employment National Police Check.

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

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

Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Note:

There are several positions available that will be filled either on a temporary full-time or part-time basis and the full-time salary noted above will be paid pro rata. Successful applicants may be required to participate in overtime, on call and/or rotation roster. The successful candidate will be expected to rotate through other services and locations within RACS.

Contact Officer: Jane Lawrence (02) 5124 0073 jane.lawrence@act.gov.au

## People and Culture

### People and Culture Executive



**Senior Advisor, Workforce Data and Analytics**

**Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44902)**

Gazetted: 15 August 2019

Closing Date: 29 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). 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. A total catchment of approximately 800,000 people.

Overview of the work area and position

The People and Culture Division is responsible for the strategic and operational management of the people employed by Canberra Health Services, including Recruitment Services, Workforce Planning, Injury Management, Work Health and Safety, Employee Relations, Workforce Culture, Staff Development and Inclusion.

As the Senior Advisor, Workforce Data and Analytics, reporting to the Director, Workforce Planning, your role will be to develop a suite of reporting matrices, undertake data analysis and support the Workforce Planning team at Canberra Health Services. You will be required to analyse simple and complex data, identify patterns and trends to produce tailored reports to support future workforce planning initiatives.

Whilst data management and database design are at the core of this role, as a member of the workforce planning team, you will also be involved in the implementation of workforce planning initiatives' and assist the team in development of tailored planning for individual units across Canberra Health.

Eligibility/Other Requirements

*Desirable:*

Tertiary education or extensive experience in workforce analysis and/or Health Informatics;  
Demonstrated experience in Excel, including Pivot tables, formulas and data manipulation;  
Experience working in a health setting, particularly with data management would be advantageous.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment National Police check.

Contact Officer: Kyra Maher (02) 5124 9553 kyra.maher@act.gov.au

**Clinical Services**

**Surgery and Oral Health**

**Surgical Administration**

**Personal Assistant to Executive Director Division of Surgery**

**Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 23668)**

Gazetted: 15 August 2019

Closing Date: 29 August 2019

Details: 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:

This Personal Assistant role supports the Executive Director of the Division of Surgery and Oral Health, who is responsible for delivering inpatient and outpatients surgical 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, specialist surgical ward areas, medical and nursing outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Eligibility/Other Requirements:

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*.

Desirable:

Previous experience in a healthcare environment is highly desirable.

Note:

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

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

## **Clinical Services**

### **Pathology**

### **Immunoassay**

### **Medical Scientist**

#### **Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 21268)**

Gazetted: 15 August 2019

Closing Date: 19 August 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

#### Overview of the work area and position

ACT Pathology is a division of the Canberra Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

Department of Immunoassay comprises the areas of Serology, Autoimmune Serology and Special Proteins. Services provided include serological testings of viral, bacterial and parasitological diseases, autoantibodies detection of Immunological diseases, allergy testings and special serum protein analysis. A wide range of methodologies including indirect immunofluorescence, ELISA, particle agglutination, Chemiluminescent immunoassay, electrophoresis, immunofixation and isoelectric focussing are utilised. Instrumentation includes the Abbott Architect ci16200, Bio-rad Evolis, BioMerieux Vidas, Qiagen DS2, Phadia 250, Helena SPIFE 3000, Werfen BioFlash, Euroimmun EuroBlot Master, AbacuDx DSRie and Image Navigator System.

The laboratory operates Monday to Friday 8:30am to 5:00pm at The Canberra Hospital to provide diagnostic testings for both in-patient and out-patient of The Canberra Hospital and Calvary Hospital. Under supervision, the successful applicant will be required to operate and maintain laboratory instrumentation, running of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for all areas in Immunoassay Laboratory at The Canberra Hospital.

#### Eligibility/Other Requirements:

##### Mandatory:

A Science Degree or equivalent relevant qualification

A minimum of one years' experience in a Diagnostic Laboratory.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

##### Desirable:

A relevant post Graduate or professional qualification would be an advantage

##### Note:

This is a temporary position available from 16 September 2019 until 20 November 2020 with the possibility of extension. An order of merit will be established from the selection process and may be used to fill future identical vacancies over the next 12 months. The successful applicant will be required to work nominal hours Monday to Friday. There will also be a requirement to participate in the out of hour's roster and overtime as required. 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: Candice Li (02) 5124 2846 [candice.li@act.gov.au](mailto:candice.li@act.gov.au)

#### **Clinical Services**

#### **Rehabilitation Aged and Community Services**

#### **Occupational Therapy Services**

#### **Occupational Therapist**

#### **Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 44692, several)**

Gazetted: 15 August 2019

Closing Date: 29 August 2019

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

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

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

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

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

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

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population.

Overview of the work area and position

Occupational Therapy services within RACS are offered in community, outpatient and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

Occupational Therapists are responsible for providing day to day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes. These position's may rotate through inpatients and outpatients at the University of Canberra Hospital and the aged care wards at the Canberra Hospital.

Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians and Allied Health Assistants.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy.

Registered (or eligible for registration) with the Occupational Therapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA)

Current driver's licence.

Highly desirable:

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

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

Undergo a pre-employment National Police Check.

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

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

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

Note:

There are several temporary positions available for six months with the possibility of extension that will be filled either on a full-time or part-time basis. Successful applicants may be required to participate in overtime, on call and/or rotation roster. The successful candidates will be expected to rotate through other services and locations within RACS. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Contact Officer: Jane Lawrence (02) 5124 0073 jane.lawrence@act.gov.au

## **Clinical Services**

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

#### **MACH Team**

##### **Administration Officer**

**Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 28738, several)**

Gazetted: 15 August 2019

Closing Date: 23 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 Maternal and Child Health service (MACH) and Allied Health services in the Women Youth and children Community Health programs provide care to young families in the ACT, including children 0-5 years and their carers in the community setting. A range of services are offered in multiple settings across the ACT. The administration support role supports the MACH and Allied Health managers and team members to ensure the smooth operational requirements for the service to deliver quality client care.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Mitchel Green (02) 5124 2776 mitchel.green@act.gov.au

## **Clinical Services**

### **Rehabilitation Aged and Community Services**

#### **Dental Health Program**

##### **Liaison Officer**

**Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 26590)**

Gazetted: 15 August 2019

Closing Date: 29 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 of publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

Overview of the work area and position

The Dental Health Program is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients, these services are

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

The Liaison Officer position is currently located in Civic and is part of the Dental Administration Team.

Under limited direction, you will play a key role in the coordination of clients removed from the Dental Health Program Waiting lists including referral to external providers, processing of claims for payment including Medicare for the Child Dental Benefits Scheme and liaising with both internal and external stakeholders.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Desirable:

Previous experience in a dental environment and an understanding of item numbers is desirable.

Note: This is a full-time position based within the Dental Administration team in Civic.

Contact Officer: Karen MacDonald (02) 5124 1721 karen.macdonald@act.gov.au

**Clinical Services**

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

**Rehabilitation and Specialty Mental Health Services**

**Clinician**

**Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 41353)**

Gazetted: 15 August 2019

Closing Date: 27 August 2019

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

Overview of the work area and position

The Mental Health Service for People with Intellectual Disability (MHS-ID) team is a specialist, consultation liaison service providing comprehensive clinical assessment and psychiatric treatment to consumers with a known or suspected intellectual disability and a known or suspected mental illness/mental disorder including Autism Spectrum Disorders. The team provides mental health expertise, training and education to community professionals and support agencies assisting people with an intellectual disability and a known or suspected mental illness/mental disorder. This multidisciplinary service collaborates with a range of stakeholders and external agencies including treating practitioners, medical specialists, therapeutic service providers, schools, families and support agencies. The team is located at the Gungahlin Community Health Centre.

This position will suit a clinician who is keen to learn, to expand their clinical skill set and to work closely with their multidisciplinary team colleagues. Sound assessment skills and high level report writing skills are required for this position. Providing mental health services to this complex consumer group requires clinicians to be able to work effectively with consumers (who often have limited verbal communication), their families, support teams and service providers.

Eligibility/Other Requirements

*Mandatory:*

Degree in Occupational Therapy or equivalent qualifications.

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

Current driver's licence.

*Desirable:*

Experience working with people with a mental illness and intellectual disability

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment National Police check.

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

Note

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

Contact Officer: Janelle Walker (02) 5124 1144 [janelle.walker@act.gov.au](mailto:janelle.walker@act.gov.au)

**Clinical Services**

**Rehabilitation, Aged and Community Care**

**RACS Nursing**

**Enrolled Nurse Ward 11A/11B**

**Enrolled Nurse Level 1 \$60,837 - \$64,999, Canberra (PN: 20721, several)**

Gazetted: 15 August 2019

Closing Date: 29 August 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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

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

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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

Rehabilitation, Aged and Community Care (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, and Village Creek Centre in Kambah. We are looking for enthusiastic and experienced nurses to fill positions at the Enrolled Nurse level.

Eligibility/Other Requirements

*Mandatory:*

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

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment National Police check.

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

Note

We have both part-time and full-time permanent positions available. The position works a 24/7 rotating roster, including a regular contribution to night shift.

Contact Officer: Chris Mead (02) 5124 3035 [chris.mead@act.gov.au](mailto:chris.mead@act.gov.au)

**Clinical Services**

**ACT Pathology**

**Clinical Chemistry**



**Technical Officer – Clinical Chemistry**

**Technical Officer Level 1 \$57,759 - \$60,556, Canberra (PN: 17204)**

Gazetted: 15 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 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.

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

Overview of the work area and position

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital.

The successful applicant will primarily be based in the core Clinical Chemistry section, however, may also be rotated through the Endocrinology, Special Chemistry and Point of Care Testing section as required. Under direction, the successful applicant will be required to run and maintain laboratory instrumentation, instrument troubleshooting, running of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for the Clinical Chemistry laboratory at Canberra Hospital

Eligibility/Other Requirements:

Desirable:

An associate diploma, science degree or equivalent medical laboratory science qualification, Experience in Clinical Chemistry would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination.

Note:

The laboratory operates 24 hours 7 days a week and the successful applicant will be required to participate in the afterhours roster.

Contact Officer: Simon Newton (02) 5124 2843 simon.newton@act.gov.au

**Clinical Services**

**Pathology Services**

**Customer Services**

**Pathology Courier Driver**

**Health Service Officer Level 4 \$52,732 - \$54,750, Canberra (PN: 25186)**

Gazetted: 15 August 2019

Closing Date: 19 August 2019

Canberra Health Services

Our Vision: creating exceptional health care together

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

Overview of the Work Area and Position: ACT Pathology is a division of Canberra Health Services offering a diagnostic pathology service to the ACT and surrounding region with the main laboratory located at Canberra Hospital and branch laboratory located at Calvary Hospital. Customer Services is a sub section of ACT Pathology, incorporating pathology collection services and a courier service. The successful applicant will be required to work on a variety of designated runs, transporting pathology reports and specimens between the main and branch laboratories, doctors' surgeries and collection centres. A professional manner and strong emphasis on customer focussed service will be required.

Eligibility/Other Requirements: The successful applicant must hold a current driver's licence and previous courier experience as well as experience in the health industry would be an advantage. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: There is one (1) permanent full-time position available. However there is the possibility of part-time and casual positions also being available. Applicants will be ranked in order of merit.

**APPOINTMENTS**

**Chief Minister, Treasury and Economic Development**

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

Keith Gunton 858-68406, Section 68(1), 9 August 2019

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

Tsz Nok (Chad) Lai 835-80847, Section 68(1), 14 August 2019

**Community Services**

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

Chloe Cantlon 858-64587, Section 68(1), 7 August 2019

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

Jennifer Griffin 858-61650, Section 68(1), 7 August 2019

### Education

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

Tracy Gilbert 858-32032, Section 68(1), 12 August 2019

**Building Service Officer 1 \$49,702 - \$54,276**

Bruno Santagostino Baldi 858-76916, Section 68(1), 12 August 2019

**School Psychologist \$81,210 - \$116,546**

Brittany Thomas 840-49580, Section 68(1), 8 August 2019

### Environment, Planning and Sustainable Development

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

Jacinda Dromgold 858-57280, Section 68(1), 12 August 2019

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

Finnian Malmberg 858-77134, Section 68(1), 12 August 2019

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

Michael Tweedie 858-74873, Section 68(1), 15 August 2019

### Transport Canberra and City Services

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

Neil Finch 827-10988, Section 68(1), 19 August 2019

### Canberra Health Services

**Specialist Level 1- 5 \$164,470 - \$202,960**

Arif Alam, 86263425 Section 68(1), 1 August 2019

**Specialist Level 1- 5 \$164,470 - \$202,960**

Kevin Hsiao Peng Seow, 86262836 Section 68(1), 29 July 2019

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

Jessica Caruso 856-73297, Section 68(1), 21 September 2019

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

Hailey Cordina 859-51525, Section 68(1), 8 August 2019

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

Emma Czajkowski 861-30104, Section 68(1), 8 August 2019

**Health Service Officer Level 3 \$51,072 - \$52,732**

Doroteo Gutierrez 859-53416, Section 68(1), 8 August 2019

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

Paula Lawas 858-77011, Section 68(1), 9 September 2019

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

Sudha Naidu 848-85263, Section 68(1), 9 August 2019

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

Prajakta Narvekar 857-91023, Section 68(1), 12 August 2019

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

Georgina Negline-Smyth 850-40932, Section 68(1), 15 August 2019

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

Shalyn Rourke 850-40959, Section 68(1), 10 August 2019

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

Pramin Shrestha 861-29963, Section 68(1), 18 August 2019

**Senior Officer (Technical) Grade B \$124,891 - \$140,596**

Nicole Taylor 858-76705, Section 68(1), 12 August 2019

**ACT Health**

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

Suzanne Gunning 859-51437, Section 68(1), 15 August 2019

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

Chelsea Stuckey 861-32468, Section 68(1), 8 August 2019

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

Michaela White 858-77185, Section 68(1), 12 August 2019

## **TRANSFERS**

### **Education**

#### **Jacqueline Deacon: 820-87428**

From: School Assistant 2/3 \$47,563 - \$57,998

Education

To: School Assistant 2/3 \$47,563 - \$57,998

Education, Canberra (PN. 41345) (Gazetted 30 May 2019)

#### **BRETT NORTHEY: 835-62753**

From: School Assistant 2/3 \$47,563 - \$57,998

Education

To: School Assistant 2/3 \$47,563 - \$57,998

Education, Canberra (PN. 41347) (Gazetted 30 May 2019)

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

#### **Susan Kim: 858-75155**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15952) (Gazetted 28 May 2019)

### **Justice and Community Safety**

#### **Khan Aziz: 858-61810**

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

Chief Minister, Treasury and Economic Development

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

Justice and Community Safety, Canberra (PN. 13889) (Gazetted 3 June 2019)

### **Canberra Health Services**

#### **Tracey Gonzales: 756-32336**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22671) (Gazetted 28 June 2019)

## PROMOTIONS

### Canberra Institute of Technology

#### Education and Training Services

##### **Samual Mills: 820-79241**

From: Teacher Level 1 \$74,437 - \$99,320

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 51764) (Gazetted 1 January 2019)

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

### Chief Minister, Treasury and Economic Development

#### Shared Services

##### Commercial Services

##### Record Services

##### **Nicole Daly: 827-22663**

From: Administrative Services Officer Class 1 \$49,703 - \$54,678

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39217) (Gazetted 27 June 2019)

#### Construction and Utilities

##### Utilities Technical Regulation

##### **Jessica Van Zwam: 853-29859**

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. 05501) (Gazetted 28 June 2019)

#### Shared Services

##### Shared Services ICT

##### Customer Engagement Services Branch

##### **Fabiola Viana De Freitas: 795-60085**

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. 16748) (Gazetted 20 February 2019)

### Education

#### School Performance and Improvement

##### Tuggeranong Network

##### Theodore Primary School

##### **Melonie Borton: 785-48009**

From: \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 18446) (Gazetted 26 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.

### **System Policy and Reform**

#### **ACT Board of Senior Secondary Studies**

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

**Mitchell Tummers: 798-39385**

From: †School Leader C \$122,856

Education

To: School Leader B \$143,046

Education, Canberra (PN. 30452) (Gazetted 25 May 2019)

### **School Performance and Improvement**

#### **Belconnen Network**

##### **Miles Franklin Primary School**

**Georgina Sofatzis: 835-24247**

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 16946) (Gazetted 27 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**

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

**Serena Farrelly: 827-26912**

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. 13811) (Gazetted 19 June 2019)

#### **Suburban Land Agency**

##### **Governance**

**Ruth Michelle Price: 730-7861**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 44249) (Gazetted 4 June 2019)

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

**Caitlin Roy: 836-14584**

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

Justice and Community Safety

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

Environment, Planning and Sustainable Development, Canberra (PN. 14003) (Gazetted 19 June 2019)

### **Justice and Community Safety**

#### **ACT Corrective Services**

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

##### **Community Operations**

**Sarah Karchinsky: 835-83802**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 14150) (Gazetted 5 June 2019)

#### **ACT Corrective Services**

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

##### **Community Operations**

**Peter Quinn: 827-81997**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 11241) (Gazetted 5 June 2019)

#### **Courts and Tribunal**

##### **Corporate and Strategic Services**

##### **Property and Contracts**

**Drani Sarkozi: 844-81832**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 41914) (Gazetted 17 June 2019)

### **Transport Canberra and City Services**

#### **City Services**

##### **City Presentation**

##### **Tree Protection Unit**

**Rachael Dawes: 848-81369**

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

Transport Canberra and City Services

To: †Senior Officer Grade A \$145,048

Transport Canberra and City Services, Canberra (PN. 13322) (Gazetted 8 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.



**Canberra Health Services**

**Clinical Services**

**Georgina Tozer: 846-93835**

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

Health

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

Canberra Health Services, Canberra (PN. 29229) (Gazetted 20 June 2019)

**ACT Health**

**Corporate Services**

**Strategic Infrastructure and Procurement Division**

**Executive**

**Casey-lee Campbell: 847-25956**

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

Chief Minister, Treasury and Economic Development

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

ACT Health, Canberra (PN. 39083) (Gazetted 14 June 2019)

**ACT Health Directorate**

**Alisha Chand: 859-53811**

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

ACT Health

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

ACT Health, Canberra (PN. 27254) (Gazetted 24 January 2019)

**Corporate Service Group**

**Digital Solutions Division**

**Future Capability and Governance**

**Rebecca Heland: 853-77164**

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

ACT Health

To: †Senior Information Technology Officer Grade A \$145,048

ACT Health, Canberra (PN. 38499) (Gazetted 24 June 2019)

**Corporate Service Group**

**Digital Solutions Division**

**Future Capability and Governance**

**Philippa Kirkpatrick: 853-50981**

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

ACT Health

To: †Senior Information Technology Officer Grade A \$145,048

ACT Health, Canberra (PN. 44335) (Gazetted 24 June 2019)

**Corporate Service Group**

**Digital Solutions Division**

**Future Capability and Governance**

**Mark Moerman: 848-64139**

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

ACT Health

To: †Senior Information Technology Officer Grade A \$145,048

ACT Health, Canberra (PN. 37926) (Gazetted 24 June 2019)

**Office of the Director General**

**Alice West: 817-53273**

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

ACT Health

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

ACT Health, Canberra (PN. 44977) (Gazetted 11 June 2019)