



ACT Government Gazette

Gazetted Notices for the week beginning 18 July 2019

VACANCIES

Calvary Health Care ACT (Public)

Social Work and Psychology

Social Worker

Executive Level Health Professional \$100,462 - \$108,140, Canberra (PN: Expected)

Gazetted: 18 July 2019

Closing Date: 2 August 2019

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

Contact Officer: Karen Dell (02) 6201 6314 Karen.dell@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Social Work and Psychology

Social Worker

Executive Level Health Professional \$65,216 - \$84,592, Canberra (PN: Expected)

Gazetted: 18 July 2019

Closing Date: 11 August 2019

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

Contact Officer: Karen Dell (02) 6201 6314 Karen.dell@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Intensive Care

Director of Intensive Care

Executive Level Senior Staff Specialist \$100,462 - \$108,140, Canberra (PN: Expected)

Gazetted: 18 July 2019

Closing Date: 6 August 2019

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

Contact Officer: Narelle Comer (02) 62016160 Narelle.Comer@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Medical Imaging

Radiographer

Executive Level Health Professional \$69,409 - \$89,527, Canberra (PN: Expected)

Gazetted: 18 July 2019

Closing Date: 19 July 2019

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

Contact Officer: Kristine Lindner (02) 6201 6141 kristine.lindner@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

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

CIT Student and Academic Services

Education Services

Education Services Manager (Awards and Programs)

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 54925)

Gazetted: 18 July 2019

Closing Date: 25 July 2019

Details: Canberra Institute of Technology (CIT) Education Services is seeking an experienced and skilled manager to lead the Awards and Programs team. Key skills for the position include:

Leadership in Vocational Education and Training (VET) program development and issuance of awards and other academic advice.

Ability to contribute to the management of CIT's scope of registration including CIT's Delegated Authority to amend scope, operating under the authority of the CEO as Australian Skills Quality Authority (ASQA's) delegate for this function.

Extensive experience and knowledge of current vocational education and training environment and regulations.

Management skills and experience including the ability to model CIT's cultural traits.

High quality digital skills including experience with complex systems and databases.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Highly Desirable: at least five years' VET experience; supervisory or management experience in VET or higher education; qualification in Management, Information Technology, Business or Project Management.

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

How to Apply: Submit a one page pitch showing how and why you are best placed to meet the requirements and a detailed curriculum vitae (maximum six pages) with two referee reports (including one from current manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Strategic Finance

Internal Assurance and Costings

Financial and Costing Analyst

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41977)

Gazetted: 24 July 2019

Closing Date: 7 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 a motivated Financial Analyst responsible for providing key support and strategic advice to Shared Services and other ACT Government Directorates, including compiling and analysing large and complex data, all associated month end reconciliation and service costing processes, and liaising with Senior Financial Management from Chief Minister, Treasury and Economic Development (CMTEDD) and other ACT Directorates and agencies. The successful applicant will have a proven capacity to organise priorities, meet deadlines, display initiative and flexibility and to work both independently and as a member of a small team. You will be a self-starter with exceptional verbal and written communication skills, being able to successfully develop relationships with stakeholders at all levels, including 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 providing improvements. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage a small team 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.

Note: This is a temporary position available for two weeks with the possibility of extension and/or permanency. Selection of suitable candidate will be based on application, interview process and referee report. 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 curriculum vitae, 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

Economic Development

Events ACT

Senior Events Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 22636, several)

Gazetted: 23 July 2019

Closing Date: 7 August 2019

Details: As Senior Events Officer at Events ACT, you will be working in a fast-paced environment. Responsible for the delivery of major events including Floriade and the Enlighten Festival as well as many much loved cultural events such as the Canberra Nara Festival, Reconciliation Day, the Canberra Balloon Spectacular, New Year's Eve and Australia Day to name a few, there is never a dull moment at Events ACT as we strive to showcase the best of Canberra through our events. The successful candidate will be undertaking event and project coordination activities associated with the planning, management and delivery of community and major events in the ACT. You will need to be highly motivated, reliable, willing and committed to contributing to a high performing team. Your ability to demonstrate high level organisational and project management skills, adapting to changing priorities is key in this role. With a positive disposition and generating solution focused outcomes under pressure, you will have proven high-level interpersonal and customer service skills, including conflict resolution and managing challenging situations. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: There are two positions available, one is a full-time permanent position and the other is a full-time temporary position available immediately for six months with possibility of extension and/or permanency. A pool 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: Applications should include a current curriculum vitae, a response to the Selection Criteria outlined in the Position Description, and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ross Triffitt (02) 6207 1383 ross.triffitt@act.gov.au

Shared Services

Strategic Business

Portfolio Governance

P3M Governance Coordinator

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 23876)

Gazetted: 24 July 2019

Closing Date: 7 August 2019

Details: The Strategic Business Unit of Shared Services is looking to fill the role of P3M Governance Coordinator.

This position is responsible for a range of administrative functions for the Portfolio Governance Team including the coordination and review of P3M process documentation, tracking and collation of various P3M artefacts such as

briefs, variations and closure reports. This position provides administrative support to a busy and fast paced team and requires regular communication with various stakeholders across various branches of Shared Services. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory. Information Technology Infrastructure Library (ITIL) qualifications which is a set of detailed practices for IT service management would be highly advantageous.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Graham Moriarty (02) 6205 9706 graham.moriarty@act.gov.au

Procurement ACT

Executive Support

Executive Assistant to the Executive Branch Managers, Procurement ACT

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 12936)

Gazetted: 22 July 2019

Closing Date: 5 August 2019

Details: The Executive Assistant will provide administrative support to the Executive Branch Managers of Procurement ACT. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. The position is required to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise issues constantly. 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 is a temporary position available for 10 months with the possibility of extension and/or permanency.

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 detail.

Applications should be submitted via the Apply Now button below.

Contact Officer: Charlotte Smith (02) 6207 0254 charlotte.smith@act.gov.au

Procurement ACT

Executive Assistant to the Executive Group Manager, Procurement ACT

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 55788)

Gazetted: 22 July 2019

Closing Date: 5 August 2019

Details: The Executive Assistant will provide administrative support to the Executive Group Manager of Procurement ACT. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. The position is required to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise issues constantly. 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.

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: Charlotte Smith (02) 6207 0254 charlotte.smith@act.gov.au

Access Canberra

Customer Coordination

Applications and Approvals

Call Centre Operator

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 40530, several)

Gazetted: 22 July 2019

Closing Date: 29 July 2019

Details: Do you like talking to people? Do you consider yourself a good communicator? Are you confident in finding answers to questions that you don't know? Well...if you have answered 'yes', do we have a job for you...

The Applications and Approvals team within Access Canberra is seeking a highly motivated customer focused Call Centre Operator to handle our public lines. The Call Centre team provides a phone service relating to a broad range of services including building approvals, development approvals, construction occupations licensing and Worksafe enquiries. Our staff are required to think outside the box to ensure our customers have a seamless experience. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for six months with possibility of extension. This position is part-time at 25 hours per week and the full-time salary noted above will be paid pro-rata. Standard hours are 9.30am to 2.30pm Monday to Friday (excluding public holidays). Occupants of this position may be required to work outside these hours occasionally. 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: If you think you're up for it, please submit your curriculum vitae, contact details of at least two referees along with a two page pitch on why you think you're the best person for the job. The pitch should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievement in the last five years and how it relates to this position and the duties; 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Musgrove (02) 6205 0179 anna.musgrove@act.gov.au

Enterprise Canberra

Visit Canberra

Canberra and Region Visitors Centre

Visitor Services Coordinator

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 55680)

Gazetted: 19 July 2019

Closing Date: 2 August 2019

Details: Love Canberra? Do you like being at the forefront of customer service operations? Now's your chance to be a part of the team charged with delivering face-to-face, high quality information services to almost 190,000 visitors each year. The Canberra and Region Visitors Centre is looking for an enthusiastic and motivated individual to join the team. The primary objective of this position is to provide information and tourism services to visitors to the Canberra and Region Visitors Centre, Canberra Airport Information Booth and to administer the volunteer program. Ideally the person we are seeking will have experience working in a small but enthusiastic and effective team, be able to grasp and learn new skills, and be excited about sharing all the fabulous experiences available in the city that was voted by Lonely Planet to be the 3rd most desirable city to visit in 2018. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: The position includes regular weekend work. The Canberra and Region Visitors Centre is open seven days a week so flexibility around working hours is required.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Salmon (02) 6205 0661 michael.salmon@act.gov.au

Access Canberra

Construction and Utilities

Construction Compliance

Director Construction Compliance

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 40582)

Gazetted: 23 July 2019

Closing Date: 30 July 2019

Details: Are you an experienced Director looking for a sideways move into a regulatory area? Are you a high performing Assistant Director who would like to advance their career in an exciting and fast paced area of ACT Government? If you enjoy a job where something new happens every day and you have great teams to support you then read on. Access Canberra is looking for an outstanding Director to temporarily fill a position in the Construction Compliance Team. In this role you will use your high level communication and leadership skills to drive Access Canberra and ACT Government's vision of improving building quality in the territory. You will be good at assessing risks, making regulatory decisions and collaborating with staff and teams inside and outside Access Canberra to achieve good regulatory outcomes. 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 26 March 2020 with possibility of extension.

Selection may be based on application and referee reports only. 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: 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: Krystal Eppelstun (02) 6207 4844 krystal.eppelstun@act.gov.au

Economic Development

Skills Canberra

Executive Branch Manager's Officer

Assistant Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 02388)

Gazetted: 22 July 2019

Closing Date: 5 August 2019

Details: Skills Canberra is seeking a dynamic and high-performing Assistant Director. The role will support the Executive Branch Manager to drive strategic business, manage government business and administrative functions, and deliver the work program. Duties include preparing and coordinating complex submissions, reports, briefs and correspondence; collaborating with staff across the branch and division; liaising with a range of stakeholders and agencies; exercising delegations; and managing branch operations and workflow. Excellent organisation and interpersonal skills are a must. 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: Skills Canberra operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants are asked to respond to the Selection Criteria, and provide their curriculum vitae and names of three referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josephine Andersen (02) 6207 4791 josephine.andersen@act.gov.au

Economic Development

Events ACT

Partnerships Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44619)

Gazetted: 18 July 2019

Closing Date: 5 August 2019

Details: Events ACT is seeking a down-to-earth, professional and highly experienced Sponsorships and Partnerships manager with extensive relevant experience and a proven track record in sponsor and partnership management, leadership, people management and financial management. Being part of a dynamic and fast-paced team environment, the successful candidate will be highly motivated, reliable and trustworthy, willing and committed to contribute to a high performing team. They will have excellent presentation and communication skills, and will represent Events ACT positively and professionally in business discussions and commercial negotiations. Modelling the ACT Public Service Values and Signature Behaviours of Respect, Integrity, Collaboration and Innovation, the candidate will show initiative and lead by example. The successful candidate will be responsible for managing sponsorships and partnerships for major events including Floriade and the Enlighten Festival as well as many much-loved cultural events such as the Canberra Nara Festival, Reconciliation Day, the Canberra Balloon Spectacular, New Year's Eve and Australia Day. High level organisational and relationship management skills, business acumen and the ability to adapt to changing priorities are all key requirements. A positive disposition and generating solution focussed outcomes under pressure, proven high-level interpersonal and customer service skills, including conflict resolution and managing challenging situations are all key attributes required of the successful candidate. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: A merit pool 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: Applications should include a current curriculum vitae, a response to the Selection Criteria outlined in the Position Description, and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ross Triffitt (02) 6207 1383 ross.triffitt@act.gov.au

Community Services

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

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

Inclusion and Participation

Office for Disability

Policy Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 37140)

Gazetted: 19 July 2019

Closing Date: 19 August 2019

Details: The Office for Disability takes the lead on progressing the inclusion of people with disability in community for the ACT Government. This work happens through implementing the ACT Disability Commitment to the National Disability Strategy and actively connects with the community via groups such as the ACT Inclusion Council and Disability Reference Group. The Office for Disability creates better inclusion of people with disability through supporting community events, International Day of People with Disability and the Chief Minister's Inclusion Awards. The Office for Disability includes National Disability Insurance Scheme responsibilities, engagement with the Commonwealth, support to peak bodies and delivery of disability inclusion grants and grants to celebrate International Day of People with Disability. The Policy Officer will contribute to policy development, the management of programs and management of events and activities relevant to the inclusion of people with disability in community. Key activities include the co-ordination of community engagement activities, including

liaison with a range of business, community and government stakeholders; preparing briefs, reports, correspondence, speeches and other tools of policy advice on strategic policy issues. 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 a Human Services discipline are highly desirable.

How to Apply: Please provide a written response to Selection Criteria and your curriculum vitae with referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clare Pascoe (02) 6205 0003 clare.pascoe@act.gov.au

**Office of the Director General
Quality, Complaints and Regulations**

Senior Director - Practice Leader

Senior Officer Grade A \$145,048, Canberra (PN: 44359)

Gazetted: 23 July 2019

Closing Date: 6 August 2019

Details: The Office of the Senior Practitioner, within the Community Services Directorate (CSD), is looking for a suitably experienced Senior Director - Practice Leader to help to improve the lives of all people who are vulnerable and potentially subject to restrictive practices. The Practice Leader role will support the functions of the Senior Practitioner by working alongside the ACT community to: provide education and improve awareness of restrictive practice; produce and disseminate policies, standards, and guidelines to guide decision making and promote best practice; and build sector capacity for more positive behaviour supports. The successful applicant must have demonstrated expertise in Positive Behaviour Support. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Essential - Demonstrated expertise in implementing positive behaviour support.

Desirable - Experience leading allied health or other practitioners in social services settings.

How to Apply: Please submit your curriculum vitae and a response to the Selection Criteria of no more than 350 words per criterion.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mandy Donley (02) 6205 2811 mandy.donley@act.gov.au

Housing ACT

Infrastructure and Contracts

Strategic Finance

Senior Director, Strategic Finance

Senior Officer Grade A \$145,048, Canberra (PN: 38002)

Gazetted: 23 July 2019

Closing Date: 30 July 2019

Details: Strategic Finance is part of the Infrastructure and Contracts Branch that is responsible for providing the asset planning and asset management functions, procurement and contract management functions for Housing ACT and delivery of the specialist homelessness services. Strategic Finance is responsible for statutory reporting each month, quarter and annually and management reporting monthly to the Housing ACT Executive and the Community Services Directorate Executive including being responsible for managing the general ledger, accounts receivable and accounts payable and accounting for the capital works program and asset management functions. This position manages the Strategic Finance section and is responsible for overall budgeting and financial management, including financial reporting, annual financial statements and output statements and the development and implementation of financial policies, as well as the provision of strategic advice on programs and operations relevant to the division.

Eligibility/Other Requirements: Relevant tertiary qualifications are essential. Desirable: Strategic Financial experience with a property portfolio; Project Management qualifications/experience in strategic land use planning; experience managing finance section in large public sector agency; membership of professional accounting body.

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

How to Apply: Please submit your curriculum vitae and a response to the Selection Criteria, outlined in the Position Description (No more than two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Loft (02) 6207 4592 catherine.loft@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

Education Strategy

Student Engagement

Network Student Engagement Team

Social Worker

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 14327, several)

Gazetted: 23 July 2019

Closing Date: 13 August 2019

Details: The Network Student Engagement Team (NSET) is an interprofessional team with a diverse skill set who are working collaboratively to build capacity within students, schools, and the community. They endeavour to increase engagement and improve student outcomes. The NSET Social Workers work collaboratively and transparently with students, caregivers, school care teams and a range of stakeholders to support student engagement. The Social Workers identify areas of need and implement a range of social work interventions to achieve best outcomes for students.

Eligibility/Other Requirements: Minimum requirements: Tertiary qualifications in social work with eligibility for membership of the Australian Association of Social Workers (AASW). Experience working with families as part of a multi-disciplinary team is highly desirable. A current driver's licence is required with the use of own vehicle for work purposes. These positions do not attract school stand down conditions. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Note: These are temporary positions available for a period of 12 months with the possibility of extension and/or permanency. An order of merit will be established for filling identical vacancies within the next 12 months from this process. Full-time and part-time hours will be considered.

How to Apply: A written application outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, a current curriculum vitae and two referees with their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Arlene Mackenzie 0435 658 842 arlene.mackenzie@ed.act.edu.au

Business Services Directorate

Governance and Community Liaison Branch

Internal Auditor

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 38931)

Gazetted: 24 July 2019

Closing Date: 7 August 2019

Details: The Internal Audit Officer will be a member of the Internal Audit Section. The role is diverse, responsible for providing support to internal audit functions for the Directorate under the direction of the Senior Internal Auditor and the Chief Internal Auditor. This includes, but is not limited to; undertaking compliance reviews, conducting audits, preparation of meeting papers, supporting the Audit Committee, liaising with business areas on the implementation of outstanding recommendations, undertaking reviews and evaluations and preparing written reports.

Eligibility/Other Requirements: Experience and qualification/s in Internal Audit, Risk Management and Business Administration are highly valued.

Note: This is a temporary position available from 9 September 2019 until 28 August 2020.

How to Apply: Please submit your curriculum vitae and a statement of claims of no more than two pages addressing the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stan Vavrina (02) 6207 7986 or 0419145565 stan.vavrina@act.gov.au

School Performance and Improvement

Tuggeranong Network

Fadden Primary School

School Leader C - Fadden Primary School

School Leader C \$117,515, Canberra (PN: 02169)

Gazetted: 22 July 2019

Closing Date: 5 August 2019

Details: Fadden Primary School is looking for a dynamic, motivated School Leader C to join our team. The successful applicant will; lead the Early Childhood Teachers including delivery of a rich learning program using the Early Years Learning Framework and National Quality Standards in Preschool; lead a Professional Learning Community to improve outcomes for students in literacy, numeracy and student wellbeing; demonstrate commitment to implementing a whole school approach to Positive Behaviours for Learning; and demonstrate outstanding skills in connecting with the whole school community.

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

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

Note: This is a temporary vacancy available from 14 October 2019 to 9 October 2020 with possibility of extension.

How to Apply: Please submit your curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cherie Connors (02) 6142 1871 cherie.connors@ed.act.edu.au

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

Service Design and Delivery

Student Engagement

Network Student Engagement Teams (NSET)

Support at Preschool Inclusion Officer

School Leader C \$117,515, Canberra (PN: 43583, several)

Gazetted: 23 July 2019

Closing Date: 6 August 2019

Details: An exciting leading and teaching opportunity exists for several innovative, high performing school leaders to join the Network Student Engagement Team (NSET) as a Support at Preschool Inclusion Officer. The successful applicants will work as part of an interprofessional team, to provide support to children in preschool and their families. They will work collaboratively with preschool teams to build capacity in play based early learning programs and support the inclusion of all preschool children through reasonable adjustments. 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 (by ACECQA) early childhood teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the

ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

How to Apply: Applicants are to provide a curriculum vitae (maximum four pages), statement of claims based on the Professional Practice areas outlined in the applicant information package (maximum five pages) and three referees. Copies of TQI registration and WWVP registration must also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Monteith 0468516979 jo.monteith@ed.act.edu.au

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

Business Services

People and Performance

Business Partners

Change Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 43944)

Gazetted: 24 July 2019

Closing Date: 31 July 2019

Details: This position provides an exciting opportunity to manage the transition of ACT Education Support Office teams to an Activity Based Working (ABW) environment, as part of the Transition Working Group. Working closely with the Transition Working Group, the role will manage this initiative, with responsibilities including engaging with different parts of ACT Education staff and the ACT Government to develop an effective strategy for the implementation of this large scale organisational change, considering the needs of employees in alignment with the required outcome. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit your curriculum vitae and a statement of claims addressing the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Goodwin (02) 6205 4539 anthony.goodwin@act.gov.au

Business Services

People and Performance

Talent Pool

Disability Education Teachers

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: Disability Education Teachers)

Gazetted: 22 July 2019

Closing Date: 9 August 2019

- Better Pay, Better conditions - Teach in Canberra
- In the world's most liveable city - CANBERRA
- Well-Funded, Well Planned, Well Resourced - Welcome to Canberra

Join ACT Education as a Teacher specialising in disability education either in one of our Specialist Schools or Education Centres.

Teachers – Disability Education

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service.

Be part of the strategy

The ACT has a landmark strategic plan for the next decade in ACT Education and we'd like you to be a part of it. We call it the Future of Education and at its core are the following key principles:

- Strengthen systems to focus on equity with quality
- Place students at the centre of their learning
- Empower teachers, school leaders and other professionals to meet the learning needs of all students
- Build strong communities for learning

The ACT Education Directorate has a new Enterprise Agreement continues to support teachers in providing the high quality teaching and learning that makes the ACT a national leader in education. The new Agreement makes ACT teachers Australia's top paid teachers, however, there is more to the agreement than just attractive pay scales. The Agreement includes a range of excellent working conditions that will further improve our teachers' capacity to deliver high quality educational outcomes for all of our students.

Be rewarded now and into your future

Outside of the classroom there are even more benefits to moving your teaching career to ACT Public Education.

- 12% salary increase over the life of the new EA
- Employer superannuation contributions increasing to 11.5%
- An additional employer superannuation contributions of up to 1% when you contribute an additional 3%

Even more benefits to working for us

With Canberra being one of the fastest growing areas in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities to teachers within our unique Directorate:

- Within the ACT Education Directorate, you can have a career without needing to move towns every three to five years.
- You can drive from one end of town to the other in 40 minutes

Your skills and experience

- Qualifications and/or significant experience in teaching students with disability, complex needs and/or a trauma background.
- Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.
- Proven capacity to work as part of a team and the ability to use own initiative and to work independently.
- Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Your Application

If you are a Teacher specialising or wanting to specialise in Disability Education, then please click <https://app.revelian.com/HorizonOneRMS/ap72851/> to commence the application process. For any questions regarding this recruitment process please contact acteducation@horizonone.com.au

Contact Officer: HorizonOne Recruitment (02) 6189 1044 acteducation@horizonone.com.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

People and Performance

Talent Pool

Language Teachers

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: Language Teachers)

Gazetted: 22 July 2019

Closing Date: 9 August 2019

- Better Pay, Better conditions - Teach in Canberra
- In the world's most liveable city - CANBERRA
- Well-Funded, Well Planned, Well Resourced - Welcome to Canberra

Join ACT Education as a language teacher in one of the following eight languages: French, German, Italian, Spanish, Chinese, Indonesian, Japanese or Korean.

Teachers - Language

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service.

Be part of the strategy

The ACT has a landmark strategic plan for the next decade in ACT Education and we'd like you to be a part of it. We call it the Future of Education and at its core are the following key principles:

- Strengthen systems to focus on equity with quality

- Place students at the centre of their learning
- Empower teachers, school leaders and other professionals to meet the learning needs of all students
- Build strong communities for learning

The ACT Education Directorate has a new Enterprise Agreement continues to support teachers in providing the high-quality teaching and learning that makes the ACT a national leader in education. The new Agreement makes ACT teachers Australia's top paid teachers, however, there is more to the agreement than just attractive pay scales. The Agreement includes a range of excellent working conditions that will further improve our teachers' capacity to deliver high quality educational outcomes for all of our students.

Be rewarded now and into your future

Outside of the classroom there are even more benefits to moving your teaching career to ACT Public Education.

- 12% salary increase over the life of the new EA
- Employer superannuation contributions increasing to 11.5%
- An additional employer superannuation contributions of up to 1% when you contribute an additional 3%

Even more benefits to working for us

With Canberra being one of the fastest growing areas in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities to teachers within our unique Directorate:

- Within the ACT Education Directorate, you can have a career without needing to move towns every three to five years.
- You can drive from one end of town to the other in 40 minutes

Your skills and experience

- Demonstrated relevant language proficiency and the capacity to teach languages in one or more educational settings, Primary, Secondary or College (years 11 and 12). Current languages: French, German, Italian, Spanish, Chinese, Indonesian, Japanese, Korean.
- Demonstrated capacity to develop and deliver effective, engaging and differentiated learning programs within the Australian Curriculum and/or the Board of Senior Secondary Studies languages framework.
- Proven capacity to work as part of a team and the ability to use own initiative and to work independently.
- Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Your Application

So if you are a language teacher then please click <https://app.revelian.com/HorizonOneRMS/ap72851/> to commence the application process. For any questions regarding this recruitment process please contact acteducation@horizonone.com.au

Contact Officer: HorizonOne Recruitment (02) 6189 1044 acteducation@horizonone.com.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

People and Performance

Talent Pool

Learning Support Assistant

School Assistant 2/3 \$47,563 - \$57,998, Canberra (PN: Learning Support Assistants)

Gazetted: 22 July 2019

Closing Date: 9 August 2019

- Help every student reach their potential
- Permanent Roles
- Well-Funded, Well Planned, Well Resourced

ACT public schools are committed to meeting the needs of students with disability. In partnership with the student, parents, carers and other professionals, we make reasonable adjustments for students with disability at the time of their enrolment and during the course of their education, supporting them to access and participate in the school curriculum, programs and activities on the same basis as their peers.

Learning Support Assistant

As an experienced Learning Support Assistant you will part of a Trans-disciplinary team including teachers, physiotherapists, occupational therapists and speech pathologists.

Your role includes supporting the teacher in the provision of educational program for students with disabilities and meeting their physical care needs.

Be part of the strategy

The ACT has a landmark strategic plan for the next decade in ACT Education and we'd like you to be a part of it. We call it the Future of Education and at its core are the following key principles:

- Strengthen systems to focus on equity with quality
- Place students at the centre of their learning
- Build strong communities for learning

Be rewarded now and into your future

Outside of the classroom there are even more benefits to working with ACT Public Education.

- 5.4 % salary increase locked in over the next 2 years.
- Employer superannuation contributions increasing to 11.5%.
- An additional employer superannuation contribution of up to 1% when you contribute an additional 3%

Your skills and experience

- Knowledge of the Health Access at School (HAAS) model policies and procedures.
- Ability to support students with disability, complex needs and/or a trauma background.
- Proven capacity to work as part of a Trans-disciplinary teams including teachers, physiotherapists, occupational therapists and speech pathologists.
- Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.
- Must be eligible to have current ACT Working with Vulnerable People (WWVP) Registration.

Your Application

If you are an experienced Learning Support Assistant, then please

click <https://app.revelian.com/HorizonOneRMS/ap72865> to commence the application process. For any questions regarding this recruitment process please contact acteducation@horizonone.com.au

Contact Officer: HorizonOne Recruitment (02) 6189 1044 acteducation@horizonone.com.au

Environment, Planning and Sustainable Development

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

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

Environment

Conservation Research

Fire Ecology Project Officer

Professional Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 17705)

Gazetted: 18 July 2019

Closing Date: 5 August 2019

Details: Would you like to work in a dynamic science team in the Environment Division of ACT Government? We are looking for a committed, enthusiastic ecologist to provide ecological input to fire management operations, focusing on the protection and maintenance of listed species and communities and biodiversity conservation. This position is located in the Conservation Research (CR) branch and will work within CR and with the PCS Fire, Forests and Roads Unit. The successful applicant will provide effective liaison between Conservation Research and the Fire Management Unit of PCS to ensure fire management activities are consistent with ecological and environmental land management objectives of the ACT Government. The role involves managing and conducting ecological monitoring and survey activities in locations where fuel management activities are, or have been undertaken, and will be required to collate and provide scientific advice from ecologists in Conservation Research on potential ecological impacts to fuel management activities. The role will require both office-based work as well as undertaking ecological fieldwork in remote locations and under adverse weather conditions. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A minimum of Bachelor-level university degree in a field of zoology, botany, environmental management or biological science, preferably including studies in ecology and conservation of terrestrial ecosystems; a current manual driver's licence; passing the 'moderate' fitness level prior to being

appointed to the position is a mandatory requirement; willingness to participate in fire suppression activities and fire training (this position will be fire designated and the person will be placed on a “one in two” fire standby roster throughout the fire season); willingness to undertake field work, work independently in remote locations, outside normal hours and in adverse weather conditions. Other eligibility criteria are outlined in the selection documentation.

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julian Seddon (02) 6207 7757 julian.seddon@act.gov.au

Environment

Heritage

Heritage Conservation Assistant

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 16111)

Gazetted: 18 July 2019

Closing Date: 29 July 2019

Details: ACT Heritage is looking for a suitably qualified Conservation and Grants Officer to assist in the provision of heritage advice on conservation, planning and development matters. The position also coordinates the ACT Heritage Grants Program. The position would suit a professional with experience in and knowledge of heritage conservation and management principles, and their application in a statutory context. Strong project management including administrative skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently. The successful candidate will ideally have knowledge of providing advice in relation to the heritage significance of a place or object, and/or a background in heritage management, history, architecture, archaeology, planning, cultural geography or a related discipline. 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: 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 application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daisy Chaston (02) 6207 7379 daisy.chaston@act.gov.au

Land Strategy and Environment

Planning, Land and Building Policy

Territory Plan

Legal Policy Director

Senior Officer Grade A \$145,048, Canberra (PN: 44631)

Gazetted: 18 July 2019

Closing Date: 25 July 2019

Details: Do you have significant experience working in the area of planning systems and planning law? Do you have exciting ideas on how the ACT planning system and Territory Plan can be easier to use and understand, while delivering high quality development outcomes for our city? If so, we would love to hear from you. We have a great opportunity for an experienced Legal Policy Director for the ACT Planning Review team within the Territory Plan Section.

Eligibility/Other Requirements: To be successful in this role you will need to have demonstrated knowledge of the ACT planning system and Territory Plan, including the *Planning and Development Act 2007*. A tertiary qualification

in law and work experience in planning law is essential. Experience in the development of legislative change is highly desirable.

Note: This is a temporary position available for an immediate start for six months with the possibility of extension. Selection may be based on application 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: Demonstrate your experience, skills and behaviours in carrying out the duties outlined in the Position Description by providing a supporting statement of no more than two pages outlining, with regard to your experience and/or ability in relation to the Selection Criteria: Why, in your opinion, you are the right person for the job; why you want to work on the ACT Planning Review; and what you bring to the role. Please also provide contact details of at least two referees, and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@act.gov.au

Urban Renewal

Asbestos Response Taskforce

Director - Personal Support

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 35094)

Gazetted: 19 July 2019

Closing Date: 26 July 2019

Details: The Asbestos Response Taskforce (Taskforce) within the Urban Renewal Branch of the Environment, Planning and Sustainable Development Directorate is seeking interest from suitably qualified applicants for the temporary vacancy of Director – Personal Support.

This successful applicant will:

lead the personal support team to provide accurate information and support to Taskforce clients;
develop and deliver holistic responses tailored to the individual needs of Taskforce clients;
implement processes to support best practice for case coordination and community recovery; and
undertake ongoing process and program reviews to support the development of Taskforce policy and procedure.

Note: This is a temporary position available immediately to 30 December 2019. The successful applicant will be comfortable working in a regularly changing environment addressing complex and sensitive issues. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit: a written application addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

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

Land Strategy and Environment

Planning, Land and Building Policy

Territory Plan

Senior Planning Policy Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44632)

Gazetted: 23 July 2019

Closing Date: 8 August 2019

Details: Are you passionate about helping shape the future of cities? Are you a highly motivated professional? Do you want to deliver contemporary best practice policies to guide the development of Canberra? We have a great opportunity for you as part of the ACT Planning Review team in the Territory Plan Section. The team is looking for someone with excellent organisational, conceptual, research and communications skills in the area of planning policy review and development. You will also bring your excellent understanding of statutory planning systems to the team.

Eligibility/Other Requirements: Tertiary qualifications in Urban and Regional Planning, Architecture, Social Sciences or significant work experience in urban planning are essential. Work experience in planning policy review or policy development highly desirable.

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@act.gov.au

Environment

Nature Conservation Policy

Conservation, Planning and Research

Senior Ecologist - Conservation

Senior Professional Officer Grade C \$106,043 - \$114,146, Canberra (PN: 39349)

Gazetted: 18 July 2019

Closing Date: 25 July 2019

Details: Would you like to work in a dynamic science team in the Environment Division of ACT Government? We are looking for a committed and enthusiastic Ecologist to lead conservation programs and partner with the community to conserve and enhance the biodiversity of the ACT. Your primary role will be to provide scientific oversight and advice for environmental evaluation and engagement on the Division Science plan and conservation strategies to contribute to the conservation and enhancement of the ACT's native terrestrial flora, fauna and habitat. The successful applicant will undertake robust research and analysis, provide clear, concise and practical advice and lead pragmatic evidence-based conservation programs. The role will be largely office-based but will also involve undertaking ecological fieldwork in remote locations and under adverse weather conditions.

Eligibility/Other Requirements: A minimum of Bachelor-level university degree in a field of Zoology, Environmental Management or Biological Science, preferably including studies in ecology and conservation of terrestrial fauna and ecosystems. A current manual driver's licence. Willingness to undertake field work, work independently in remote locations, outside normal hours and in adverse weather conditions. Other eligibility criteria are outlined in the selection documentation.

Note: This is a temporary position available from 1 September 2019 to 28 February 2020 with possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, and your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Kitchin (02) 6207 7623 margaret.kitchin@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

Surgery and Oral Health

Medical Staff

Critical Care Trauma Specialist

Senior Specialist \$222,205, Canberra (PN: 44658, several)

Gazetted: 25 July 2019

Closing Date:

Overview of the work area and position: The ACT/NSW Trauma System is based on a network of hospitals, designated to provide different levels of trauma care in metropolitan, urban and rural settings. This system is not stand-alone, but part of the spectrum of acute and critical care services and is consistent with the overall framework provided by Critical Care Plans (metropolitan and rural), following the same statewide referral networks. Due to geography and close proximity of the ACT, CHS has an integral role in management of trauma patients from rural areas of NSW and as such The Canberra Hospital is formally acknowledged as the MTS within the ACT/NSW Trauma Network which provides a trauma tertiary referral role to: Batemans Bay, Batlow, Bega, Bombala, Boorowa, Braidwood, Calvary Bruce, Cooma, Delegate, Moruya, Pambula, Queanbeyan, Tumut, Wagga Wagga, Yass and Young. The Trauma Service at the Canberra Hospital provides a model of care which supports the best care for trauma patients, ACT Health recognises that there are several areas of opportunity to build on the service model and enhance the coordination of care for trauma patients. In 2014, a formalised Trauma Service Bedcard was implemented with the aim of providing coordinated, holistic trauma care based on best practice. A dedicated Trauma Service Bedcard allows for oversight and consideration of all aspects of care for multiply injured, complex and time intensive trauma patients and provides continuity and consistency to patients and families. To further develop our model of care to align with best practice, a Trauma Consultant Roster has been introduced to ensure availability of an appropriately credentialed trauma-interested and capable practitioner at all times. The Trauma Consultant Roster will involve an 8-week cycle which will see the on call consultant on site at TCH from 0730-1630 Monday to Friday, 0800-1200 weekends (trauma round only), and close on-call outside these hours. Operative procedures will be performed by the appropriate subspecialty Surgeon or Interventionalist on call. If the Trauma Consultant on call is a Critical Care Specialist, surgical backup will be provided by the ASU surgeon of the day during the weekdays, and the General Surgeon on-call on the weekend. All Trauma 'Codes' will be reviewed and admitted under the bedcard of the Trauma Consultant. This position will be responsible for the non-surgical component of the Trauma Consultant Roster, as well as providing teaching, research and the opportunity to pursue interest in other areas relevant to trauma care. As with all Staff Specialist appointments, there is also an administrative component to the position. 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, \$359,948

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Surgeons, the Australian College of Emergency Medicine, or the College of Intensive Care Medicine or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This is a temporary part time position at 32 hours per week for 12 months with the possibility of extension. Contact Officer: Dr Aliene Fitzgerald (02) 5124 4414 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

Critical Care Trauma Services

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 44658, several)

Gazetted: 25 July 2019

Closing Date:

Overview of the work area and position: The ACT/NSW Trauma System is based on a network of hospitals, designated to provide different levels of trauma care in metropolitan, urban and rural settings. This system is not stand-alone, but part of the spectrum of acute and critical care services and is consistent with the overall framework provided by Critical Care Plans (metropolitan and rural), following the same statewide referral networks. Due to geography and close proximity of the ACT, CHS has an integral role in management of trauma patients from rural areas of NSW and as such The Canberra Hospital is formally acknowledged as the MTS within the ACT/NSW Trauma Network which provides a trauma tertiary referral role to: Batemans Bay, Batlow, Bega, Bombala, Boorowa, Braidwood, Calvary Bruce, Cooma, Delegate, Moruya, Pambula, Queanbeyan, Tumut, Wagga Wagga, Yass and Young. The Trauma Service at the Canberra Hospital provides a model of care which supports the

best care for trauma patients, ACT Health recognises that there are several areas of opportunity to build on the service model and enhance the coordination of care for trauma patients. In 2014, a formalised Trauma Service Bedcard was implemented with the aim of providing coordinated, holistic trauma care based on best practice. A dedicated Trauma Service Bedcard allows for oversight and consideration of all aspects of care for multiply injured, complex and time intensive trauma patients and provides continuity and consistency to patients and families. To further develop our model of care to align with best practice, a Trauma Consultant Roster has been introduced to ensure availability of an appropriately credentialed trauma-interested and capable practitioner at all times. The Trauma Consultant Roster will involve an 8-week cycle which will see the on call consultant on site at TCH from 0730-1630 Monday to Friday, 0800-1200 weekends (trauma round only), and close on-call outside these hours. Operative procedures will be performed by the appropriate subspecialty Surgeon or Interventionalist on call. If the Trauma Consultant on call is a Critical Care Specialist, surgical backup will be provided by the ASU surgeon of the day during the weekdays, and the General Surgeon on-call on the weekend. All Trauma 'Codes' will be reviewed and admitted under the bedcard of the Trauma Consultant. This position will be responsible for the non-surgical component of the Trauma Consultant Roster, as well as providing teaching, research and the opportunity to pursue interest in other areas relevant to trauma care. As with all Staff Specialist appointments, there is also an administrative component to the position. 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: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Surgeons, the Australian College of Emergency Medicine, or the College of Intensive Care Medicine or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a temporary part time position at 32 hours per week for 12 months with the possibility of extension. Contact Officer: Dr Ailene Fitzgerald (02) 5124 4414 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**

ACT Corrective Services

Community Corrections and Release Planning

Sentence Management

Senior Sentence Administration Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44695)

Gazetted: 24 July 2019

Closing Date: 7 August 2019

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Senior Sentence Administration Officer. The Senior Sentence Administration Officer will be responsible for the timely and accurate administration of detainee sentences, work closely with internal and external stakeholders to administer sentence calculations and clarifications. You will also administer the interstate and international transfer of prison sentences, parole orders and community-based sentences. The successful applicant will work in close partnership with internal and external stakeholders including Custodial Operations, Court Registry and the Department of Public Prosecutions. Further to this, you will create and distribute reception and discharge lists to facilitate timely processing of discharges and receptions. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. 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: Please note you will work in any location within ACT Corrective Services as required, including, but not limited to the court complex and the Alexander Maconochie Centre.

Eligibility/Other Requirements: A driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. The successful candidate may be required to undergo a criminal record check.

How to Apply: Applicants are required to submit: 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); 4) a copy of your current driver's licence and 5) a copy of your Working with Vulnerable People card. Please ensure you submit all five items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny West (02) 6205 3478 jenny.west@act.gov.au

Legislation, Policy and Programs

Justice Planning and Safety Programs

Social Justice

Circle Sentencing Court Coordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43823)

Gazetted: 24 July 2019

Closing Date: 8 August 2019

Details: Legislation, Policy and Programs is seeking a highly motivated person to join the Justice Planning and Safety Programs group at the Administrative Services Officer Class 6 level as the Warrumbul Circle Sentencing Court Coordinator. The Warrumbul Circle Sentencing Court provides culturally appropriate sentencing options in the ACT Children's Court for Aboriginal and Torres Strait Islander Children and Young People. The successful applicant will coordinate and manage the administrative duties of the Warrumbul Circle Sentencing Court including data processing, statistical reporting, preparing correspondence and processing panel member reimbursements. The role includes a degree of liaison with young people and their legal representatives, family and/or support people as well as external stakeholders. A focus of the role is to actively promote, participate and contribute to Aboriginal and Torres Strait Islander specific projects undertaken by the Justice and Community Safety Legislation, Policy and Programs Branch; Community Services Directorate Youth and Families Services and the Courts.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: Interested applicants should submit a written application addressing all the Selection Criteria limiting the whole response to a total of two to three pages, and current curriculum vitae listing two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew McIntosh (02) 6207 0550 andrew.mcintosh@act.gov.au

Legislation, Policy and Programs

Justice Planning and Safety Programs

Policy Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 00154)

Gazetted: 24 July 2019

Closing Date: 7 August 2019

Details: Applications are being sought for an Administrative Service Officer Grade 6 to fill the permanent position of Policy Officer in the Justice Planning and Safety Programs Team. The Team is responsible for developing a plan to reduce recidivism, consulting with other justice agencies to develop innovative justice responses for victims and offenders of crime; developing policy and programs related to: policing services for the ACT; crime prevention; justice statistics; Aboriginal and Torres Strait Islander justice; and victims of crime; or preparing submissions,

speeches or other material for the Minister on these or other portfolio matters. The successful applicant should be well organised, have good communication and written skills and show initiative.

Eligibility/Other Requirements: Desirable: Knowledge of the criminal justice system and its key stakeholders.

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

How to Apply: Interested applicants should submit a written application addressing all the Selection Criteria limiting the whole response to a total of two to three pages, and current curriculum vitae listing two referees.

Applications should be submitted via the Apply Now button below.

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

ACT Corrective Services

Community Corrections and Release Planning

Sentence Management

Classification Coordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44696)

Gazetted: 24 July 2019

Closing Date: 7 August 2019

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the position of Classification Coordinator within Sentence Management. The position will ensure all detainees undergo a classification categorisation in accordance with the *Corrections Management Act 2007 (ACT)* to assess the risks. The successful applicant will maintain a robust and independent system of detainee classification that reflects the principles of transparency, consistency and fairness, and is consistent with legislative requirements. Further to this, you will design and coordinate offender information materials and notifications relating to classification processes while managing detainee classification databases and reports. The successful applicant will support the ongoing review and evaluation of work practices, including monitoring of quality assurance processes and reporting on key performance indicators, and contribute to the development of correctional policy and procedures. To be successful in this role, you will be able to provide high quality written and verbal information and advice to Senior Management and the Executive. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A full driver's licence; Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. The successful candidate may be required to undergo a National Police check.

Note: You will work in any location within ACT Corrective Services as required, including, but not limited to the court complex and the Alexander Maconochie Centre.

How to Apply: Applicants are required to submit: 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); 4) a copy of your current driver's licence and 5) a copy of your Working with Vulnerable People card. Please ensure you submit all five items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny West (02) 6205 3478 jenny.west@act.gov.au

Corporate

Strategic Finance

Finance Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 10264)

Gazetted: 19 July 2019

Closing Date: 2 August 2019

Details: Applications are sought for a temporary Administrative Services Officer 6 Finance Officer role within Justice and Community Safety Strategic Finance. Strategic Finance is seeking a motivated, well organised person who possesses the following skills to effectively perform the role and functions of Finance Officer:

a good understanding and have experience in public sector financial management processes and financial frameworks;

a good understanding of reconciliations, experience in financial system (including Oracle and TM1) and the ability to analyse relevant financial information;

a good understanding of or willingness to learn TRIM; and

be able to contribute to the goals and business improvements of the Strategic Finance team.

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested applicants should provide a response of no more than two pages, detailing relevant experience, achievements and motivation for the role. A current curriculum vitae should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mon Chan (02) 6207 0509 mon.chan@act.gov.au

ACT Corrective Services

Throughcare

Throughcare Transition Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 43422)

Gazetted: 24 July 2019

Closing Date: 9 August 2019

Details: ACT Corrective Services (ACTCS) is seeking for a highly motivated and conscientious individual to join the Programs and Reintegration Unit as a Throughcare Transition Officer (Administrative Services Officer Class 5). The primary function of the Throughcare Initiative is to reduce the likelihood of reoffending through coordinating existing supports and services to assist ex-detainees integrating into the community as positive contributors. The successful applicant will be responsible for supporting detainees, both pre-release and post-release, from the Alexander Maconochie Centre who are returning to the ACT Community for up to 12 months post release. In addition, Transition Officers will be required to establish and support referrals to services surrounding:

Community supervision requirements – encompassing Parole and Good Behaviour Orders

Basic needs

Accommodation

Health care/mental health

Income support and employment

Restoring connections with family, community and culture

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment, possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other Requirements:

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential.

Familiarity with computer based applications would be an advantage.

Eligible persons may be required to undergo a National Police Check

A current driver's licence is essential.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Fitzmaurice (02) 6205 4890 Sally.Fitzmaurice@act.gov.au

**Public Trustee and Guardian
Office Services Unit**

IT Administration Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 39693)

Gazetted: 24 July 2019

Closing Date: 31 July 2019

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community. We have a vacancy for a person with strong IT administrative support skills who enjoys working in a collaborative team environment and is looking to enhance their skill set through a more diverse role. The position is part of a team which delivers high quality business support services in a busy environment, including reception, courier, banking, mail and warehouse duties. The key tasks of this position are to provide administrative and IT support across the office and to manage the unclaimed monies trust account, including processing claims and payments, as well as to provide back-up assistance to the office service team when required. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If you are looking for a dynamic role working in a unique environment then please submit a two to three page statement of claims, outlining how you meet the Behavioural Capabilities, Technical skills and knowledge components outlined in the Position Description. You should also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

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

ACT Corrective Services

Corporate Services

People and Culture

Head of People and Capability

Senior Officer Grade A \$145,048, Canberra (PN: 45891)

Gazetted: 24 July 2019

Closing Date: 22 August 2019

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, outcome-oriented person, to fill the role of Head of People and Capability. As the Head of People and Capability, you will be responsible for the provision of strong, ethical and highly visible leadership to a unit accountable for the staff capability management and operational human resource functions, ensuring compliance and continuity with the appropriate ACT Public Service and Justice and Community Safety (JACS) governance and strategy frameworks. The successful applicant will be responsible for the ongoing development and operational implementation of the ACTCS People Strategy, including Staff Wellbeing. Further to this, you will assist JACS People and Workplace Strategy Unit providing timely and accurate support in relation to industrial relations, legislation and enterprise agreement matters. Additionally, the successful applicant will manage the agency's Registered Training Organisation (RTO) and the procurement of high quality specialist external training programs and services, while identifying, developing and implementing training and professional development activities in line with operational and strategic goals, including the Custodial Training Program, Custodial Mandatory Training and Community Corrections Mandatory Primary Training. To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications and/or equivalent experience would be desirable.

Qualifications in Human Resources, Training or Business Administration will be highly regarded. Understanding of ACT Government employment framework will be highly regarded. The successful candidate may be required to undergo a National Police check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. How to Apply: Applicants are required to submit four items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your driver's licence. Please ensure you submit all four items. *Applications should be submitted via the Apply Now button below.* Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

Community Safety

Security and Emergency Management Branch

Senior Director, Security and Emergency Management Branch

Senior Officer Grade A \$145,048, Canberra (PN: 36710)

Gazetted: 23 July 2019

Closing Date: 6 August 2019

Details: The Security and Emergency Management Branch (SEMB) is seeking an experienced person with highly developed strategic thinking, policy and written skills to fulfil the role of Senior Director. The Senior Director is responsible for the day to day management of all functions and staff within SEMB. The position ensures the good governance and administration of the branch and manages staff to ensure the strategic security and emergency management business objectives are achieved. The Senior Director is also responsible for providing high level support and advice to the Executive Branch Manager, other senior officials and executives that form part of the ACT's security and emergency management governance framework. This includes policy advice and written and oral briefings. The successful applicant will possess highly developed management skills preferably within a policy development environment. The possession of high level written, strategic thinking, collaboration and liaison skills are essential. The successful applicant must also be able to plan and organise resources noting the many fixed deadlines experienced by SEMB. The successful applicant will also be responsible for liaison with the Australian and other state and territory governments on a wide range of security and emergency management policy matters. 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: Please note that the Senior Director's position is a designated security assessed position. The successful candidate must be able to acquire and maintain a Negative Vetting 1 National Security Clearance.

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

How to Apply: Applicants should prepare and lodge a two page pitch that outlines their capabilities against the selection criteria and attach their curriculum vitae. The names of two referees should also be included.

Applications should be submitted via the Apply Now button below.

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

Community Safety

Security and Emergency Management

Director Protective Security Policy and Programs, Security and Emergency Management Branch

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 12367)

Gazetted: 18 July 2019

Closing Date: 1 August 2019

Details: An exciting opportunity exists for the right person to join the Security and Emergency Management Branch as the Director Protective Security Policy and Programs. The Director Protective Security Policy and Program is a senior position within SEMB. The position is available on a temporary basis with a possible opportunity of extension and/or permanency. The position is responsible for the overall management of SEMB's protective

security policies and programs, including: the enhancement of the ACT Government's Protective Security Policy Framework (PSPF) and security culture; whole of government protective security, including CCTV and electronic access control; policies and programs to support safer public places, venues and events in the ACT. Key deliverables of the position include: previewing and updating the ACT PSPF and associated security governance; progressing the One Territory Access Card project and a whole of government security incident reporting framework; progressing initiatives that support the ACT's implementation of the Australia's Strategy for Protecting Crowded Places from Terrorism; preparing Ministerial Briefs, submissions and meeting papers for executive committees. The successful candidate will have demonstrated experience working in policy or program related roles. Highly developed strategic thinking, written and interpersonal skills are essential to the position. 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 immediate until 26 June 2020. This is a designated security assessed position. The successful applicant must be able to acquire and maintain a Negative Vetting 1 security clearance. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020 or sooner. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should prepare and submit a maximum of a two-page 'pitch' that addresses the Selection Criteria. Please attach a curriculum vitae and include the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sunila Srivastava (02) 6207 4224 sunila.srivastava@act.gov.au

Legislation, Policy and Programs

Justice Planning and Safety Programs

Program Coordinator

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 38439)

Gazetted: 24 July 2019

Closing Date: 8 August 2019

Details: Legislation Policy and Programs is seeking a highly motivated person to join the Justice Planning and Safety Programs team. The team is responsible for developing the a plan to reduce recidivism drawing on the justice reinvestment strategy, consulting with other justice agencies to develop innovative justice responses for victims and offenders of crime; developing policy and programs related to: policing services for the ACT; crime prevention; justice statistics; Aboriginal and Torres Strait Islander justice; and victims of crime; or preparing submissions, speeches or other material for the Minister on these or other portfolio matters. The successful applicant will be the program coordinator for on-the-ground justice reinvestment trials and reducing recidivism programs. They will also help to drive and deliver commitments under the Aboriginal and Torres Strait Islander Agreement 2019-2028. The applicant should be well organised, have good communication and written skills and show initiative.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

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

How to Apply: Interested applicants should submit a written application addressing all the Selection Criteria limiting the whole response to a total of two to three pages, and current curriculum vitae listing two referees.

Applications should be submitted via the Apply Now button below.

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

Transport Canberra and City Services

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

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

City Services

Roads ACT

Road Maintenance/Environmental Services

Streetlight Electrician

Infrastructure Officer 2 \$84,359 - \$97,055, Canberra (PN: 39506)

Gazetted: 22 July 2019

Closing Date: 29 July 2019

Details: Roads ACT are seeking suitable candidates for the role of Streetlight Electrician. The role undertakes streetlight asset management and maintenance including isolations, installation of circuit breakers and streetlight compliance inspections. 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: Candidates must have a current electrical contracting licence.

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

How to Apply: Applicants should address the Selection Criteria and limit responses to 300 words against each criteria along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@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

Sustainability, Facilities and Fleet

Fleet Business Support Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 04857)

Gazetted: 23 July 2019

Closing Date: 30 July 2019

Details: Are you an enthusiastic and motivated administrative professional looking for a short-term challenge? Then we have the job for you! Fleet Services is responsible for the management of Transport Canberra and City Services passenger and light commercial vehicles, agricultural equipment, heavy commercial, plant and equipment. We are seeking a motivated and customer focused individual who displays high level organisation and time management skills to provide administrative and business support to the Assistant Director, Fleet. The successful candidate will assist with the management, reporting and compliance functions of the Unit. 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: Drivers licence (C-class) is mandatory.

Note: This is a temporary vacancy available for six months with possibility of extension. An order of merit will be established from this selection process. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Satinder Sahota (02) 6205 2121 satinder.sahota@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

Place Management

Operations Supervisor

General Service Officer Level 9 \$72,989 - \$82,486, Canberra (PN: 33867, several)

Gazetted: 18 July 2019

Closing Date: 25 July 2019

Details: Place Management is responsible for horticultural maintenance and cleaning services in public areas across Canberra. Are you interested in improving the look and feel of Canberra? Can you lead a team of employees engaged in horticultural maintenance and cleaning operations in a safe manner? Are you able to conduct, supervise and train staff in tasks relating to urban open space maintenance including; mowing, weeding, pruning, collection of litter and fallen leaves, cleaning of shops and toilets and assisting with tree maintenance and chemical weed control activities? An ability to lead by example in modelling the Transport Canberra and City Services (TCCS) values is essential for this leadership position, as is an understanding of the central role played by the citizens of Canberra and the ACT Government as customers of our services. The 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 Horticulture or equivalent are essential.

Note: An order of merit may be established to fill future vacancies at level over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Bathgate (02) 6205 5350 brian.bathgate@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

Birrigai

Facilities Officer – Gardens and Grounds Maintenance

General Service Officer Level 5/6 \$55,097 - \$60,637, Canberra (PN: 30615)

Gazetted: 23 July 2019

Closing Date: 21 August 2019

Details: Birrigai was established in 1979 as a jointly sponsored project between the then Department of Territories and the ACT Schools Authority. Birrigai is an ACT Government facility and is currently jointly managed by the Yarralumla Nursery General Manager Transport Canberra and City Services (TCCS) and onsite Principal, Education Directorate (ED). Birrigai offers a range of outdoor activities, and cultural and environmental education programs to ACT, regional, and national preschool to Year 12 students from both the Government and non-government education sectors. Birrigai also provides services to a range of community and corporate groups. Birrigai is able to offer onsite accommodation for up to 200 people with self or fully catered options. Birrigai is located 2km from Tidbinbilla nature reserve on Tidbinbilla Road and is 14km from Gordon in the Tuggeranong Valley. A vacancy currently exists for a highly motivated and responsible Facilities Officer at Birrigai. The position includes routine and minor maintenance in and around the buildings and grounds maintenance over our large site. The successful applicant will be required to work under limited direction to complete both assigned tasks while also identifying additional works required on the site. Due to the semi-autonomous nature of the role strong communication skills and a positive willing attitude are necessary to allow the successful applicant to report on activities and issues as they arise. The Birrigai site occupies approximately 170 hectares of land and includes numerous buildings, adventure activity equipment and outdoor garden beds. Birrigai has a licenced water bore on site and a water treatment plant which supplies all water to the site. As a remote site Birrigai also operates off a septic system which requires monitoring and chemical treatments. Being a unique site the Facilities Officer role has a large variety of duties with often competing or changing priorities to ensure smooth running of the facility so adaptability and flexibility is greatly valued. For further information please see <https://www.youtube.com/watch?v=vOk6RE5vi4g&feature=youtu.be>

Eligibility/Other Requirements:

Mandatory: Permanent Resident of Australia. Driver's licence (C-class) is mandatory.

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.

Senior First Aid Certificate or willingness to complete

Current Hepatitis A and Tetanus (dT or dTpa) vaccinations or willingness to obtain

Basic Chainsaw certification or willingness to complete

Chemical Certificate III or willingness to complete

Asbestos Awareness certification or willingness to complete

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Highly Desirable:

Working at Heights certification

All-Terrain Vehicle certification (Side by Side vehicle)

Skid Steer certification

How to Apply: Please submit a pitch providing examples from your past experience demonstrating your suitability against the Selection Criteria for this role. Accompanying your pitch please provide your curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Kent (02) 6205 2006 peter.kent@ed.act.edu.au

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

Transport Canberra Operations

Strategic Transport Asset, Procurement and Contracts Management

Senior Director Strategic Transport Asset, Procurement and Contracts Management

Senior Officer Grade A \$145,048, Canberra (PN: 35988)

Gazetted: 23 July 2019

Closing Date: 8 August 2019

Details: Transport Canberra is seeking an experienced strategic asset, contract and procurement specialist to develop a customer driven approach to strategic asset management planning for integrated public transport outcomes. This work will be undertaken with the support of a small team using a data driven approach to develop and manage a strategic asset management plan, procurement strategies and contract management to inform forward planning for the network. The Senior Director Strategic Transport Asset, Procurement and Contracts Management will require strong communication skills to facilitate, collaborate and consult with internal and external stakeholders to achieve an integrated and coordinated approach to public transport outcomes. To be successful in this position you will have: extensive experience in managing multiple priorities including asset management, procurement and contract management; a demonstrated ability to develop and manage large data sets and the ability to solve problems using data and information; great communication and interpersonal 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: Driver's licence (C-class) is mandatory; qualifications in asset management, procurement and contract management, project management or a related discipline are highly desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 complete the online form and attach your curriculum vitae and a one-page pitch addressing the Selection Criteria identified in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Judith Sturman (02) 6205 2639 judith.sturman@act.gov.au

City Services

ACT NoWaste

Strategic Coordination and Planning

Project Director, Program Coordination

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 38255)

Gazetted: 24 July 2019

Closing Date: 9 August 2019

Details: ACT NoWaste, as part of City Services Division within Transport Canberra and City Services, manages projects, contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at several facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations. The Strategic Coordination and Planning team is an integral component of ACT NoWaste's commitment to driving innovation and performance in the management of waste and recycling services, as the Territory strives towards a sustainable Canberra. The team is responsible for the management of Territory waste management projects within the Canberra Community and associated assets at ACT NoWaste sites, and consistently evaluates waste processes to provide an optimised and effective waste management solution for the Territory's customers. The Project Director, Program Coordination will report to, and support, the Director, Strategic Coordination and Planning in the planning and implementation of waste and recycling initiatives. This role will provide high level advice, on the delivery of all identified programs of work, including the Organic Waste processing capability and a Food and Garden Organics (FOGO) collection program. 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 Project Management would be highly regarded. Program management and implementation as well as strategic planning experience, preferably in ACT Government projects.

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: Anthony Haraldson (02) 6207 5345 anthony.haraldson@act.gov.au

Chief Operating Officer

Governance and Ministerial Services

Boards and Committees

Assistant Director, Boards and Committees

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 18438)

Gazetted: 23 July 2019

Closing Date: 6 August 2019

Details: The Assistant Director, Boards and Committees reports directly to the Director, Ministerial Services Unit and is responsible for the provision of advice and support to all boards and committees within Transport Canberra and City Services (TCCS) to ensure strong governance frameworks and procedures are in place. The position is also responsible for directly managing the ACT Veterinary Practitioners Board secretariat. Tasks include the management and oversight of daily operations, assisting with routine and urgent matters, overseeing the secretariat functions, problem solving, interpretation of relevant legislation, liaison with the public, the veterinary profession, and relevant stakeholders within ACT Government. As a leader within TCCS, this position requires a person who can inspire, energise and positively influence people and team outcomes. The role operates primarily through a network governance model to deliver strong governance across all boards and committees. This requires effective employee engagement skills to manage, motivate and support the boards and committees. The position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives.

Eligibility/Other Requirements: Experience in establishing and implementing strong governance frameworks will be prioritised.

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

How to Apply: Please submit a pitch providing examples from your past experience demonstrating your suitability against the Selection Criteria for this role. Accompanying your pitch please provide your curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Butchart (02) 6207 5804 rebecca.butchart@act.gov.au

Chief Operating Officer

Communications

Director Marketing and Communications

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 19637)

Gazetted: 19 July 2019

Closing Date: 2 August 2019

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds. The Communications team supports the ACT Government and provides services to the TCCS Directorate across a range of audience types and community sectors. Sitting within the TCCS Communications Division, this role is focused on informing, listening and delivering content strategy, by channel. It focuses on providing a 'voice of the customer' approach in design and production, media liaison and management, marketing campaigns and graphic design, applying this audience-driven lens in communication strategies.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

Eligibility/Other Requirements: Tertiary qualifications in Marketing, Public Relations, Communications or a related discipline is desirable. Minimum five years' experience as a Communications/Public Relations professional, stakeholder engagement and/or in a similar role is essential.

Note: This position will be moving to a new workplace designated for Activity Based Working (ABW) in 2020. ABW is a transformation in the way we work. By creating flexible workspaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space. Selection may be based on application and referee reports only.

How to Apply: See the attached Position Description for further information about the role. Interested applicants should submit a 'pitch' of no more than two (2) pages, together with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerry Murray (02) 6207 6356 gerry.murray@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

Development Delivery

Greenfields Gungahlin

Senior Development Manager

Infrastructure Officer 5 \$150,690, Canberra (PN: 18778)

Gazetted: 18 July 2019

Closing Date: 8 August 2019

Details: The Gungahlin Development Director is seeking applications for the short term filling of the Senior Development Manager role in Gungahlin. The Senior Development Manager has responsibility/accountability and authority for the management and delivery of the Taylor Estate and associated projects. The successful candidate will have a comprehensive understanding of all aspects of project management from initiating, planning, executing, controlling, reporting and closing out the project to achieve specific goals and criteria within budget and timeframes. Reporting to the Gungahlin Development Director, the Senior Development Manager will deliver large complex projects from conception through to completion, delivering financial and non-financial objectives incorporating all aspects of Greenfield development. What we are looking for? Ability to lead, inspire and motivate a multi-disciplinary team to achieve Government and Project objectives; Knowledge, skills and experience in land development, project management, planning, design, sales, marketing, community consultation and construction processes; An understanding of working in a Government environment.

Eligibility/Other Requirements: Tertiary qualification in Project Management, Town Planning, Architecture, Property or building disciplines, Engineering or equivalent is desirable. A minimum of 10 years project and contract management experience in land development is essential.

Note: This is a temporary position available immediately until 16 January 2020 with the possibility of extension up to 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: Interested candidates are required to submit a short application outlining relevant skills and experience in no more than two pages, as well as a current curriculum vitae and the name of contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Pooley (02) 6205 7073 john.pooley@act.gov.au

Program Solutions

Infrastructure Services

Project Manager

Infrastructure Officer 3 \$106,288 - \$116,675, Canberra (PN: 35900)

Gazetted: 18 July 2019

Closing Date: 5 August 2019

Details: Suburban Land Agency is primarily responsible for the planning and delivery of Greenfield and urban projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's four year Indicative Land Release Program (ILRP). This includes significant development of Government-owned land for release for residential, commercial, industrial, community and non-urban. The projects are managed from planning and design to delivery on the ground. We are seeking applications from experienced Project Personnel to join the Infrastructure Services division with demonstrated skills and experience in contract management including AS2124 and GC21 contracts, major projects management and land development, proven ability to direct, co-ordinate and control the design, documentation and implementation of civil engineering construction projects including identifying and managing risks and effective cost control. The role requires demonstrated experience and knowledge of procurement in the construction industry, including knowledge of ACT Government procurement processes of land development in the ACT, demonstrated skills in leading a small team in a multi-disciplinary environment and demonstrated ability to negotiate and communicate at a senior level with high level written and oral communication skills and the ability to make sound well informed decisions on related matters.

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: Applicants are asked to supply 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: Steven Farr (02) 6207 6207 steven.farr@act.gov.au

Program Solutions and Business Operations

Marketing

Marketing Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44665)

Gazetted: 24 July 2019

Closing Date: 8 August 2019

Details: The Suburban Land Agency is seeking an experienced Marketing Manager to join a team providing services in the marketing of our greenfield estates, urban redevelopment sites and the Suburban Land Agency corporate brand. This is a unique and challenging role that will see you providing a range of marketing services, including: identifying and developing strategic marketing and business planning activities in collaboration with other Suburban Land Agency teams; being creative and leading new concept ideas, for the purpose of brand awareness, achieving sales results and marketing through leadership; developing and executing cross channel campaigns to drive consumer awareness and engagement; overseeing stakeholders such as creative and media agencies; providing advice, negotiating, liaising and consulting with a broad range of internal stakeholders to ensure cross-functional input into plans, budgets and project management to deliver quality outcomes. You will also have a role in supporting the delivery of a new corporate branding campaign that will drive an increased awareness of the Agency and its role in delivering "*Great places, where communities thrive*".

Eligibility/Other Requirements:

Qualifications in Marketing, Events, Business Support or a related discipline and/or substantial commercial real estate marketing or government marketing experience.

Experience working on the planning and delivery of digital marketing campaigns.

Driver's licence (C-Class).

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

Note: 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 response of two pages, contact details for at least two referees and your current curriculum vitae. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do and what you require). Your pitch should also outline why you believe you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josie Khng (02) 6207 3079 Josie.Khng@act.gov.au

Canberra Health Services

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

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

Clinical Services

Surgery and Oral Health

Surgical Administration

Director of Nursing – Division of Surgery

Registered Nurse Level 5.5 \$164,734, Canberra (PN: 12127)

Gazetted: 25 July 2019

Closing Date: 6 August 2019

Details: About us:

Canberra Health Services (CHS) is a modern health service provider of most major medical and surgical sub-specialties. The CHS provides acute, sub-acute, primary, ambulatory and community-based health services to the Australian Capital Territory (ACT)—a catchment of over 400,000 people. The CHS also serves the surrounding south-eastern New South Wales region with a population in excess of 650,000. This region 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 620-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

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

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

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services for the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Department of Anaesthesia and Perioperative Medicine and Pain Management, Perioperative Services including Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions, Extended Day Surgery Unit, Acute Surgical Unit, specialist surgical ward areas, medical Outpatient services, Trauma and Orthopaedic Research Unit and the Ophthalmology Clinic.

Overview of the work area and position

The Director of Nursing, Division of Surgery, contributes to the overall vision and strategic planning of the service in addition to ensuring that the clinical services delivered meet the high standards that are expected. The successful applicant will be able to demonstrate the ability to provide direction and leadership for nursing services in a complex service delivery environment that is staffed by multiple teams. Excellent collegial skills are essential to this position as is the ability to engage with stakeholders and develop partnerships to achieve outcomes to enhance patient care and professional development of nursing services.

The Director of Nursing reports and is supported operationally by the Executive Director Division of Surgery and has a professional reporting line to the Executive Director for Nursing and Midwifery.

There is an expectation that the successful applicant will maintain accountability for their own professional practice standards and education.

Qualifications/Other Requirements

Mandatory:

Be registered or have applied for registration with the Australian Health Practitioner Regular Agency (AHPRA)

Desirable:

Post graduate qualifications in advanced nursing or related field

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Shannon Dougan (02) 6244 3207 shannon.dougan@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Registered Nurse Level 2 - Access Mental Health Team

Registered Midwife Level 2 \$93,151 - \$98,728, Canberra (PN: 40848)

Gazetted: 25 July 2019

Closing Date: 7 August 2019

Details: About us

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

Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Services Quality Strategy and government priorities, and aligning them with Canberra Health

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

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

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Specialty Services Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS), and
Justice Health Services

Overview of the work area and position

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services.

The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24 hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life threatening risks for people calling the service.

The successful registered nursing candidate will work under the supervision of senior clinicians to conduct phone and office based triage assessments, of persons who require mental health care. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community.

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's license

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment Police check.

Note

There may be some driving involved in this role and the successful candidate will be expected to work on a seven day per week shift work roster.

Contact Officer: Julie Hanson (02) 6205 3266 julie.hanson@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 16705, several)

Gazetted: 25 July 2019

Closing Date: 8 August 2019

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

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

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

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

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

The nursing position is based in the Tuggeranong Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. N.B. It is likely that two RN2 positions will be available.

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

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

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

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

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

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

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

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

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

Note:

There is one Registered Nurse Level 2 position available and it is expected that a second position will also be available.

Contact Officer: Danny Farrow (02) 6205 2787 danny.farrow@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Therapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 40925)

Gazetted: 25 July 2019

Closing Date: 6 August 2019

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

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

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

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

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

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

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

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

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

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

Adult Acute Mental Health Services
Adult Community Mental Health Services
Alcohol and Drug Services
Child and Adolescent Mental Health Services (CAMHS)
Justice Health Services, and
Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

The Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

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

The position will report operationally to the Health Professional Level 4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

Eligibility/Other Requirements

For Psychology

Mandatory:

- Hold General Registration with the Psychology Board of Australia.
- Minimum of three years (ideal five years) post qualification.

Desirable:

- Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor.
- Current driver's licence.

For Social Work

Mandatory:

- Degree in Social Work.
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- Registration under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Minimum of three years (ideal five years) post qualification.

Desirable:

- Current driver's licence.
- Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy

Mandatory:

- Hold registration with the Occupational Therapy Board of Australia.
- Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA).
- Minimum of three years (ideal five years) post qualification.

Desirable:

- Current driver's licence.

- Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.

Prior to commencement successful candidates will be required to:

- Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals,
- Comply with Canberra Health Services occupational screening requirements related to immunisation, and
- 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 a period of 14 months with the possibility of extension.

Contact Officer: Nikki O'Dwyer (02) 5124 1750 nikki.o'dwyer@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health

Clinical/Forensic Psychologist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 37524)

Gazetted: 25 July 2019

Closing Date: 20 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

The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has five beds for community transition.

Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

The Clinical/Forensic Psychologist role is responsible for the provision of high quality psychological assessments and interventions under limited supervision. The role is also expected to contribute subject matter expertise to the multidisciplinary team, providing supervision to staff at Health Professional Level 2 and 1, Allied Health Assistants and students and supporting the Therapy Manager in service development processes.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

The position is supported by a cohesive multi-disciplinary team of Nurses, Occupational Therapist, Social Worker, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across CHS. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements

Mandatory:

Be registered (or eligible for general registration) with the Psychology Board of Australia.

Eligible for an area of practice endorsement in either clinical or forensic psychology.

Minimum of three years (ideal five years) post-qualification experience in a related field (i.e. mental health, criminal justice, disability and/or drug and alcohol).

Desirable:

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

Experience or training in behaviour modification and/or clinical risk assessment.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Contact Officer: Emily Brown (02) 5124 1851 emily.p.brown@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Occupational Therapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 27586)

Gazetted: 25 July 2019

Closing Date: 8 August 2019

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

CHS administers a range 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.

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services, and Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

The Occupational Therapist position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the

ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

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

The position will report operationally to the Health Professional 4 Team Leader of the Therapies Team.

Professional governance of this position will come from the Principal Occupational Therapist (MHJHADS).

Supervision is available internally to the MHJHADS program. Engagement in supervision will be supported by the Clinical Supervisor for Occupational Therapy

Eligibility/Other Requirements:

Mandatory:

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

Be eligible for professional membership of Occupational Therapy Australia

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

Desirable:

Current driver's licence

Endorsement as a Better Access to Mental Health Occupational Therapist with Occupational Therapy Australia.

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

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

Comply with CHS occupational screening requirements related to immunisation, and

Undergo a pre-employment National Police Check.

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

Contact Officer: Nikki O'Dwyer (02) 5124 1750 nikki.o'dwyer@act.gov.au

Clinical Services

Child Health Targeted Support Services

Child at Risk Health Unit (CARHU)

CARHU Psychologist/Social Worker

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 29762)

Gazetted: 25 July 2019

Closing Date: 8 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

The Child at Risk Health Service (CARHU) provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers. As part of the therapeutic team you will provide counselling and therapeutic interventions to children and young people, concerns interviews for parents and carers regarding abuse, domestic violence and related child trauma, assist in providing an intake service for CARHU and participate in education and training.

Eligibility/Other Requirements

Mandatory:

Degree in Social Work or Psychology and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers.

Desirable:

Post graduate qualifications in a relevant field are highly desirable.

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*.

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

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

Note

This position is a temporary position available until 1 November 2019 with the possibility of extension and/or permanency. The Child at Risk Health Unit is situated on the Canberra Hospital campus. The position is full-time (five days per week), weekdays, business hours.

Contact Officer: Nell O'Connor (02) 5124 2712 nell.o'connor@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

Community Care Program

Continence Physiotherapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 28319)

Gazetted: 25 July 2019

Closing Date: 6 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 focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region. CHS administers a range of publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues

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

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

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

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

Rehabilitation, Aged and Community Care (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect 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 Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population.

RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

Overview of the work area and position:

This position is part of the Community Care Program and works closely with the Continence Clinical Nurse Consultant and the wider multidisciplinary team. The Continence Physiotherapist provides assessment and

treatment for men, women and children across a range of complex continence conditions and pelvic pain presentations

Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements

Mandatory:

Degree in Physiotherapy, or recognised equivalent

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

Current driver's licence

Desirable:

Post graduate qualification in Pelvic Floor Physiotherapy or equivalent.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Provide current immunisation status papers.

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

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

Note

This is a temporary position available for 12.5 months with possibility of extension. This position is part-time at (25) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Elli Gardiner (02) 5124 1362 elli.gardiner@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Clinical Psychologist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 23690)

Gazetted: 25 July 2019

Closing Date: 8 August 2019

Details: About us:

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

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

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

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

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

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and Rehabilitation and Specialty Mental Health Service.

Overview of the work area and position

Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHRU is located adjacent to Adult Mental Health Day Service (AMHDS) at University of Canberra Hospital (UCH), and focus is on step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care and principles of Recovery. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The Clinical Psychologist is an integral member of the multidisciplinary team and, under limited professional supervision from the Allied Health Manager, is responsible for the provision of high quality psychological services to achieve sound outcomes for people within a therapeutic environment. This includes:

Promoting positive outcomes through the provision of high quality clinical services

Networking and health promotion activities education

Education, individual or group service delivery

Perform novel, complex, critical or difficult tasks with professional supervision

Participation in the supervision and training of other staff, as directed.

The Clinical Psychologist position is a senior role within the AMHRU, it is expected that the role will contribute its expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 1 and 2, to Allied Health Assistants, and to students.

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

Eligibility/Other Requirements:

Mandatory:

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

Hold an Area of Practice Endorsement in Clinical Psychology

Minimum of three years (ideal five years) post qualification

Desirable:

Approved or eligible for approval as a Psychology Board of Australian Principal and/or secondary Supervisor for 4+2 interns and/or Higher Degree students

Current driver's licence.

Previous experience with cognitive remediation

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Clinical Services

Rehabilitation, Aged and Community Services

Dental Health Program Administration

Booking and Scheduling Supervisors

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 32441, several)

Gazetted: 25 July 2019

Closing Date: 8 August 2019

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

CHS administers a range publicly funded health facilities, programs and services including but not limited to:
The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

Be responsible for overseeing the Dental Health Program appointment booking processes and training of staff using the Dental Software package. Applicants should be enthusiastic and have excellent interpersonal skills, enjoy working as part of a team and have experience in people management.

Eligibility/Other Requirements:

Experience in Health is preferred.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note:

These are temporary full-time positions available for a period of 12 months with the possibility of extension and/or permanency and are both based in Moore Street.

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

Clinical Services

Surgery and Oral Health

Surgical Administration

Booking Clerk - Surgical Bookings

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 28534)

Gazetted: 25 July 2019

Closing Date: 8 August 2019

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

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

The 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.

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, Ophthalmology, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Surgical Bookings Department maintains the Elective Surgery Waiting List (ESWL) for the Canberra Hospital and co-ordinates theatre bookings and associated equipment requirements for individual surgical specialties.

Overview of the work area and position:

Under direction of the Assistant Director of Nursing – Surgical Booking, the Booking Clerk will provide administrative support for the Surgical Bookings Unit by undertaking the duties listed in the duty statement.

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*.

Note:

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

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

Clinical Services

Medicine

Gastroenterology and Hepatology Unit

Office Manager

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 12121)

Gazetted: 25 July 2019

Closing Date: 8 August 2019

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

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

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

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

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

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

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

Overview of the work area and position:

This position provides day-to-day support to the Director of the Gastroenterology and Hepatology Department. Duties will include, but will not be limited to diary management, human resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies and other duties that are appropriate to this level of classification

The position reports to the Administration Manager, Gastroenterology and Hepatology Unit and Director, Gastroenterology and Hepatology Unit.

The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

Inpatient care of patients with gastroenterological and diseases;

Consulting service;

Endoscopic procedures;

Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and

Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

Eligibility/Other Requirements:

Desirable:

Knowledge of ACT Patient Administration System (ACTPAS) and Clinical Portal is highly desirable but not essential.

Previous experience working in the health sector.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Leticia Sullivan (02) 5124 3659 leticia.sullivan@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Dental Health Program

Interagency Coordinator 3 Schools

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 41545)

Gazetted: 25 July 2019

Closing Date: 8 August 2019

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

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

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

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

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 Inter Agency Coordinator 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 the Mobile Dental Clinic services for schools with tasks such as liaising with both internal and external stakeholders, overseeing processes and procedures in relation to its services and work with the Operational Managers of the DHP for rostering and reporting.

Eligibility/Other Requirements:

Current driver's licence

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

Desirable:

Previous experience in the Dental field and Knowledge of dental terminology and item numbers is desirable.

Note:

This is a full-time permanent position based in the Dental Administration team in Civic.

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

Clinical Services

Surgery and Oral Health

Shock Trauma Service

Trauma Service Office Manager

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 20986)

Gazetted: 25 July 2019

Closing Date: 1 August 2019

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

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

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

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

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

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

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

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

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services and the Capital Region Retrieval Service.

Overview of the Work Area and Position

The Office Manager position is an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of major trauma patient admissions to Canberra Hospital.

The Shock Trauma Service at Canberra Hospital provides clinical services for all trauma patients with known or suspected multi-system injuries, as well as consulting services for those with a significant single system injury. This is conducted in conjunction with the services provided by the Emergency Department, Neurosurgery, Orthopaedic, Cardiothoracic Surgery, Plastic Surgery, Intensive Care, Anaesthetic, Urology, Ophthalmology, Ear, Nose and

Throat, Oral and Maxillo-Facial Surgery, and Vascular Surgery departments, as well as Imaging, Pathology, Consultation Liaison Psychiatry and Allied Health.

Primary responsibilities include personal administration to the Director of Trauma, administrative support to the Trauma Coordinator, the Prevent Alcohol and Risk-related Trauma in Youth (PARTY) Coordinator, and the Non-Surgical Staff Specialist working within the Trauma Service.

Eligibility/Other Requirements

Desirable:

Working towards or holds a certificate in Management, Customer Service, Medical Terminology or another relevant field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This is a temporary position available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Sarah Ryan (02) 5124 4115 sarah.ryan@act.gov.au

Clinical Services

Clinical Support Services

Logistics Support

Administrative Services Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 21782)

Gazetted: 25 July 2019

Closing Date: 2 August 2019

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

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

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

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

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

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

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

Overview of the work area and position

Logistic Support Services is a section within Infrastructure and Health Support Services (I&HSS). The function of the Logistic Support Services includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply.

Supply Services provides clinical products to the Health Services in ACT, primarily being Canberra Hospital, as well as warehousing and distribution of the products.

The position assists procurement activities of products and services on behalf of ACT Health and other customers on the Purchasing and Inventory Control System (PICS) in a timely manner. The successful candidate will be required to work within the Administrative office of Supply Services at Mitchell and Canberra Hospital.

Eligibility/Other Requirements

Desirable:

Duties of the position include the requirement to occasionally drive vehicles, therefore possession of a class C driver's licence and a forklift licence would be highly desirable, or a willingness to obtain one.

Qualifications and Certifications in Procurement and Contracts would be highly regarded.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note

This is a temporary position available for up to 12 months with the possibility of extension.
Contact Officer: Raj Rajasegaran (02) 5124 3090 raj.raajasegaran@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

NHMRC Project Physical Health Clinical Research Assistant

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 41205)

Gazetted: 25 July 2019

Closing Date: 8 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.

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people accessing our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health.

Overview of the work area and position

Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key service providers. All team members are required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars, and Consultant Psychiatrists.

Project summary:

A project led by Professor Brenda Happell was awarded a National Health and Medical Research Council (NHMRC) Grant to implement a specialist nursing position with the aim of improving the physical health of people accessing mental health services. The research will be undertaken at City Mental Health Community Team, Canberra, ACT. This is an exciting opportunity for an appropriately qualified and enthusiastic nurse to be part of an innovative research project with direct relevance to clinical practice and the improvement of health care. The project will be undertaken in partnership with the School of Nursing and Midwifery, at the University of Newcastle. There is also an opportunity to combine this role with Masters or PhD studies for interested applicants.

The research team developed the Physical Health Nurse Consultant (PHNC) service to be offered alongside usual mental health care. The PHNC service offers cardiometabolic assessment, risk management, and care coordination, and aims to overcome barriers including stigma, consumer disempowerment, and lack of specialist health knowledge. The objective of this project is to evaluate whether the PHNC service alongside usual care results in improvements in risk factors, consumer experience of care, and cost-effectiveness in an 24 month, two group Randomised Controlled Trial. Outcomes are expected to result in a significant advance in knowledge about implementing and delivering physical health care within mental health services.

Eligibility/Other Requirements:

Mandatory:

- Tertiary qualifications and or equivalent in Nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Prior to commencement successful candidates will be required to:

- Comply with Canberra Health Service occupational screening requirements related to immunisation.
- Undergo a pre-employment Police check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Desirable:

- Proven advanced level experience working in a mental health nursing environment.
- Post graduate qualification in Mental Health Nursing.
- Experience working in research projects

Note:

This is a temporary position available for a period of approximately two years and six months with the possibility of extension.

Contact Officer: Bruno Aloisi (02) 6205 8559 bruno.aloisi@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Day Service

Adult Mental Health Day Service Health Professional

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 40169)

Gazetted: 25 July 2019

Closing Date: 8 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.

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.

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

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

- Rehabilitation and Specialty Mental Health Services
- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services
- Dhulwa Mental Health Unit

Overview of the work area and position:

The Adult Mental Health Day Service (AMHDS) is adjacent to the Adult Mental Health Rehabilitation Unit (AMHRU) and forms a mental health precinct under the Rehabilitation and Specialty Mental Health Service at the University of Canberra Hospital. The position is based in Adult Mental Health Day Service.

The AMHDS offers intervention including step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

Under routine supervision from the Allied Health Manager, the position involves critical thinking, complex assessment, a high standard of report writing, consultation, liaison, support, education and training to agencies, carers and families. At this level it is expected that you will provide high quality clinical expertise and achieve sound outcomes for consumers under minimal supervision.

All staff of the AMHDS are required to undertake professional development activities, and participate in supervision and quality initiatives. The Allied Health Professional contributes their expertise to the multidisciplinary team, including providing supervision to staff at Health Professional Level 1, Allied Health Assistants, and students, as required.

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

Eligibility/Other Requirements:

Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia Eligibility for professional membership of Occupational Therapy Australia Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Social Work:

Degree in Social Work Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW) Registration under the *ACT Working with Vulnerable People Act 2011* Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

Highly Desirable

- Previous experience working with adults with mental health issues within a rehabilitative framework.
- Minimum of one year's paid work experience, post qualification in a related/relevant organisation or service.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Comply with ACT Health credentialing and scope of clinical practice requirements. For Allied Health Professionals. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in 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 appointment being made.

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyne.thomson@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Older Persons Community Mental Health Team

Allied Health Assistant

Allied Health Assistant 3 \$64,509 - \$67,676, Canberra (PN: 40885)

Gazetted: 25 July 2019

Closing Date: 6 August 2019

Details: About us:

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

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

Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the

delivery of Canberra Health Services Quality Strategy and government priorities, and aligning them with Canberra Health Services Territory Wide Services Framework.

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

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

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

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

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Rehabilitation and Specialty Mental Health Services
- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS), and
- Justice Health Services

Overview of the work area and position:

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

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

The Allied Health Assistant Level 3 works across all sub-teams but is primarily based within the Intensive Treatment Service. At this level, the Allied Health Assistant Level 3 works under minimal or remote supervision of an allied health professional on the team and is able to organise their own workload and set priorities. As a Level 3, the Allied Health Assistant will have advanced skills and knowledge and be expected to identify client circumstances that require additional input from an allied health professional, including suggesting appropriate interventions. The Allied Health Assistant Level 3 will contribute to assessments, care planning and interventions with a focus on supporting the person to maintain or regain functional capacity across a range of Activities of Daily Living related to the person's mental illness. The Allied Health Assistant 3 will also work closely with a senior Allied Health Professional to provide practical support to people registered with the service who have Hoarding Disorder or hoarding behaviours and those that live in domestic squalor.

Eligibility/Other Requirements:

Mandatory:

- Certificate IV in Allied Health Assistance or Mental Health or a recognized equivalent
- Current driver's licence

Desirable:

- Experience working with people with a mental illness or disorder in a community setting

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Kylie Henson (02) 5124 1980 kylie.henson@act.gov.au

Clinical Services

Medicine

Acute Support Services

Administration Support Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 43834)

Gazetted: 25 July 2019

Closing Date: 26 July 2019

Details: About us:

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

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

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

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

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

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

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

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

Overview of the work area and position:

Acute Allied Health Services (AAHS) are provided to a range of clients in the acute inpatient setting and specialised outpatient services at Canberra Hospital. Under general direction you will be required to provide administrative support within the acute allied health services departments reporting to the manager of the department. You will be responsible for booking and scheduling, client appointments, banking/cash handling, data entry, and general administration tasks.

Eligibility/Other Requirements

Desirable

Medical Terminology

Previous experience in a health care setting

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This recruitment round is to fill a permanent, full-time Administrative Services Officer Class 3 (ASO3) vacancy in the AAHS Speech Pathology and Audiology department at the Canberra Hospital. An order of merit will be created from this round to fill vacancies across AAHS ASO3 Administration Officer positions over the next twelve months.

Positions may be offered as full-time or part-time, temporary or permanent in any AAHS department depending on availability over the next twelve months. Recruitment to these positions may be based on written application only. Successful applicants may be offered extensions to temporary positions at the same, increased or reduced hours depending on availability. Job share arrangements may be offered to successful applicants if requested.

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

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Administration Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 30674)

Gazetted: 25 July 2019

Closing Date: 26 July 2019

Details: About us

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

Overview of the Work Area and Position

The Canberra Health Services Division of Women, Youth and Children provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The ACT Women's Health Service (WHS) provides inter-professional and holistic nursing, medical and counselling services to women in the ACT. Services are provided from both central and outreach locations. WHS understands that disadvantage and vulnerability contributes to poor physical and emotional health for many women. For this reason we give priority to women who experience significant barriers to health service access. These barriers may include, but are not limited to, the impact of violence, social or economic disadvantage, disability, language, culture, sexuality or isolation.

Eligibility/Other Requirements:

This position is a protected position and is open to women only as Canberra Health Services, consistent with *section 34(2)(i) of the Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively lead the counselling service.

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

Surgery and Oral Health

Dental Health Program

Liaison Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 31682)

Gazetted: 25 July 2019

Closing Date: 5 August 2019

Details: About us

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

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

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

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

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

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 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:

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 12 months with possibility of extension and/or permanency.

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

Clinical Services

Clinical Support Services

Cancer and Ambulatory Support

Chief Medical Physicist - Medical Physics and Radiation Engineering

Chief Medical Physics \$211,793 - \$219,293, Canberra (PN: 26376)

Gazetted: 25 July 2019

Closing Date: 6 August 2019

Details: 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.

An exciting opportunity exists for a dynamic Chief Medical Physicist in the nation's capital. Significant redevelopment is underway with the replacement of four linear accelerators over the next two years and the creation of the Surgical Procedural, Interventional Radiology and Emergency Centre (SPIRE) will require significant planning and commissioning involvement, in addition to the active research, education, training and compliance work undertaken by the team on a daily basis.

Overview of the Work Area and Position

The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together.

The Chief Medical Physicist position leads and manages the MPRE department. With a significant degree of autonomy you will perform an important leadership role at Canberra Health Services (CHS) by leading the MPRE team in providing day to day medical physics and radiation engineering support services to users of medical radiation and related systems across CHS. You will work in a very complex environment and will be responsible for providing strategic and technical advice that support CHS objectives. You will have a high level of management responsibility.

The MPRE team is responsible for the safe and effective use of clinical systems and equipment using radiation in medicine. MPRE contributes technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease. MPRE provides a small number of direct healthcare consumer services.

The broad areas of MPRE services are:

Radiation oncology physics;
Radiology physics;
Molecular and nuclear medicine physics;
Radiation safety, teaching and research;
Radiation engineering; and
Mould room manufacturing.

Our team participates in Trans-Tasman Radiation Oncology Cooperative Group (TROG) trials. The department is accredited to train diagnostic radiology and radiation oncology medical physics registrars. The department has active connections and or collaborations with University of Sydney, University of New South Wales and the Australian National University.

MPRE sits within the Division of Cancer and Ambulatory Support.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the Australasian College of Medical Physicists and Engineers in Medicine (ACPSEM) on the ACPSEM Register of Qualified Medical Physics Specialists.

Postgraduate qualifications or equivalent in Medical Physics, tertiary qualifications or equivalent in Physics, eligibility for membership of the ACPSEM, and must hold or be eligible for a current driver's licence.

Desirable:

Hold certification from the ACPSEM, or equivalent, in one or more specialties of Medical Physics.

Have experience chairing a hospital radiation and or laser safety committee.

Hold a qualification or certification relevant to radiation safety and laser safety in a hospital environment.

Have experience working on jurisdictional advisory bodies, committees or working groups

Hold Management qualifications or a commitment to pursue same.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Comply with CHS credentialing requirements for allied health.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Cathie O'Neill (02) 5124 2738 cathie.o'neill@act.gov.au

Clinical Services

Cancer Ambulatory and Community Health Support

Ambulatory Care

Senior Manager Outpatients Support

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 17545)

Gazetted: 25 July 2019

Closing Date: 1 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. They help us achieve our vision of Creating Exceptional Health Care Together.

The Division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. In addition, the Division manages the Walk in Centres and is responsible for the ambulatory support including Central Health Intake, Transcription and Central Outpatients. In addition the Division supports medical specialist outpatient services across the organisation.

Overview of the work area and position

The Manager Outpatients Support provides a range of policy, project and operational support to ensure facilities, resources and patient flow is optimized in providing high quality medical outpatient services.

This position is integral to supporting the implementation and sustainability of a range of reform and transformational initiatives to ensure best practice outpatients services are provided across CHS.

Eligibility/Other Requirements

Desirable:

Tertiary qualifications in Management, Project Management and/or a health related field are highly desirable.

Extensive experience in an ambulatory health setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Cathie O'Neill (02) 5124 2738 cathie.o'neill@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health

Mental Health Consultation Liaison Clinician

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 25832)

Gazetted: 25 July 2019

Closing Date: 5 August 2019

Details: About Us

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

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

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

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

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

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

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

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

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

Rehabilitation and Speciality Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Overview of the work area and position

Adult Acute Mental Health Services (AAMHS) provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies

All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory

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

Post graduate Mental Health Nursing qualifications are highly desirable.

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention

A minimum of three years paid post qualifying work experience in a related/relevant organisation/service

Prior to commencement successful candidate will be required to:

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

Undergo a pre-employment National Police check.

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note:

The successful applicant will participate in a seven day, 24 hour roster.

Contact Officer: Phillip Hoyle 0434 601 263 phillip.hoyle@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Isabel Burt 786-56368, Section 68(1), 23 July 2019

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

Stuart Butterworth 835-65989, Section 68(1), 19 July 2019

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

Jane Clark 853-57622, Section 68(1), 23 July 2019

Chief Minister, Treasury and Economic Development

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

Aiden Cairns 858-75737, Section 68(1), 22 July 2019

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

Jesse Kowaltzke 858-65926, Section 68(1), 23 July 2019

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

Vijender Kumar 858-55728, Section 68(1), 25 July 2019

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

Duy Ly 848-77685, Section 68(1), 22 July 2019

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

Dominic Malouf 853-60434, Section 68(1), 23 July 2019

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

Anthony Putland 858-75729, Section 68(1), 22 July 2019

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

Maithili Senthildasan 858-65838, Section 68(1), 23 July 2019

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

Luke Stokman 853-79290, Section 68(1), 23 July 2019

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

Sarah Taylor 858-53052, Section 68(1), 24 July 2019

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

Davinder Thind 853-76516, Section 68(1), 23 July 2019

Community Services

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

Jessica Adams 858-74486, Section 68(1), 22 July 2019

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

Taylor Gallagher 846-89836, Section 68(1), 23 July 2019

Education

School Assistant 4 \$64,615 - \$69,965

Trudy Meree Bush 858-74099, Section 68(1), 18 July 2019

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

Simon Johnson 858-31718, Section 68(1), 18 July 2019

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

Rebecca Swiridziuk 858-24040, Section 68(1), 22 July 2019

School Assistant 3 \$53,889 - \$57,998

Louise Tarrant 835-31498, Section 68(1), 23 July 2019

Environment, Planning and Sustainable Development

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

Anita Yusoff 858-64237, Section 68(1), 24 July 2019

Justice and Community Safety

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

Kayla Jane Mary Forrester 858-66902, Section 68(1), 26 July 2019

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Lisa McLeod 853-78925, Section 68(1), 18 July 2019

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

Nicholas Rand 853-79338, Section 68(1), 30 July 2019

Transport Canberra and City Services

Bus Operator - Training \$68,960

Paul Fitzgerald 858-74144, Section 68(1), 19 July 2019

Bus Operator - Training \$68,960

Vernon Hicks 858-74179, Section 68(1), 19 July 2019

Bus Operator - Training \$68,960

Dean McCarron 858-74195, Section 68(1), 19 July 2019

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

Morgan Mikulic 858-74937, Section 68(1), 16 July 2019

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

Arvindkumar Pandoria 858-54004, Section 68(1), 16 July 2019

EGSO4.2 - Workshop Staff \$67,118

Allan Scott 858-67139, Section 68(1), 18 July 2019

Bus Operator - Training \$68,960

Belinda White 858-74187, Section 68(1), 19 July 2019

Canberra Health Services

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

Gayatri Ali Hayat 858-52172, Section 68(1), 22 July 2019

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

Elizabeth Fonceca 861-33188, Section 68(1), 25 July 2019

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

Jade Gillett 856-74484, Section 68(1), 22 July 2019

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

Vasukuttan Kumar 861-32505, Section 68(1), 25 July 2019

Allied Health Assistant 3 \$64,509 - \$67,676

Benjamin Martin 858-74590, Section 68(1), 22 July 2019

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

Thomas Mathew 848-80569, Section 68(1), 25 July 2019

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

Kaitlyn Nicholls 857-92675, Section 68(1), 18 July 2019

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

Charlotte Packard 857-93141, Section 68(1), 22 July 2019

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

Kiran Patel 857-44008, Section 68(1), 25 July 2019

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

Amanda Scott 858-75526, Section 68(1), 25 July 2019

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

Syed Shah 858-76182, Section 68(1), 24 July 2019

Registered Nurse Level 3.2 \$120,730

Sarah Stewart 858-73483, Section 68(1), 22 July 2019

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

Lee Ter 856-74193, Section 68(1), 25 July 2019

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

Dorji Wangchuk 856-73879, Section 68(1), 25 July 2019

ACT Health

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

Roy Joseph 861-33030, Section 68(1), 15 July 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Dean Naude: 835-65321

From: Senior Officer Grade C \$106,043

Canberra Institute of Technology

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07040) (Gazetted 23 January 2019)

Environment, Planning and Sustainable Development

Harley Baker: 827-49321

From: General Service Officer Level 9 \$72,989 - \$82,486

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 41261) (Gazetted 30 August 2018)

Michaela Watts: 784-56868

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15701) (Gazetted 22 January 2019)

Canberra Health Services

Veronique Clyde: 836-00705

From: Allied Health Assistant 3 \$64,509 - \$67,676

Canberra Health Services

To: Allied Health Assistant 3 \$64,509 - \$67,676

Canberra Health Services, Canberra (PN. 43949) (Gazetted 15 May 2019)

Jenna Cooke: 827-51843

From: Registered Nurse Level 2 98,728

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22327) (Gazetted 20 June 2019)

ACT Health

Liam Ryan: 848-79373

From: Senior Officer Grade C \$106,043

ACT Health Directorate

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

ACT Health, Canberra (PN. 32556) (Gazetted 23 May 2019)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Gary Absalom: 848-77984

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31842) (Gazetted 24 July 2018)

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Melissa Lister: 844-81824

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. 32539) (Gazetted 17 May 2019)

Commercial Services and Infrastructure

Property and Venues

Kellie Bradley: 853-47862

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. 42955) (Gazetted 19 June 2019)

Communications and Engagement

Whole of Government Communications

Racheal Bruhn: 853-65737

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146
Chief Minister, Treasury and Economic Development, Canberra (PN. 30667) (Gazetted 3 June 2019)

Shared Services

Partnership Services

Service Desk and Service Support

Cameron Davis: 853-69009

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05388) (Gazetted 31 May 2019)

Access Canberra

Regulatory Solutions and Compliance

Investigations and Enforcement

Wendy Harrison: 799-93753

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33943) (Gazetted 7 May 2019)

Shared Services

Finance and Payroll Services

Finance Reporting

Min Hu: 792-44322

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 11120) (Gazetted 6 June 2019)

Shared Services

Partnership Services

Service centre Service Desk

James Prothero: 846-88593

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14390) (Gazetted 21 September 2018)

Workforce Capability and Governance

Public Sector Workplace Relations

Nina Taylor: 782-25701

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

Canberra Institute of Technology

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 13032) (Gazetted 17 May 2019)

Community Services

Inclusion and Participation

Sophie Butler-Stratton: 774-8910

From: Senior Auditor \$85,091 - \$103,624

Permanent - ACT Audit Office

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

Community Services, Canberra (PN. 41227) (Gazetted 17 December 2018)

Housing ACT

Strategy and Viability

Housing and Homelessness Strategy and Policy

Stephanie Henry: 836-10145

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

Community Services

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

Community Services, Canberra (PN. 41677) (Gazetted 2 November 2019)

Office of the Director-General

Veronica Williams: 856-74169

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

Community Services Directorate

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

Community Services, Canberra (PN. 37376) (Gazetted 11 April 2019)

Education

School Performance and Improvement

Tuggeranong Network

Gordon Primary School

Christopher Antram: 824-47702

From: School Leader C \$117,515

Education

To: †School Leader B \$136,828

Education, Canberra (PN. 44732) (Gazetted 16 May 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.

School Performance and Improvement

North and Gungahlin Network

Neville Bonner Primary

Tessa Bailey: 848-88907

From: Classroom Teacher \$68,022 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 40491) (Gazetted 20 March 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.

School Performance and Improvement

North and Gungahlin Network

Neville Bonner Primary

Melissa-Louise Brough: 843-25733

From: Classroom Teacher \$68,022 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 38469) (Gazetted 20 March 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.

School Performance and Improvement

North and Gungahlin Network

Neville Bonner Primary

Dionne Bryant: 848-96771

From: Classroom Teacher \$68,022 - \$101,821

Education Directorate

To: †School Leader C \$117,515

Education, Canberra (PN. 42679) (Gazetted 20 March 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.

School Performance and Improvement

South/Weston

Curtin Primary School

Clare Louise Farr: 848-96931

From: Classroom Teacher \$68,022 - \$101,821

Education Directorate

To: †School Leader C \$117,515

Education, Canberra (PN. 41702) (Gazetted 19 March 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.

Business Services

People and Performance

HR Strategy

Lowri Grice: 827-45451

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

Chief Minister, Treasury and Economic Development

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

Education, Canberra (PN. 43977) (Gazetted 24 May 2019)

School Performance and Improvement

South/Weston

Curtin Primary School

Leslee Ann Roberts: 824-60958

From: Classroom Teacher \$68,022 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 12841) (Gazetted 19 March 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.

School Performance and Improvement

North and Gungahlin Network

Neville Bonner Primary

Belinda Sapteski: 835-29291

From: Classroom Teacher \$68,022 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 38470) (Gazetted 20 March 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.

School Performance and Improvement

North and Gungahlin Network

Neville Bonner Primary

Sascha Margaret Steinbeck: 785-52251

From: Classroom Teacher \$68,022 - \$101,821

Education Directorate

To: †School Leader C \$117,515

Education, Canberra (PN. 30933) (Gazetted 20 March 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Planning Delivery

Merit Assessment

Tara Michael: 835-70198

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15092) (Gazetted 6 May 2019)

Justice and Community Safety

ACT Corrective Services

Community Based Corrections

Post Release Community Corrections and Parole

Alexandra Boer: 836-05207

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 35177) (Gazetted 7 June 2018)

Public Trustee and Guardian

Office Services Unit

Penelope Parker: 836-02946

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. 43920) (Gazetted 3 June 2019)

Transport Canberra and City Services

City Services

Roads ACT

Road Maintenance/Program Delivery

Niklas Gansel: 858-54266

From: Infrastructure Officer 3 \$106,288 - \$116,675

Transport Canberra and City Services

To: †Infrastructure Officer 4 \$125,969 - \$143,118

Transport Canberra and City Services, Canberra (PN. 46686) (Gazetted 24 June 2019)

Canberra Health Services

Canberra Hospital and Health Services

Caitlyn Clitheroe: 856-73529

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17240) (Gazetted 6 June 2019)

Canberra Hospital and Health Services

Shannon Dougan: 840-49724

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 44338) (Gazetted 7 June 2019)

Clinical Services

Lina Guo: 836-08774

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 16407) (Gazetted 6 December 2018)

Vanessa Long: 857-93387

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 25029) (Gazetted 18 June 2019)

Canberra Hospital and Health Services

Martin Peffer: 853-81171

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 44330) (Gazetted 20 June 2019)

Clinical Services

Alicia Spacek: 827-25629

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 33203) (Gazetted 20 August 2018)

Elise Taylor: 817-45943

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22691) (Gazetted 18 June 2019)

Katherine Wakefield: 771-93517

From: Registered Nurse Level 4.3 \$137,840

Canberra Health Services

To: †Registered Nurse Level 5.5 \$164,734

Canberra Health Services, Canberra (PN. 29502)

Sarah Watson: 827-25645

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22708) (Gazetted 18 July 2019)

Canberra Hospital and Health Service

Christine Whittall: 836-54420

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

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146
Canberra Health Services, Canberra (PN. 23879) (Gazetted 7 June 2019)

ACT Health

Corporate Services

Corporate and Governance

Commissioning

Megan Crombie: 835-96064

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

ACT Health

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

ACT Health, Canberra (PN. 44156) (Gazetted 30 May 2019)

Corporate Services

Commissioning and Performance

Performance Reporting and Data Administration

Lei Huang: 858-59542

From: Graduate Administrative Assistant \$70,359 - \$72,515

ACT Health

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

ACT Health, Canberra (PN. 34177) (Gazetted 12 June 2019)

Corporate Services

Digital Solutions

Technology Operations

Layla Tabaja: 827-29013

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

ACT Health

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

ACT Health, Canberra (PN. 44336) (Gazetted 13 June 2019)

Health Systems, Policy and Research

Health System Planning and Evaluation

System Innovation Group

Megan Wall: 762-81283

From: Registered Nurse Level 4.3 \$137,840

Canberra Health Services

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

ACT Health, Canberra (PN. 27320) (Gazetted 6 June 2019)

Health Systems Policy and Research

Preventative and Population Health

Health Improvement Branch Support

Lauren Pavic: 741-18781

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

ACT Health

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

ACT Health, Canberra (PN: 35876) (Gazetted 30 May 2019)