



ACT Government Gazette

Gazetted Notices for the week beginning 27 February 2020

VACANCIES

Calvary Health Care ACT (Public)

Support Services

Wards Person

Health Professional 3 - 4 \$51,762 - \$55,489, Canberra (PN: Expected)

Gazetted: 27 February 2020

Closing Date: 1 March 2020

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

<https://calvarycareers.mercury.com.au> Contact Officer: Leanne Done 02 6264 7080 Leanne.Done@calvary-act.com.au

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

Geriatric Rapid Acute Care Evaluation 'GRACE'

GRACE unit

Clinical Manager

Registered Nurse \$108,237.00, Canberra (PN: expected)

Gazetted: 03 March 2020

Closing Date: 17 March 2020

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

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

Reference Number: 11744

Contact Officer: Rowena Hogan 02 6201 6676 Rowena.Hogan@calvary-act.com.au

Applications can be forwarded to: <https://calvarycareers.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

Education Services

CIT Yurauna

Pathways Teacher

Teacher Level 1 \$75,442 - \$100,661, Canberra (PN: 19130)

Gazetted: 03 March 2020

Closing Date: 17 March 2020

Details: Canberra Institute of Technology (CIT) Yurauna is seeking an experienced Pathways Teacher to join our team. Are you passionate, innovative, and engaging? Would you like to work in a culturally safe environment with youth to inspire and nourish their thirst for learning to achieve their goals? CIT provides career and further education choices to its learners through the provision of education and training services. The Institute also collaborates with Industry and enterprises to meet the skills development needs of a dynamic growing economy.

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: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021 all employees at Teacher Level 1 are required to have relevant industry experience and vocational qualifications equal to that being taught such as: Certificate IV in Visual Arts or Certificate IV Child Care or equivalent or as specified in the applicable training package or accredited curriculum specifications.

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.

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

Desirable: Current Driver's Licence

Note: This is a temporary position available from 28 April 2020 until 23 September 2020.

How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should be written in the form of a pitch, explaining how you have the Skills and Knowledge and Behavioural capabilities to perform the role, including your involvement with Aboriginal and Torres Strait Islander Communities ('what you will do and manage'). Convince us you are the right person for the job! *Applications should be submitted via the Apply Button now.*

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

Education Services

CIT Yurauna

Administrative Assistant

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 45636)

Gazetted: 03 March 2020

Closing Date: 17 March 2020

Details: Canberra Institute of Technology (CIT) Yurauna has a vacancy for a dynamic and energetic person to join our team and provide support to students and staff, alike. You will be a results-driven individual who is seeking a challenging role. You will provide support to Aboriginal and Torres Strait Islander students to meet organisational objectives in a complex, high pressure and highly confidential environment. You will have experience in balancing competing interests and demands as well as implementing strategies to achieve effective and efficient services and to meet project outcomes. CIT staff have two week Christmas shutdown and enjoy free parking.

Eligibility/Other Requirements:

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.

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

Desirable: Current Driver's Licence Qualifications in Business Administration would be highly regarded.

Note: This is a temporary position available immediately until 4 March 2021. This position is part-time at (22:03) hours per week and the full-time salary noted above will be pro-rata.

How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should be written in the form of a pitch, explaining how you have the Skills and Knowledge and Behavioural capabilities to perform the role, including your involvement with Aboriginal and Torres Strait Islander Communities ('what you will do and manage'). Convince us you are the right person for the job! *Applications should be submitted via the Apply Button now.*

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@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

Access Canberra

Licensing and Registrations

Innovation

Bot Wrangler

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46847)

Gazetted: 04 March 2020

Closing Date: 11 March 2020

Details: Do you enjoy following a project from start to finish, where you are able to design, develop, implement, review and maintain a solution? Are you technologically minded with an eye for coding? Do you have an interest in being part of the forefront of Access Canberra's digital strategy? If you think you have what it takes to drive technological innovation, then this is the role for you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 30 June 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position operated under activity-based working (ABW) in 2020 arrangements. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: Your application will be assessed against the Selection Criteria of Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applicants are asked to submit a pitch, using examples, demonstrating the ability, ingenuity, experience and qualifications they would bring to the role. Please limit your response to no more than one page. The selection process for this role may require you to perform a practical demonstration of your ability in using automation software.

Applicants are also required to submit a curriculum vitae and contact details of at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Luke Madden (02) 6205 9619 luke.madden@act.gov.au

Shared Services

Customer Engagement Services Branch

Education ICT

Education ICT Support Officer

Information Technology Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 36863)

Gazetted: 03 March 2020

Closing Date: 17 March 2020

Details: Your day will consist of acting as the intermediary between the Education Directorate, Shared Services technical teams, project teams and vendors regarding, purchasing, licensing, packaging, testing, upgrading and compatibility of software applications requested by the Education Directorate, Central office and ACT Public Schools. If this sounds like the job for you, the Customer Engagement Services Branch is seeking a highly motivated, suitably experienced person to support Information and Communication Technology (ICT) initiatives and provide advice on ICT Software and licensing related matters to the Education Directorate. The successful applicant will work in conjunction with technical, operational and service areas of Shared Services in coordinating the Software Contract and Licensing management, including negotiation with vendors and clients and assisting with and following up procurement processes and software packaging requests for the Education Directorate and ACT public Schools. You will be required to provide Software and Licensing support services to the Education Directorate relating to the use of information and communication technologies, including policy implementation, software, network access services, business requirements and advice on procedural matters. The successful applicant will provide advice on current and future directions in the use of information and communication technologies including understanding and disseminating the

business needs of clients, promoting the use of contracted products and services and assisting clients to find suitable business solutions. You will work autonomously and within a busy team environment a proven ability to manage priorities and personal workload is essential. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Knowledge of the ITIL framework would be highly advantageous. Knowledge of, or the proven ability to quickly acquire knowledge in the use of the ITSM tool (Service Now) or equivalent and access management tools. Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties, responsibilities and capabilities listed in the Position Description. Please submit the following: A three page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, and Behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and contact details of at least two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Jennifer Cashmore (02) 6207 6615 jennifer.cashmore@act.gov.au

Access Canberra

Compliance and Enforcement Reform Program

Research and Data Analyst

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46808)

Gazetted: 02 March 2020

Closing Date: 23 March 2020

Details: We are seeking a driven, capable and analytical individual to support WorkSafe ACT as it becomes an intelligence led Regulator.

Your skills will allow evidence-based decisions and identification of strategic priorities as your analysis and reporting also supports the day to day operations of WorkSafe.

The Research and Data Analyst will be expected to be aware of best practice data analysis methodologies, frameworks, and approaches; and possess or have the capacity to develop an understanding of relevant legislative requirements and the impact of noncompliance. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

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

How to Apply: Please provide a two-page pitch demonstrating your experience and suitability to perform the role. Your pitch should include relevant examples that demonstrates the Selection Criteria set out in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Lucas (02) 6207 2051 julie.lucas@act.gov.au

Access Canberra

Office of the Deputy Director-General

Executive Assistant

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 46798)

Gazetted: 02 March 2020

Closing Date: 16 March 2020

Details: Access Canberra is seeking an Executive Assistant to join the Fellowship of the Ring (Office of the Deputy Director- General). Life is never boring travelling the road with the Head of Access Canberra and Executive Group Manager. Your role within the Fellowship is of vital importance, ensuring they are well armed through efficient and effective administrative support for the varied quests they undertake daily. Like Aragorn, Legolas and Gimli you will need your wits about you and be able to work under pressure whilst remaining calm if a hoard of Orcs come knocking on your door. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If you're ready to leave the Shire and are keen for your next unexpected journey, send us a one-page pitch outlining why you are the perfect person for the role. Please also include a copy of your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Bailey 0405 325 005 kim.p.bailey@act.gov.au

Shared Services

Shared Services ICT

Technology Services Branch

Executive Assistant to the Chief Technology Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 24719)

Gazetted: 02 March 2020

Closing Date: 16 March 2020

Details: Are you a natural administrator, organised, self-motivated and have great attention-to-detail? Do you have an interest in technology and do you have a 'can-do attitude'? Then this opportunity is for you!

The Chief Technology Officer, Shared Services ICT is seeking an enthusiastic and highly organised person for the role of Executive Assistant to provide professional administrative support. Responsibilities of the position include: diary management, co-ordination of correspondence and briefs, consolidation of responses for internal and external reporting, and maintaining efficient and effective office systems.

The position requires commitment to quality customer service, a high level of attention-to-detail, and the ability to exercise sound judgement, flexibility, tact and discretion. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If this sounds like you please submit a two-page "pitch" detailing how you are the right person for this opportunity. Use examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities and Experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Ashlee Hall (02) 6207 8107 ashlee.hall@act.gov.au

Access Canberra

Licences and Registration

Infringement Office

Client Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 10837, Several)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

Details: The Transport Licensing, Registration and Infringement Review teams are looking for enthusiastic, highly motivated and suitable individuals to fill multiple Administrative Officer positions. The successful applicant will provide quality customer service and information over the phone and in writing. To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities. You will also possess the ability to manage the resolution of difficult or complex enquiries and complaints with tact and discretion; and escalate matters as necessary 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: These are temporary positions available for a period of six months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 one page statement addressing the Selection Criteria along with a copy of your curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Jessica Riesen (02) 6205 2935 jessica.riesen@act.gov.au

Shared Services

Strategic HR and Corporate

Accommodation, Facilities and Fleet

Accommodation, Facilitates and Fleet Assistant

Administrative Services Officer Class 2 \$56,689 - \$62,598, Canberra (PN: 09665)

Gazetted: 02 March 2020

Closing Date: 4 March 2020

Details: Shared Services is looking to fill the role of Accommodation, Facilitates and Fleet Assistant. We are looking for a self-starter who is able to work independently and efficiently. Duties of this role include: Ensuring the smooth running of Shared Services mail and parcel delivery (tracking, sorting, receiving and internal delivery of mail). Organisation of waste and recycling collections, kitchen and tea point responsibilities, ensure the operational organisation of resource rooms and the removal of recycling where necessary. Undertaking various fleet duties regarding the overview of Shared Services Fleet Vehicles including cleaning, management of the Electronic Booking System, monitoring of the scheduled maintenance program and the management of the ACTION/MyWay pool cards. Capability to carry out manual handling practices (for example: furniture, boxes and full paper recycling bins). Other office tasks dealing with WHS assessments, employee engagement and other office tasks. This position does not involve direct supervision of staff. Undertaking various accommodation functions, such as (but not limited to): Ensuring meeting rooms are tidy, set up and organised, aiding with relocation of workstations and office equipment for the employees when required. Front of house reception duties: and Photocopying, filing, coding and collating of files. 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: Must have a valid drivers' licence

Note: This is a temporary position available from 14 March until 11 September 2020 with possible extension up to 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: If this sounds like you, please submit a one-page pitch, outlining your suitability for the role that references your experience and how this is applicable to this role. An up to date curriculum vitae and references must be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Buster Parker (02) 6205 7051 buster.parker@act.gov.au

Economic and Financial Group

Insurance

Director Data Analytics and Reporting

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 33803)

Gazetted: 02 March 2020

Closing Date: 16 March 2020

Details: The Economic and Financial Group is seeking an enthusiastic Director to join its Insurance Branch. The Insurance Branch provides policy advice to Government on insurance matters, including legislative reform. It is responsible for the regulation and administration of the new Motor Accident Injuries (MAI) Scheme and the Lifetime Care and Support Scheme. It is also responsible for the continuing obligations under the ceased ACT Compulsory Third Party (CTP) Insurance Scheme until all remaining claims are finalised. This is an exciting opportunity to play an important role in the post implementation phase of the MAI Scheme, a significant community reform project. This position will be involved in a number of key elements of the regulator's functions including managing the ICT claims data system and undertaking complex data analysis and reporting. No insurance experience is required. If you are enthusiastic and willing to learn and have well developed skills in policy implementation, developing datasets and undertaking analytics, written and oral communication, then you are encouraged to apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: The application must include a written response to the required Professional/Technical Skills and Behavioural Capabilities outlined in the Position Description. A current curriculum vitae must also be attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Anand (02) 6207 0299 anne.anand@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

Shared Services ICT Manager for the Justice and Community Safety Directorate

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 00763)

Gazetted: 02 March 2020

Closing Date: 18 March 2020

Details: Are you a master negotiator and able to wear multiple hats to facilitate business outcomes in a complex ICT environment? Is excellent customer service skills on your list of natural talents? This may be the role for you! An exciting opportunity exists for a skilled people manager with experience (or keen interest) in ICT. The role is a great mix of providing high level strategic advice as well as management support services to Shared Services and our partners in ACT Government Directorates. For this leadership position we are looking for someone who demonstrates initiative, sound judgement and has a proven record in delivering successful programs of work. Further, this busy and exciting role needs someone with exceptional liaison, influencing and negotiation skills to master being the go-between for the Directorate, Shared Services ICT, Vendors and Internal and External Stakeholders. Up for the challenge? You will oversee a supportive, diverse and committed staff that make up the teams responsible for the day to day operational outcomes. Please don't be

backwards in coming forwards. Touch base with the contact officer for more information and put your hat in the ring. Apply by following the online instructions.

Eligibility/Other Requirements: Knowledge of Information Technology Infrastructure Library (ITIL) framework would be highly advantageous. An ACT Government CMTEDD Baseline clearance is required for this position.

Note: This is a temporary position available from 1 July 2020 up until the 30 June 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: To apply you will need to provide three things: 1) A written response of no more than three pages 2) Contact details for at least two referees 3) A current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties outlined in the attached Position Description. Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability, experience and what you can bring to the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alana Lundy (02) 6207 7778 alana.lundy@act.gov.au

Shared Services ICT

Strategic Business

Portfolio Governance

Director Change and Communication

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 00418)

Gazetted: 02 March 2020

Closing Date: 18 March 2020

Details: Shared Services ICT's Strategic Business Branch is seeking a motivated Change and Communication Director to lead a growing team. The successful candidate will manage the team responsible for providing a change and communications capability (to support the delivery of ICT programs and projects), and coordinating and driving Branch communications and engagement activities.

The successful candidate will:

Develop and implement strategies for organisational change and work closely with senior leaders to develop and deliver targeted change, engagement and communication collateral and activities.

Lead, motivate and coach team members, to establish priorities and manage competing deadlines for self and others. Possess advanced conceptual, analytical skills and professional problem-solving skills, with the ability to understand how issues integrate and probe for further information.

Provide advice that is impartial, evidence-based, and objective and shows an alignment with the strategic direction set by the organisation. Establish and maintain effective and diverse strategic business partnerships, including with executive stakeholders; through collaboration, engagement, responsiveness and influence.

Apply their well-developed persuasive and negotiation skills, utilising exceptional written and verbal communication ability to engage with others. This role is the equivalent of EL2 in the Australian Public Service. Permanent Australian Public Service employees can transfer leave to the ACT Government upon permanent employment. 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: An in-depth knowledge of Change Management and Strategic Communications specialists is essential, and a tertiary qualification in a related field is highly desirable.

Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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

How to Apply: Applications should include a supporting statement of no more than two pages outlining your qualifications and experience against the required capabilities of the role as set out in the Position Description. Please also provide a copy of your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josh Martin (02) 6207 9006 josh.martin@act.gov.au

Shared Services ICT

Customer Engagement Services

Education ICT, Business Applications

Director Education Business Applications

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 05163)

Gazetted: 27 February 2020

Closing Date: 12 March 2020

Details: Do you have strong working knowledge of SQL Server, SharePoint and interactive websites? Can you work effectively with senior stakeholders and lead a team to provide high level customer service within an ITIL framework? Education ICT are seeking an energetic, results-driven person to fill the temporary position of Director Education Business Applications. The successful applicant will provide strategic advice on Information and Communication technology within a fast-paced Information Technology Infrastructure Library (ITIL) environment. The role will manage second level support and lifecycle management of the Education Directorate's Corporate Business Systems. This will require liaison and negotiation with relevant stakeholders, including external vendors to ensure delivery of service that align with Directorate, SSICT and ACT Government strategy.

Eligibility/Other Requirements: Current Baseline security clearance or the ability to obtain and hold a baseline security clearance is mandatory.

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

How to Apply: If you are interested in the position, you should review the Position Description for details about the role and associated responsibilities and provide: curriculum vitae, including the contact details of at least two referees; and a three page personal pitch, providing examples of your achievements and how they relates to this positions and its requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Rucroft (02) 6205 8473 daniel.rucroft@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Corporate Governance

Assistant Director, Quality Assurance

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46705)

Gazetted: 03 March 2020

Closing Date: 15 March 2020

Details: ACT Property Group is seeking a leader in its quality management and work health and safety team. We are looking for someone who will draft policies, review, update and maintain our quality system and assist our staff to identify and manage risks. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the Corporate Governance team implementing the new arrangements and ensuring improved delivery of services to customers and stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant qualifications, extensive experience and/or training in Quality Management Systems are highly desirable. A current driver's licence and experience in a construction or property management environment is desirable.

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. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit the following: 1. A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. 2. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and 3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark DaSilva (02) 6207 2832 mark.dasilva@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Utilities Technical Regulation (Light Rail Regulatory Unit)

Senior Regulatory Project Officer (Light Rail Regulation)

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46792)

Gazetted: 28 February 2020

Closing Date: 13 March 2020

Details: Utilities Technical Regulation (UTR) supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. You will apply your existing regulatory, project and/or policy experience to develop regulatory settings and shape the operational policy that will ensure the next stage of light rail is built in accordance with regulatory requirements. You will achieve this using your highly developed communication skills, including the ability to develop a range of high-quality written documentation, including strategic documentations, legal instruments and a range of briefings including annual compliance reports and Cabinet submissions.

Eligibility/Other Requirements: Tertiary qualifications in a demonstrably relevant field would be highly desirable.

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

How to Apply: Please submit a two page pitch, outlining your suitability for the role that references your experience and how this is applicable to this role. An up to date curriculum vitae and references must be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Grice (02) 6205 3078 simon.grice@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

Children Youth and Families

Child and Youth Protection Services

Operational Support Team Leader

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 10385)

Gazetted: 03 March 2020

Closing Date: 12 March 2020

Details: The ASO5 Team Leader role is focussed on supporting Child and Youth Protection Services (CYPS) to deliver the best possible life outcomes for children and young people through the efficient administration of one of the Operational Support Teams and through the effective management of the staff within that team. The Team Leader will provide service delivery through the management of one of the following teams and their associated responsibilities:

Workforce Support Team: Supporting recruitment and selection processes; new starter on-boarding and induction processes; facilities matters; staff monitoring and business continuity.

Finance Team: Processing and managing invoices, expenses, vouchers and petty cash; fleet and stationary management.

Transport and Supervision Team: Arranging transport for CYPS clients; recording and collecting data; and report management.

Eligibility/Other Requirements:

Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems.

Current driver's licence.

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

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

Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Larissa Sellars (02) 6207 6643 larissa.sellars@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Senior Practitioner

Child and Youth Protection Professional Level 4 \$112,542 - \$120,754, Canberra (PN: 14049)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

Details: The Child and Youth Protection Professional 4 (CYPP4) Senior Practitioner position at Melaleuca Place requires an experienced clinician in the field of trauma-targeted assessment and evidence-based interventions. The CYPP4 Senior Practitioner is responsible for driving excellence in service delivery through a range of strategies, including trauma-targeted interventions, collaborating with and advising clinicians, therapeutic assessors and case managers on trauma-informed care, providing expert advice and leadership through consults and training with internal and external partners, and providing clinical supervision to psychologists and other allied health professionals on complex cases when requested. The Senior Practitioner will act as an advisor to panels and provide assessment and therapy for a caseload of children at Melaleuca Place.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years' experience in human services fields. Current driver's licence. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Applicants are to address and provide a written response to the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Angela Curcio (02) 6207 7432 cypsrecruitment@act.gov.au

Corporate Services

People Management

Training Systems

Assistant Director

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 07813)

Gazetted: 27 February 2020

Closing Date: 12 March 2020

Details: The Community Services Directorate are seeking an innovative and passionate person to lead the Training Systems team. The Training Systems team develops and manages the design, coordination and delivery of various types of e-Learning formats including video/motion graphics and web-based tutorials, virtual and augmented reality, webinars, mobile learning and micro learning. The team also performs some adhoc media responsibilities for the Directorate. Under the direction of the Executive Branch Manager, People Management, the Assistant Director, Training Systems will lead the team to deliver online workplace learning and development programs as well as overseeing the collection of data related to learning and development of policies and reports. Currently, one of the focuses of the team is the development and implementation of virtual and augmented reality training packages, so demonstrated experience in this area will be an advantage.

Eligibility/Other Requirements: Desirable, but not essential, qualifications and experience: Tertiary qualifications in adult education. Qualifications in leadership or management. Experience using e-Learning and virtual reality authoring software such as Articulate 360, Adobe Creative Suite and CenarioVR.

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

How to Apply: Please submit a two page Expression of Interest addressing the Selection Criteria along with you curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Cultural Facilities Corporation

Canberra Museum and Gallery

Curator, Social History

Professional Officer Class 1 \$69,125 - \$83,888, Canberra (PN: 13973)

Gazetted: 27 February 2020

Closing Date: 6 March 2020

Details: Canberra Museum and Gallery (CMAG) is seeking an experienced curator to join our Social History team for a one-year fixed term contract FTE 0.8. We're looking for an enthusiastic museum professional with the skills to research and write about the history of the Canberra region and communicate that history through exhibitions and associated activities. You will be experienced in the planning and delivery of exhibitions and have a sound knowledge of collection management systems. An interest in, and understanding of Aboriginal and Torres Strait Islander peoples and their contribution to the history and cultural life of the ACT is desirable.

Note: This is a part time position at 4 days per week and the full-time salary noted above will be pro-rata. This is a temporary position for 12 months with the possibility of extension or permanency.

Eligibility/Other Requirements: A relevant Bachelor Degree (Australian Qualifications Framework Level 7) and a current Australian driver's licence are essential.

How to Apply: Applicants must submit a curriculum vitae and a written response to the Selection Criteria. *Applications should be submitted via the Apply Now button below.*
Contact Officer: Rowan Henderson (02) 6207 2182 rowan.henderson@act.gov.au.

Canberra Theatre Centre
Operations
Level 2 Technician,
Lighting
Technical Level 2 \$63,906, Canberra (PN: 3551A, several)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

Details: The Canberra Theatre Centre is looking for interested applicants to fill the technical departments Level 2 Lighting positions. The position requires the operation and maintenance of the Canberra Theatre Centres lighting systems. Applicants will need to have proven knowledge and experience in professional performing arts theatre venues. Duties require applicants to work night and weekend shifts on shows, lighting design, programming/operating lighting consoles and casual staff supervision. A strong understanding of common lighting consoles and CAD software are desirable.

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

How to Apply: Please provide a two-page pitch demonstrating your experience and suitability to perform the role and your curriculum vitae. Your pitch should include relevant examples that demonstrate the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Cutler (02) 6243 5736 rohan.cutler@act.gov.au

Canberra Theatre Centre
Operations
Level 2 Technician,
Mechanist
Technical Level 2 \$63,906, Canberra (PN: 3551B, several)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

Details: The Canberra Theatre Centre is looking for interested applicants to fill the technical departments Level 2 Mechanist position. The position requires the operation and maintenance of the Canberra Theatre Centres staging systems. Applicants will need to have proven knowledge and experience in professional performing arts environments. Duties require applicants to work night and weekend shifts on shows, maintenance of equipment and casual staff supervision. A strong understanding of manual fly systems, rigging or trade skills are desirable.

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

How to Apply: Please provide a two-page pitch demonstrating your experience and suitability to perform the role and your curriculum vitae. Your pitch should include relevant examples that demonstrate the Selection Criteria.

Contact Officer: Rohan Cutler 02 6243 5736 rohan.cutler@act.gov.au

Applications should be submitted via the Apply Now button below.

Canberra Theatre Centre
Operations
Level 2 Technician, Audio
Technical Level 2 \$63,906, Canberra (PN: 3566, several)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

The Canberra Theatre Centre is looking for interested applicants to fill the technical departments Level 2 Audio position. The position requires the operation of the Audio, Audio Visual and Access services. Applicants will need to have proven knowledge and experience in professional performing arts environments. Duties

require applicants to work night and weekend shifts on shows, maintenance of equipment and casual staff supervision. A strong understanding of dandb products along with other common touring audio systems are desirable. 1 year temporary contract with the possibility of extension or permanency. Note: Please provide a two-page pitch demonstrating your experience and suitability to perform the role and your CV. Your pitch should include relevant examples that demonstrate the Selection Criteria Contact Officer: Rohan Cutler 02 6243 5736 rohan.cutler@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@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

Business Services

People and Performance

Senior Data Analytics Advisor

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 36790)

Gazetted: 03 March 2020

Closing Date: 17 March 2020

Details: Do you like numbers, can you make data tell a story, well this is the job for you! The Senior Data Analytics Advisor will support the delivery of data and reporting to support the HR Strategy and Data team, the People and Performance branch and the Directorate. The Senior Data Analytics Advisor will be responsible for workforce reporting, data analysis, as well as support strategic workforce data initiatives such as Workforce Planning. There will be variety in your role as you will be responsible for regular reporting requirements as well as a myriad of ad-hoc requests. Analytical, flexible and efficient is what best describes our suitable candidate. You will be supported with development and opportunities for career growth including the opportunity to contribute to change initiatives to improve data and reporting outcomes. You will be mentored in your role, have exposure to Power BI dashboards and access to free parking. The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

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

How to Apply: Applicants should address the Professional and Technical Skills, Knowledge and the Behavioural Capabilities required, located in the Position Description, in a two page pitch. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alec Forbes (02) 6207 7967 alec.forbes@act.gov.au

System, Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Education and Care Quality Assurance Officer

Professional Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 26005)

Gazetted: 04 March 2020

Closing Date: 25 March 2020

Details: Are you a qualified and experienced early childhood professional looking for an exciting opportunity to expand your knowledge and further your career? Are you committed to continuous quality improvement in the education and care sector and have a thorough understanding of the National Quality Framework? Do you have exceptional interpersonal skills, high level written skills and well-developed time management

capabilities? If so, Children's Education and Care Assurance (CECA) currently has a temporary 12 month vacancy available for an Education and Care Quality Assurance Officer to assess quality in a range of education and care services against the National Quality Standard under the *Education and Care Services National Law (ACT) Act 2011*. You will also work in partnership with education and care providers to support the delivery of quality programs for children and their families. CECA is a team within the Early Childhood Policy and Regulation (ECPR) branch of the ACT Education Directorate. The Quality Assurance team sits within CECA and is staffed by qualified early childhood professionals with experience across Government and non-Government education and care services.

Eligibility/Other Requirements: Qualifications in early childhood education and care are required. Related qualifications may be considered. The successful applicant will be required to undertake a three day Authorised Officer Training program delivered by ACECQA. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available for a period of twelve 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: Applicants should submit a two page response which outlines Skills and Experience relevant to the Selection Criteria. Applicants should submit a current curriculum vitae and the names and contact details of two referees. Interested applicants are encouraged to contact the contact officer prior to submitting an application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Sullivan (02) 6207 1093 sue.sullivan@ed.act.edu.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Disability Education Administrative Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 14545, several)

Gazetted: 02 March 2020

Closing Date: 10 March 2020

Details: Disability Education Administrative Officers are responsible for undertaking all administrative processes related to Disability Education programs in ACT public schools. Under general direction you will co-ordinate placement, resourcing and appraisal processes and communicate with education professionals, allied health professionals and families about programs and application processes. You will also provide administrative support to senior officers within the team.

Eligibility/Other Requirements:

Highly desirable: Understanding of the Disability Standards for Education, and the range of disability support programs offered within ACT Public Schools. Previous experience working in ACT public schools or ACT Government.

Note: These are temporary positions available immediately until 5 October 2020 with the possibility of permanency. The panel will consider applications for both full time hours and 0.8FTE. Please specify your preference in your application. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rosslyn Macafee (02) 6205 4633 rosslyn.macafee@act.gov.au

School Performance and Improvement

Belconnen Network

UC Senior Secondary College Lake Ginninderra

Finance Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 22740)

Gazetted: 27 February 2020

Closing Date: 12 March 2020

Details: UC Senior Secondary College Lake Ginninderra is seeking a highly motivated Finance Officer.

The successful applicant will maintain the College's financial systems using the MAZE and SAS packages, providing financial advice where required.

The successful applicant will also assist in the preparation of budgets, prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: 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.

Current First Aid Certificate. Highly Desirable: Qualifications in Business Administration or Accounting, or equivalent experience. Relevant Knowledge: A working knowledge of MAZE and SAS/Sentral management systems Knowledge of office practices and procedures.

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

How to Apply: Please submit your response of no more than two pages and no less than 11pt font addressing the Selection Criteria, together with your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Gasteen (02) 6142 0222 claire.gasteen@ed.act.edu.au

Business Services

People and Performance

HR Operations and Recruitment

HR Recruitment and Operations, HR Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 16298, Several)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

Details: The Human Resources (HR) Operations Section sits within People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing and retaining a skilled and high performing workforce. The Section provides advice and operational support about staff recruitment and deployment, establishment management, resource allocations, recruitment and movement of staff and conditions of service and staff entitlements.

In accordance with Directorate policies the applicants would expect to:

Contribute to the effectiveness and efficiency of the HR Operations team in providing a range of human resource services. Interpret legislation and make decisions or recommendations regarding conditions of service, within delegated powers. Respond to enquiries, provide advice and make decisions and/or recommendations regarding conditions of employment and related processes. Prepare correspondence, including offers of employment, casual relief registration and general advice. To be successful in this role you would need to display the following skills:

Sound knowledge of and experience in the interpretation and application of relevant legislation, policy and guidelines applying to the provision of human resource services, recruitment, selection and placement, conditions of employment, salary and other entitlements. Strong organisational skills with demonstrated capability to organise, manage workflow and determine priorities within a demanding team environment, including the ability to provide excellent customer service. Effective oral and written communication skills, including the ability to provide sound practical advice to staff at all levels and provide training to staff, including on the job training.

Ability to use a variety of computer applications including the full Microsoft Office suite and various automated Human Resource Management Systems.

Note: There are two vacant positions available, a permanent position and a temporary position for a period of 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. How to Apply: Applicants are asked to submit a two-page pitch addressing the duties and responsibilities set out in the Position Description and a copy of their curriculum vitae including details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Bec Nicholls (02) 6207 2616 bec.nicholls@act.gov.au

School Performance and Improvement

South and Weston Network

Hughes Primary School

Building Services Officer

Building Service Officer 3 \$68,667 - \$72,560, Canberra (PN: 35041)

Gazetted: 03 March 2020

Closing Date: 17 March 2020

Details: Hughes Primary School is a P-6 primary school with a student population of 470 students situated in the south Canberra suburb of Hughes. The school also includes an IEC (Introductory English Centre) with students from over 15 different countries. The successful applicant will need to display strong communication skills and the ability to interact professionally with all stakeholders including students, staff, community members and contractors. Hughes Primary School prides itself on its strong community relationship and sees high level interpersonal skills, and verbal and written communication skills, as essential in this position. We are seeking a highly motivated individual to fulfil the part-time role of Building Services Officer. The successful applicant will demonstrate initiative, the ability to prioritise tasks and problem solve with minimal supervision, to ensure deadlines are met and the school buildings and grounds are well maintained and cared for with regard to safety and security. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior to commencement. For further information refer to: Access Canberra. A pre-employment medical clearance is required prior to commencement. Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps. Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate.

Note: This is a part-time position at 20 hours per week (50%) Week 1 : Monday to Wednesday. Week 2: Tuesday and Wednesday (five day fortnight) and the full-time salary noted above will be paid pro rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a written response and a curriculum vitae as a minimum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gaye Broad (02) 6142 0730 gaye.broad@ed.act.edu.au

Office for Schools

Tuggeranong Network

Wanniassa P-10

Youth Support Worker

School Assistant 4 \$65,487 - \$70,910, Canberra (PN: 31060)

Gazetted: 02 March 2020

Closing Date: 9 March 2020

Details: Wanniassa School is seeking a motivated Youth Worker to join our Student Wellbeing team on the Senior Campus (Years 7-10). The Youth Support Worker (YSW) will deliver programs and activities that

support students' physical and emotional needs, nurture student engagement and resilience and strengthen social development. The YSW will work collaboratively with school staff to provide targeted support for individual students and/or groups of students, including the school's breakfast club. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory: Certificate IV in Youth Work or Social Work qualifications.

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

Desirable: First Aid Certificate or a willingness to undertake appropriate training.

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

How to Apply: If you think you are the person we are looking for please provide your curriculum vitae and your response to the Selection Criteria.

Applications should be submitted via the Apply Button now.

Contact Officer: Joanna Lambert (02) 6142 1870 joanna.lambert@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Lyneham High School

Staffing Officer

School Assistant 4 \$65,487 - \$70,910, Canberra (PN:)

Gazetted: 04 March 2020

Closing Date: 18 March 2020

Details: Lyneham High School is seeking a highly motivated person to fill the role of Staffing Officer. The successful applicant will maintain the school's Relief Staffing System and will assist in the Front Office. They will possess excellent communication and customer service skills and proven ability to work within a busy work environment with competing demands. The successful applicant will be required to undertake administrative duties as necessary. 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: This position is required to work 2 days during stand down periods between school terms to undertake duties as directed. This will be subject to negotiation with the principal/business manager.

How to Apply: Apply to the Selection Criteria located in the Position Description with reference to the duty statement.

Applications should be submitted via the Apply Button now.

Contact Officer: Jane Herring (02) 6142 1173 jane.herring@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Hawker College

Information Technology and Audio Visual Assistant

School Assistant 3 \$54,617 - \$58,781, Canberra (PN: 46760)

Gazetted: 28 February 2020

Closing Date: 14 March 2020

Details: Hawker College is a public senior secondary school catering to year 11 and 12 students. The position supports staff and students through IT and Audio Visual technical assistance, working independently and as part of an administrative team in collaboration with an ITO2 and under the supervision of the school Business and Facilities manager. The ACT Public Service supports workforce diversity and is committed to creating an

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

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

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable: Certificate III or equivalent e.g. Information, Digital Media and Technology, Live Production, Technical Production, Electrical Test and Tag qualification. Current driver's licence.

Note: This is a temporary position available from 27 April 2020 until 25 January 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your response of no more than 350 words per Criteria, together with your curriculum vitae and names of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndall Henman (02) 6142 0355 lyndall.henman@ed.act.edu.au

**School Performance and Improvement
North Canberra and Gungahlin Network**

Margaret Hendry School

Learning Support Assistant

School Assistant 2/3 \$48,205 - \$58,781, Canberra (PN: 41347)

Gazetted: 02 March 2020

Closing Date: 23 March 2020

Details: Margaret Hendry School is a learning community for children aged 4 – 12 years in the ACT. Children are empowered to make decisions about their learning, independently track their progression against the outcomes of the Australian Curriculum and follow lines of inquiry based on passions and interests. We are currently seeking dynamic and responsive educators with demonstrated experience working alongside children to support them to meet their individual learning goals. We are looking for people with diverse skills and talents to support children's developing passions and interests. The successful applicants will demonstrate an ability to establish learning environments that support independent and collaborative inquiry through play-based learning. Educators will work alongside learning coaches to implement learning design for children in multi-age/multistage learning neighbourhoods. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If you think you are the person we are looking for please provide your curriculum vitae and your response to the Selection Criteria

Applications should be submitted via the Apply Button now.

Contact Officer: Kirralee Larkin (02) 6142 2800 kirralee.larkin@ed.act.edu.au

School Performance and Improvement Division

Belconnen

Macgregor Primary School

School Leader Principal

School Leader A 2 \$176,028, Canberra (PN: 02761)

Gazetted: 03 March 2020

Closing Date: 17 March 2020

Details: The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Macgregor Primary School. The new Principal will need to manage the school's resources to ensure the needs of all students are met in a timely way. Situated in the West Belconnen region of Canberra and at the heart of an expanding suburb, Macgregor Primary School includes a preschool campus

for four-year olds and a primary campus for students aged between five and twelve. With a current enrolment of 599 students across the two campuses, the teachers work closely with families and the community to work together to achieve best outcomes for the students. Teachers work collaboratively at Macgregor Primary School to ensure a cohesive curriculum is delivered to all students. Team planning allows teachers to design and deliver quality programs that focus on literacy and numeracy across all key learning areas, and student progress is closely monitored at an individual class and school level. In 2020, the school will have three learning support groups and 28 mainstream classes. The school has a range of students with differing abilities and celebrates diversity. Contemporary classroom structures and an innovative professional learning community infrastructure provide the students and community with a contemporary and vibrant learning environment. Macgregor primary school embraces the Aboriginal and Torres Strait Islander perspective in the Australian Curriculum as a centre point of our curriculum focus ensuring that students are given the opportunity to gain a deeper appreciation and understanding of histories and cultures. The school has a strong Parents and Citizen's (P and C) Association that works in partnership with the school staff to provide opportunities for the students.

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

How to Apply: Interested applicants in leading this Canberra Public School should provide a curriculum vitae (two pages), a statement of claims based on the leadership capabilities outlined in the Position Description (maximum six pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kris Willis (02) 6205 3313 kris.willis@act.gov.au

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

School Performance and Improvement Division

School Improvement

Latham Primary School

Principal - School Leader

School Leader A 1 \$163,413, Canberra (PN: 01780)

Gazetted: 03 March 2020

Closing Date: 17 March 2020

Details: The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Latham Primary School. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. The new Principal will need to ensure the needs of all students are met in a timely way. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school to build the capabilities and effectiveness of the leadership and teaching teams. Latham Primary School focuses on the academic, physical, social and emotional development of students while maintaining high expectations for student's learning and interaction with others. Students have the opportunity to engage in a range of rich extra curricula events as well as their quality daily learning programs. A focus on student literacy and numeracy is an ongoing priority at Latham Primary School, with an emphasis on further consistency of beliefs and practices across the school. Latham Primary School is committed to continuing to strengthen existing and build new partnerships that are focused on maintain and deepening the school's community of learning.

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

How to Apply: Interested applicants in leading this Canberra Public School should provide a curriculum vitae (two pages), a statement of claims based on the leadership capabilities outlined in the Position Description (maximum six pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kris Willis (02) 6205 3313 kris.willis@act.gov.au

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

School Performance and Improvement

North Gungahlin

Gungahlin

School Leader C – Science, Certification and Staffing

School Leader C \$122,856, Canberra (PN: 43671)

Gazetted: 27 February 2020

Closing Date: 12 March 2020

Details: Gungahlin College is seeking an inspiring and innovative leader to join the leadership team. The role encompasses leading and managing the Science Faculty at the College, as well as co-leading and managing Certification and Staffing.

Job Description:

Proven implementation of effective instructional school leadership and leading learning in the Sciences Faculty. Sound knowledge of BSSS processes and procedures in relation to the Sciences curricular and assessment. Ability to co-lead College wide compliance with BSSS certification procedures and co-lead Human Resources/Staffing across the school

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 position will commence at the start of Semester 2, 2020

How to Apply: Applicants should submit an expression of interest comprising

Current curriculum vitae

Supporting statement (six pages max) with claims to be made against the leadership capabilities

Names and contact details of two referees

Applications should be submitted via the Apply Button now.

Contact Officer: Lisa Pluis (02) 6142 1000 lisa.pluis@ed.act.edu.au

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

School Performance and Improvement Division

Belconnen Network

Kingsford Smith School

Coaching and Engagement Executive

School Leader C \$122,856, Canberra (PN: 15915)

Gazetted: 27 February 2020

Closing Date: 12 March 2020

Details: Kingsford Smith School is a Preschool-10 school that operates as Professional Learning Community (PLC). The school is seeking a dynamic school leader with high level pedagogy and curriculum leadership skills. The successful applicant will: As a member of the executive team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan. Lead and manage the HUB Professional Learning Team. Provide Middle School staff with student engagement support with a focus on high levels of learning for all students, collaboration and results driven practice. Provide leadership of a School-Wide team.

Support student social and emotional learning within a Restorative Practices framework and a PBL approach. Undertake an appropriate teaching load and other duties as determined by the Principal.

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

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

How to Apply: All applicants are to provide a curriculum vitae and a response to the five leadership capabilities provided in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Greeney (02) 6142 1550 kate.greeney@ed.act.edu.au

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

School Performance and Improvement Division

School Improvement

School Operations

Manager

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 35164, several)

Gazetted: 27 February 2020

Closing Date: 11 March 2020

Details: An exciting opportunity for a Manager exists within School Improvement Groups, School Operations Team. The School Operations Team primary function is to provide advice and support to principals and schools across daily school operations for ACT's 88 public schools. This typically covers Education Directorate policy and procedures, student related appeals and internal redirection for more specific advice.

School Operations also provides co-ordinating support for: principal recruitment, incident management, the management of overseas travel requests and overseas excursions, financial management for the School Improvement Branch, Ministerial advice, communications and briefings, support for the Directors of School Improvement, and liaison/written communication with schools and other branches within the Education Support Office. This role would suit an experienced officer who is a strategic thinker and problem solver, has strong communication skills, good time management and an ability to analyse, synthesize and make informed judgements within a sensitive and complex environment. Within the School Operations Team, two days are rarely the same, an ability to work within tight deadlines and across competing priorities is a must. This fast-paced environment is supported by a small team of dedicated multi-disciplinary professionals who are committed to delivering the best outcomes for schools and the Education Support Office.

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

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

Note: There are two positions available, one permanent full time position and one temporary full time position for a period of 12 months with a possibility of extension.

How to Apply: Please submit your curriculum vitae, contact information for two referees and a statement of claims. Your statement of claims against the Selection Criteria should summarise how your Skills and Experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. Maximum of 250 word per Selection Criteria. Your two referees need to have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. Please be advised that you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Howard (02) 6205 0079 melinda.howard@act.gov.au

Environment, Planning and Sustainable Development

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

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

Climate Change and Sustainability

Executive Branch Manager, Policy

Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E824)

Gazetted: 27 February 2020

Closing Date: 12 March 2020

Details: Do you want to play a central role in shaping the ACT's world-leading climate change response? Do you have a track record of success in developing effective policies to meet complex challenges in a contentious environment? Can you lead a team of professionals in meeting a range of government objectives?

If so, we want you to head up our Policy Branch in the Climate Change and Sustainability Division. This position will lead a team of policy professionals in designing, monitoring and evaluating policies to meet the ACT's ambitious climate change targets, prepare the community for our changing climate and ensuring a sustainable and affordable energy supply in the Territory. You will work with key stakeholders in business and the community, and with other jurisdictions, to find solutions that meet these objectives while also supporting a growing economy and a just society. You will be comfortable playing a leading role in a contentious policy environment, and being a thought leader in effective policy solutions.

Remuneration: The position attracts a remuneration package ranging from \$221,815 to \$230,275 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

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

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

Applications should be submitted via the Apply Now button below.

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

Chief Operating Officer

Finance, Information and Assets

Digital Solutions

Assistant Director, Digital Solutions

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 41813)

Gazetted: 27 February 2020

Closing Date: 12 March 2020

Details: We are looking for a highly motivated individual to join the Digital Solutions Team within Environment Planning and Sustainable Development Directorate. The successful applicant will undertake and be responsible for a broad range of tasks and functions of Digital Solutions. Duties include analysis of existing IT systems, mapping and documenting legacy systems and interface between legacy and new systems.

Demonstrated system analytical skills and relevant ICT experience are essential, as is a commitment to improving Digital services. Also required are well-developed liaison, negotiation and collaboration skills.

Eligibility/Other Requirements: Experience as a system analyst and software developer would be highly advantageous.

Note: This is a temporary position available from 16 March 2020 until 15 September 2020. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements,

officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please review the Role for details about the primary responsibilities for the position. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the responsibilities listed in the Role. Please submit a two page pitch 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: Bala Radhakrishnan (02) 6207 6503 bala.radhakrishnan@act.gov.au

Business, Governance and Capability

Finance, Information and Assets

Business Support Services

Assistance Director, Corporate Services

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 43157)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

Details: The Business Services and Sustainability team is a small multi-skilled team which offers support to the Directorate with procurement and contract activities; fleet; sustainability; security; property and facilities management (including management of physical facilities, predominantly through ACT Property Group). Under general direction, undertake work as required to support the Senior Director, Business Services and Sustainability to manage the fleet portfolio and building emergency management, and broader functions of the Business Services and Sustainability team, on behalf of the Directorate.

Eligibility/Other Requirements: Relevant experience in the Public Sector at local, state or federal level.

Experience in the management of vehicle and equipment fleet. Experience in financial systems (eg. Oracle). A facilities management background and/or sound understanding of building emergency services are desirable. Current driver's licence.

Note: This position is available from 25 June 2020. 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 of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Boyd (02) 6207 0773 janet.boyd@act.gov.au

Justice and Community Safety

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

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

ACT Courts and Tribunal

Magistrates Court Registrar

Coroners

Coronial Family Liaison Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46502)

Gazetted: 04 March 2020

Closing Date: 1 April 2020

Details: The ACT Coroners Court is looking for a person to originate the role of Family Liaison Officer. The Family Liaison Officer will assist Coroners with investigations to provide additional support to families and witnesses, by being the initial interface and primary point of contact with the Court, during the coronial process. This includes delivering sensitive information on behalf of coroners and other stakeholders, helping families understand information contained within a coronial brief of evidence and providing support during court proceedings when needed. 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 a period of 18 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: In addition to your curriculum vitae, please prepare a pitch (of no more than two pages) setting out why you would be the preferred applicant for the role. Please also include with your application copies of any relevant qualifications or certificates you hold.

Applications should be submitted via the Apply Button now.

Contact Officer: Sarah Baker-Goldsmith (02) 6207 0598 sarah.baker-goldsmith@courts.act.gov.au

Legislation, Policy and Programs

Governance and Business Support

Executive Assistant

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 43766)

Gazetted: 27 February 2020

Closing Date: 12 March 2020

Details: Legislation, Policy and Programs are seeking applications for a highly organised and motivated Executive Assistant to join the Governance and Business Support team. The position is responsible for providing high-level administrative support to the Executive Group Manager and Executive Branch Managers, as well as branch and Directorate staff. This includes diary and mailbox management, directing incoming calls, providing secretariat support for committees and meetings, coordinating action items and preparing draft correspondence as required. The successful candidate will have excellent communication skills, show initiative, demonstrate flexibility in their approach, possess sound judgement in order to strategically manage competing priorities and have sound IT skills with the Microsoft suite and electronic records management system (TRIM/HP Content Manager). The role is part of a dynamic and dedicated team and offers an interesting variety of work with exposure to a wide range of policy areas and social programs.

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

How to Apply: Applicants should submit a two-three page pitch that outlines specific evidenced-based examples of your past experience to demonstrate your ability to undertake this role, together with a copy of your current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah McAfee (02) 6207 3750 sarah.mcafee@act.gov.au

Human Rights Commission

Victims of Crime Commission

Victim Support ACT

Aboriginal and Torres Strait Islander Victim Liaison Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 46171)

Gazetted: 27 February 2020

Closing Date: 19 March 2020

Details: Victim Support ACT is seeking a highly motivated and enthusiastic Aboriginal and Torres Strait Islander Victim Liaison Officer. The Aboriginal Victim Liaison Officer will play an integral role in: Facilitating access to the services of Victim Support ACT; Raising awareness in Aboriginal and Torres Strait Islander communities about the rights of victims of crime and services available; and Undertaking a range of administrative tasks to ensure the smooth operation of the Aboriginal and Torres Strait Islander Program. Aboriginal victim liaison officers work closely with team members across Victim Support ACT seeking to deliver relevant and culturally responsive services to Aboriginal and Torres Strait Islander victims of crime. 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: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Prior to

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

Note: 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: See the attached role description for further information regarding duties and responsibilities. Submit a 'pitch' of no more than two (2) pages which should indicate your capacity to perform the duties and responsibilities outlined in the Position Description and outline how your abilities, experience and qualifications make you the best person for this role. Please send your response along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Carol Benda (02) 6207 8908 carol.benda@act.gov.au

Public Trustee and Guardian

Wills, Estates and Trusts

Estate and Trust Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 42513)

Gazetted: 28 February 2020

Closing Date: 13 March 2020

Details: The Public Trustee and Guardian is an ACT independent statutory office that provides trustee, guardianship, financial management and estate administration services to the ACT community. We have a temporary vacancy for a motivated and organised person to work as an Administrative Service Officer 4, Estate and Trust Officer in our Wills, Estates and Trusts Unit. This is a busy unit delivering a range of services including Deceased Estate administration; preparation of Wills and Enduring Powers of Attorney, Trust administration and administration of Confiscated Criminal Assets. We also help to raise awareness in the community about the importance of having a valid and up-to-date Will and Enduring Power of Attorney. In this role, the successful applicant will, as part of a Trust Administration team, administer less complex trusts and deceased estates and will receive training to undertake these functions.

Eligibility/Other Requirements: Prior experience in Wills and estate administration is not a prerequisite to the position. Rather, if you can demonstrate a willingness to learn and meet the Behaviour Capabilities, Technical skills and Knowledge components outlined in the Position Description, then we encourage you to apply. Prior to commencing this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their Experience and Skills will enable them to undertake the role as outlined in the Position Overview, Knowledge and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Parker (02) 6207 9800 penelope.parker@act.gov.au

ACT Emergency Services Agency

Deputy Commissioner

Executive Level 2.3 \$307,053 - \$319,330 depending on current superannuation arrangements, Canberra (PN: E1136)

Gazetted: 04 March 2020

Closing Date: 18 March 2020

Applications are sought for the position of Deputy Commissioner, ACT Emergency Services Agency for temporary filling for a period not exceeding 9 months.

The role of Deputy Commissioner assists the ESA Commissioner in:
advising the Minister for Police and Emergency Services on the prevention, preparation for, response to and recovery from emergencies; and
provides strategic leadership of ESA enabling services in support of the efficient and effective operation of each of the emergency services. The Deputy Commissioner acts as the Commissioner as required under the *Emergencies Act 2004* in the absence of the Commissioner and has proven ability to provide high-level command and control for incidents.

Note: Capacity to obtain and maintain Australian Government Negative Vetting 1 national security clearance.

Remuneration: The remuneration package ranges from \$307,053 to \$319,330 depending on current superannuation arrangements. This includes a cash component of \$245,543.

How to Apply: Interested candidates should submit a two page application and current curriculum vitae (including details of two referees) via email to richard.glenn@act.gov.au by COB 18 March 2020.

Applications should be sent to the Contact Officer.

Contact Officer: Richard Glenn on (02) 6207 0501 or richard.glenn@act.gov.au

Legislation, Policy and Programs

Justice, Planning and Safety Programs

Program Development/Contracts Manager

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 38439, Several)

Gazetted: 28 February 2020

Closing Date: 13 March 2020

Details: Legislation, Policy and Programs is seeking applications for highly motivated Program Development and Contracts Managers in the Justice Planning and Safety Programs team. The Justice Planning and Safety Programs team drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The team develops and administers policy and program initiatives related to reducing Recidivism, Crime Prevention, Aboriginal and Torres Strait Islander Justice, Restorative Practices and Victims of Crime. The successful applicant/s will develop justice programs that are evidence led, culturally safe and gender and trauma informed; and develop and manage funding arrangements for the delivery of the programs. The role also includes preparing general reports, submissions and correspondence, and stakeholder engagement and collaboration with other directorates and governments. Current priorities include bail support, yarning circles and on country programs to support and reduce Aboriginal and Torres Strait Islander peoples contact with the justice system. This is an opportunity to join a fast-paced team undertaking challenging reforms that will have a tangible impact on the lives of Canberrans.

Eligibility/Other Requirements: These are designated positions in accordance with s42, *Discrimination Act 1991* and 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: There is one permanent position and one temporary position available for 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a current curriculum vitae, the name and contact details of two referees, and a supporting statement of up to two pages outlining practical experience and examples related to the role, with reference to the Selection Criteria.

Applications should be submitted via the Apply Button now.

Contact Officer: Caroline Marsh (02) 6205 3715 caroline.marsh@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Office

Governance and Ministerial Services

Security and Emergency Management

Governance and Security Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 03825)

Gazetted: 02 March 2020

Closing Date: 9 March 2020

Details: The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities. We are seeking applications from highly motivated and goal orientated people to fill the role of Governance and Security Officer which sits within Security and Emergency Management. This role is responsible for undertaking the roll out of iDelegate in Transport Canberra and City Services (TCCS) as well as providing emergency and security management support for TCCS, including developing and reviewing TCCS emergency and security policies, working closely with business units on emergency and security matters and representing TCCS at the Emergency Control Centre if and when required, and participating in the on-call roster for the emergency and security management team. Ideally, you will have experience in security and emergency management, ability to prepare a range of written material, including briefings, procedures, policies, frameworks and reports of a high quality and demonstrated organisational skills, including the ability to manage, or assist in the management of multiple projects. Excellent communication skills are required, including the ability to effectively liaise with a diverse range of stakeholders, to build relationships and achieve results.

Note: This is a temporary position available for a period of six months with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. It is highly recommended that you speak to the contact officer to obtain additional information about the role and your application. Selection may be based on written application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and one page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Johnson (02) 6205 5187 lisa.johnson@act.gov.au

City Services

NoWaste

Waste Policy

Senior Policy Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 00332)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community. ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of 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. Additionally, ACT NoWaste manages the provision of waste strategy, planning and policy advice and is charged with the implementation and delivery of waste management regulatory functions. The Senior Policy Officer will carry out a wide range of duties that directly and critically support the broader work of the Branch. The role undertakes research and data analysis and supports the delivery of the waste agenda through policy development and delivery, engaging with a range of stakeholders, and managing a range of official processes. Activities will include, but are not limited to gathering, analysing and interpreting data from various sources to support the provision of evidence-based policy and programme advice, assisting in the development and drafting of ministerial correspondence and other relevant government documentation,

such as documents for the Legislative Assembly, and briefing material. Additionally, the role assists in managing public policy projects to support the delivery of the Territory's waste management agenda, for example implementing the *Waste Management and Resource Recovery Act 2016* and Waste Feasibility Study recommendations.

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.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Su Wild-River (02) 6207 1191 su.wild-river@act.gov.au

**City Services and Waste
Infrastructure Delivery
Executive Assistant**

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 40841)

Gazetted: 03 March 2020

Closing Date: 10 March 2020

Details: Transport Canberra and City Services (TCCS) are looking for an Executive Assistant to start as soon as possible in Infrastructure Delivery. The Executive Assistant is responsible for providing high-level executive and administrative support to the Executive Branch Manager, Infrastructure Delivery for Transport Canberra and City Services. Working closely with the Executive Branch Manager, Infrastructure Delivery, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the Executive Branch Manager including appointment bookings, meetings and prepare travel arrangements for the broader team. In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas, reports, briefs as well as facilitation of ministerial correspondence.

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

How to Apply: An application addressing the Selection Criteria is to be no more than two pages in length. A current curriculum vitae is to be provided, with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kae Harradine (02) 6205 3508 kae.harradine@act.gov.au

City Services

Domestic Animal Services

Volunteer Coordinator, Domestic Animal Services

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 43911)

Gazetted: 02 March 2020

Closing Date: 16 March 2020

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. Domestic Animal Services (DAS) are seeking applications from enthusiastic and proactive individuals for the role of Volunteer Coordinator. The successful candidate will be responsible for managing the DAS volunteer program including the recruitment, induction, scheduling and monitoring of volunteers at DAS. Through interacting with community members and supporting our front line staff – your time, energy and talents will help shape our city's future. Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in and demonstrate behaviours in line with our values. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory: Unrestricted 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.

Highly desirable: Experience in working in a customer service environment. Experience in regulatory services or operations of an animal care facility or ranger services. Qualifications in training and assessment will be an advantage for this role.

How to Apply: Applicants should submit a response addressing the numbered Selection Criteria, limiting the responses to 300 words per criteria and provide a tailored curriculum vitae and the contact details for at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Cox (02) 6205 9998 belinda.cox@act.gov.au

Chief Operating Officer

Governance and Ministerial Services

Ministerial Services

Ministerial Services Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 32234)

Gazetted: 28 February 2020

Closing Date: 6 March 2020

Details: The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated people to fill the role of Ministerial Support Officer. The Ministerial Officer reports to the Senior Manager, Assembly and Government Business and works within a small Ministerial, Assembly and Cabinet Services (MACS) Unit within the Governance and Business Solution branch to provide a range of administrative support functions in the preparation of ministerial replies, briefs, constituent inquiries and Questions on Notice. Ideally, you will be able to demonstrate that you have high level communication skills, including the ability to manage effective relationships with internal and external stakeholders, high quality writing skills to prepare constituent responses, Ministerials, briefs and a capacity to advise, negotiate and consult to gain input. You will have outstanding organisational skills, including the ability to effectively prioritise workloads and meet deadlines.

Note: This is a temporary position available immediately for a period of seven months with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on written application and referee reports only. It is highly recommended that you speak to the contact officer to obtain additional information about the role and your application.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and one page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

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

Chief Operating Officer

Finance

Assets and Capital Works

Assistant Director, Financial Reporting (Assets and Capital Works)

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 04411)

Gazetted: 02 March 2020

Closing Date: 16 March 2020

Details: Do you want to make a difference to the ACT Community?

Do you want to be part of an innovative directorate and work in a friendly culture that supports staff.

Then Transport Canberra and City Services (TCCS) is looking for you.

TCCS is looking for a positive, enthusiastic, innovative and forward-thinking finance professional to work in the Assets and Capital Works section within the Directorate. TCCS 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 those that identify as LGBTIQ.

Eligibility/Other Requirements: Relevant tertiary qualifications in business, accounting, economics or commerce is highly desirable. Progression towards or membership of a professional accounting body is desirable (ie CPA, ICA).

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

How to Apply: Please submit a curriculum vitae, details of two referees and a written response demonstrating your suitability against the Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hamish Palfreyman (02) 6205 7810 hamish.palfreyman@act.gov.au

Chief Operating Officer

People and Capability

Organisational Development

Assistant Director, Training and Development

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 39224)

Gazetted: 02 March 2020

Closing Date: 16 March 2020

Details: Are you a human resources (HR) professional with a passion for designing and delivering training to build workforce capability? Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. People and Capability are seeking applications from proactive and experienced candidates to join our team as the Assistant Director of Training and Development. In this role you will bring drive and enthusiasm in leading a team who establish, plan, deliver and review the operational and strategic training needs for TCCS. The role requires coordination and delivery for a range of learning and development programs and initiatives to support directorate operations and build capability. The team is also responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. As a leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in and demonstrate behaviours in line with our values. 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: Highly desirable: Certificate IV in Training and Assessment or preparedness to obtain within the first 12 months. Tertiary qualifications in Human Resources, Adult Education, Organisational Development or related discipline and or demonstrated relevant experience in a similar role.

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 application of no more than three pages, responding to the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Danielle Rutter (02) 6207 3147 danielle.rutter@act.gov.au

Canberra Health Services

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

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

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Office Chief Psychiatrist

Director of Psychiatry Training

Senior Specialist \$222,205, Canberra (PN: 29842)

Gazetted: 05 March 2020

Closing Date: 9 April 2020

Overview of the work area and position: The Mental Health, Justice Health and Alcohol and Drug Services (MHJADS) Division of Canberra Health Services 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. 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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres and other community settings including people's homes. Mental Health, Justice Health and Alcohol and Drug Services include the following programs: Adult Acute Mental Health Services Adult Community Mental Health Services Rehabilitation and Specialty Mental Health Services o Forensic Mental Health Services Alcohol and Drug Services o Child and Adolescent Mental Health Services Justice Health Services MHJADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the MHJADS Director of Clinical Services through an Individual Learning and Development Plan. The position will work collaboratively with the Director of Clinical Services and the heads of the relevant clinical areas to achieve the training program aims and goals. The position will be accountable and responsible to ensure that all aspects of the Psychiatry registrar training program run smoothly and the quality of training is maintained. 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, \$360,864

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists and evidence of satisfactory participation on the RANXCP Continuing Professional Development Program or equivalent specialist qualifications. Desirable: Experience or qualifications in medical education and/or teaching. Knowledge of the Mental Health Act 2015 and other related legislation. Three years' experience post Fellowship. Current Driver's Licence. 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 and vaccination processes against specified infectious diseases. Note: This will include participation in the on-call roster.

Contact Officer: Karen Grace, Executive Director Mental Health Justice Health Alcohol and Drug Services (02) 5124 7950

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

Medicine

Medical

General Medicine and Hospital in the Home

Senior Specialist \$222,205, Canberra (PN: 42980, 19483)

Gazetted: 05 March 2020

Closing Date: 24 March 2020

Overview of the work area and position: The Department of General Medicine (GM) manages patients with multiple active co-morbidities or undifferentiated illness under the age of 80 years that requiring ongoing hospital care. We are a busy inpatient service with consultation and outpatient clinic responsibilities. We are a diverse specialty and are looking at introducing joint roles to give applicants the opportunity to have a flexible job plan and work in complementary areas within the Division. As such, the General Medicine role will be combined with the expanding Hospital in the Home (HITH) Service with the aim of managing patients with a wide array of acute medical conditions in the home (e.g. infections, heart failure, COPD, exacerbations of neurological conditions) rather than in the hospital setting. The HITH department is well resourced with medical, nursing and allied health staff. The position will undertake rapid access clinics and 'in reach' into the Emergency Department to assess suitable patients to transfer to the HITH model of care. Applicants should have had training and experience in Acute and General Medicine. Medical sub-specialty training is desirable. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced and Basic Physician Trainees in General Medicine. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff (including physician trainees). There are significant opportunities to undertake research and quality assurance projects. 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, \$360,864

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 Physicians, preferably with General Medicine accreditation although relevant specialist accreditation will be considered 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 and vaccination processes against specified infectious diseases.

Note: There is a permanent part time position available up to 32 hours per week and a temporary position available for up to 12 months.

Contact Officer: Dr Ashwin Swaminathan (02) 5124 5148 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

Medicine

Medical

General Medicine

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 10499, several)

Gazetted: 05 March 2020

Closing Date:

Overview of the work area and position: The Department of General Medicine (GM) manages patients with multiple active co-morbidities or undifferentiated illness under the age of 80 years that requiring ongoing hospital care. We are a busy inpatient service with consultation and outpatient clinic responsibilities. We are a diverse specialty and are looking at introducing joint roles to give applicants the opportunity to have a flexible job plan and work in complementary areas within the Division. As such, the General Medicine role will be combined with the expanding Hospital in the Home (HITH) Service with the aim of managing patients with a wide array of acute medical conditions in the home (e.g. infections, heart failure, COPD, exacerbations of

neurological conditions) rather than in the hospital setting. The HITH department is well resourced with medical, nursing and allied health staff. The position will undertake rapid access clinics and 'in reach' into the Emergency Department to assess suitable patients to transfer to the HITH model of care. Applicants should have had training and experience in Acute and General Medicine. Medical sub-specialty training is desirable. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced and Basic Physician Trainees in General Medicine. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff (including physician trainees). There are significant opportunities to undertake research and quality assurance projects. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the Royal Australasian College of Physicians, preferably with General Medicine accreditation although relevant specialty accreditation will be considered 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 and vaccination processes against specified infectious diseases.

Note: There are currently 3 permanent part time positions available up to 24 Hours per week.

Contact Officer: Dr Ashwin Swaminathan (02) 5124 5148

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

Clinical Services

Women, Youth and Children

Community Health Programs, Central Regional Team

Children's Hearing Service Audiologist

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 45428)

Gazetted: 05 March 2020

Closing Date: 16 March 2020

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, Alcohol and Drug Services.

Overview of the Work Area and Position

The Children's Hearing Service operates from Belconnen Community Health Centre. The service provides a diagnostic hearing assessment for children aged 18 months to 18 years at no cost to the family. Families are

given information about their child's hearing and provided with education and health promotion around hearing health. Appropriate referrals are put in place where required.

Eligibility/Other Requirements:

Mandatory:

Eligibility for full membership with Audiology Australia with Certificate of Clinical Practice (CCP)

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for four months possibility of extension and/or permanency. Selection may be based on application and referee reports only. This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata.

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

Allied Health

Acute Allied Health Services

Physiotherapy

Hand Therapist

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 46437)

Gazetted: 05 March 2020

Closing Date: 16 March 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

Overview of the work area and position

Canberra Health Services Division of Allied Health provides a range 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 Hand Therapy Service within Acute Allied Health Services (AAHS) is staffed jointly by Physiotherapy and Occupational Therapy staff within respective departments. The Hand Therapist will provide hand therapy services to clients in the acute inpatient setting and specialised outpatient services primarily at Canberra Hospital. Our hand therapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

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

The overall functions of the hand therapist under professional supervision include:

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

Promoting individual or group service delivery.

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

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

Eligibility/Other Requirements:

Mandatory:

Degree or Diploma in Physiotherapy or Occupational Therapy or equivalent qualifications,

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

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Current drivers' licence

Desirable:

Accredited Hand Therapist (AHT) as awarded by the Australian Hand Therapy Association (AHTA)

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 Canberra Health Services credentialing requirements for allied health professionals.

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

Note: You may be required to participate in an overtime or shift roster.

Contact Officer: Kerry Boyd (02) 51242670 kerry.boyd@act.gov.au

Clinical Services

Surgery

Medical

Office Manager - Eye Clinic

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 38243)

Gazetted: 05 March 2020

Closing Date: 17 March 2020

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.

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

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, Alcohol and Drug Services.

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

Overview of the work area and position:

The Department of Ophthalmology is based at the Canberra Hospital. Three Administrative Service Officers support a multidisciplinary team, comprised of staff specialists, VMOs, registrars, residents, nurses and health

professionals, to provide Ophthalmology services to the ACT and surrounding region. Services provided include emergency clinics, routine clinics including post-operative reviews, and minor procedure laser clinics. This position is responsible for overseeing the administrative duties required to coordinate ambulatory patient care for the Ophthalmology specialty. This includes liaising with internal and external stakeholders, managing the billing revenue of each clinic to ensure billing opportunities are maximised and oversight of clinic scheduling.

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.

Contact Officer: Ryan Murray (02) 5124 4175 ryan.murray@act.gov.au

Clinical Services

Medicine

Medical

Office Manager/Personal Assistant

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 21546)

Gazetted: 05 March 2020

Closing Date: 12 March 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

Seven 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, Alcohol and Drug Services. Overview of the work area and position:

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders, including diabetes. Canberra Health Services Diabetes Service is an interdisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT.

The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

Applications are sought to fill a temporary, full time vacancy, in the Office Manager/Personal Assistant role for the Endocrinology and Diabetes Department. This position provides administrative support to the Department Director and across various locations. The Office Manager/PA will work with the department's interdisciplinary teams, lead improvement projects and work effectively with internal and external stakeholders across various functions and assist in providing high level customer service and ambulatory services.

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

Eligibility/Other Requirements:

Highly desirable:

Knowledge and experience with CHS information management systems, including ACTPAS, CPF and the Clinical Portal,

Experience with medical terminology and typing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

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

Note: This is a temporary position for 12 months with the potential for extension and/or permanency.

Contact Officer: Marilyn Hines (02) 5124 5117 marilyn.hines@act.gov.au

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Radiation and Oncology Clinical Group

Radiation Therapist

Radiation Therapist Level 2 \$68,885 - \$95,209, Canberra (PN: 23751)

Gazetted: 05 March 2020

Closing Date: 17 March 2020

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.

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

Seven 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, Alcohol and Drug Services.

Overview of the work area and position

The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements:

Mandatory:

A recognised tertiary (or equivalent) qualification in Radiation Therapy

Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.

ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

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 Assessment, Screening and Vaccination policy, (OMU).

Undergo a pre-employment National Police check.

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

Contact Officer: Sarah Mogford 5124 2284 sarah.mogford@act.gov.au

Allied Health

Acute Allied Health Services

Nutrition

Dietitian

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 25521, Several)

Gazetted: 05 March 2020

Closing Date: 17 March 2020

Details: Our Vision: creating exceptional health care together

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

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

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the Work Area and Position

The Acute Allied Health Services Nutrition Department invites applications from enthusiastic and suitably qualified Dietitians. The successful applicant will work in a dynamic Nutrition Department that provides a range of tertiary hospital nutrition services to inpatients and outpatients of Canberra Hospital and Health Services. Health Professional Level 2 (HP2) Dietitians work across a variety of clinical areas via a six monthly clinical rotation program. Duties include dietary assessment, nutrition care planning, nutrition counselling and monitoring within a multi-disciplinary team environment. In addition the Dietitian will be required to participate in the planning and delivery of education programs to staff and client groups and quality improvement initiatives. CHS has a commitment to professional development and is actively involved in teaching and training activities.

Eligibility/Other Requirements:

Mandatory:

Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent

Eligible for membership of the Dietitians Association of Australia and eligible for Accredited Practising Dietitian (APD) credential

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Comply with CHS credentialing requirements for allied health

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

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

Note: The position may require to participate in overtime, on call, and rotation roster (including Food Service rotation). Some weekend duty will be required. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Andrew Slattery (02) 5124 2544 andrew.slattery@act.gov.au

Chief Operating Officer Clinical Services

Surgical Services

Surgical Bookings

Preadmission Clinic Receptionist

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN:, Several)

Gazetted: 05 March 2020

Closing Date: 13 March 2020

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

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

Seven 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, Alcohol and Drug Services.

Overview of the work area and position:

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

Eligibility/Other Requirements:

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

Undergo a pre-employment National Police check.

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

Note: This is a temporary position available for a period of six months. The successful applicant may be selected based on written responses and referee reports only.

Contact Officer: Ryan Murray 02 5124 4175 ryan.murray@act.gov.au

Infrastructure Management and Maintenance

Business Support Services

Food Services

Health Service Officer Level 4

Health Service Officer Level 4 \$53,444 - \$55,489, Canberra (PN: 23297, several)

Gazetted: 05 March 2020

Closing Date: 13 March 2020

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

Overview of the work area and position:

The Infrastructure and Health Support Services Group is responsible for the infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Rethermalisation / Meal deliveries to patients/Menu monitors,

Cafeteria – Food, meals and drinks for staff and guests,

Stores – Receipt, dispatch and storage of perishable and non-perishable food supplies,

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Mandatory:

Food Safety Certificate,

Current class C Driver's License.

Desirable:

Relevant food service work experience highly desired,

Relevant experience in Microsoft Office applications,

Relevant food service IT systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Contact Officer: Daniel Farias 5124 5263 Daniel.Farias@act.gov.au

Infrastructure and Health Support Services

Business Support

Food Services

Health Service Officer

Health Service Officer Level 3 \$51,761 - \$53,444, Canberra (PN: 23471, Several)

Gazetted: 05 March 2020

Closing Date: 12 March 2020

Canberra Health Services

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Rethermalisation/Meal deliveries to patients/Menu monitors,

Cafeteria – Food, meals and drinks for staff and guests,

Stores – Receipt, dispatch and storage of perishable and non-perishable food supplies,

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Mandatory:

Food Industry recognized qualification,

Current class C Driver's Licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Sanjay Prasad 5124 2177 Sanjay.Prasad@act.gov.au

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Radiation Oncology clinical group

Senior Radiation Therapist

Radiation Therapist Level 4.1 \$123,311 - \$127,390, Canberra (PN:)

Gazetted: 05 March 2020

Closing Date: 17 March 2020

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Overview of the work area and position

The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department delivers a comprehensive radiation therapy service using modern equipment and the latest technology including four modern Varian Linear Accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System, iPlan SRS Planning System, ExacTrac and ARIA Oncology Information System.

Eligibility/Other Requirements:

Mandatory:

A recognised tertiary (or equivalent) qualification in Radiation Therapy

Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.

ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

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 Assessment, Screening and Vaccination policy, (OMU).

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 from 4 May 2020 until 24 December 2020

Contact Officer: Sarah Mogford 5124 2284 sarah.mogford@act.gov.au

Clinical Services

Medicine

Gastroenterology and Hepatology Unit

Bowel Cancer Screening Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 16795)

Gazetted: 05 March 2020

Closing Date: 18 March 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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Overview of the work area and position:

The Gastroenterology and Hepatology Unit (GEHU) located at the Canberra Hospital specialises in the care and support of patients with gastrointestinal conditions. The GEHU provides a range of gastroenterological interventional and diagnostic services including, but not limited to, gastroscopy, colonoscopy, bronchoscopy, endoscopic retrograde cholangiopancreatogram, endoscopic ultrasounds, and an Anorectal manometry service. The outpatient clinics includes the inflammatory bowel disease service, liver disease service and bowel cancer screening. The Advanced Practice Nurse (APN) is responsible for achieving the goals and objectives of the Bowel Cancer Screening Service at the Canberra Hospital. The goal of the Bowel Cancer Screening service is to reduce the morbidity and mortality associated with bowel cancer through the provision of high quality, cost effective and accessible population screening for bowel cancer using faecal occult blood tests followed by referral to further clinical services, as appropriate.

The Advanced Practice Nurse is also responsible for the polyp screening program to ensure appropriate surveillance and time intervals occur between procedures as per the National Health and Medical Research Committee (NHMRC) guidelines.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Holds or is working towards a tertiary management and/or nursing qualification

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note:

This is a temporary position available for six months. This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Sharon Chambers (02) 5124 3488 sharon.chambers@act.gov.au

Chief Operating Officer Clinical Services

Women, Youth and Children

Obstetrics and Gynaecology

Sonographer- Fetal Medicine Unit

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 37893)

Gazetted: 05 March 2020

Closing Date: 17 March 2020

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.

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

Overview of the work area and position

The Fetal Medicine Unit within The Canberra Hospital is seeking a suitable qualified sonographer.

The successful applicant must have appropriate qualification, obstetric and gynaecological imaging experience and have the ability to work independently within a team environment. This position requires a high level of communication skills and sensitive interaction in a high risk obstetric environment

Eligibility/Other Requirements:

Mandatory:

Be registered with the Australian Sonographer Accreditation Registry (ASAR).

Tertiary qualifications or equivalent in Medical Sonography and eligibility for membership of the appropriate professional organization.

Be registered under the Working for Vulnerable People Act.

Certification in the 11-14 week (NT certification), or completion of the theoretical course in working towards certification.

Desirable:

Experience in obstetric and gynaecological imaging

Experience in research and teaching

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 Assessment, Screening and Vaccination policy, (OMU).

Undergo a pre-employment National Police check.

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

Notes: This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Debra Paoletti 51247461 debra.paoletti@act.gov.au

Infrastructure Management and Maintenance

Health Infrastructure Program

Assistant Director - Safety and Risk

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 43201)

Gazetted: 05 March 2020

Closing Date: 16 March 2020

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.

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Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

Infrastructure and Health Support Services (IHSS) is responsible for the project delivery, maintenance and asset management of Canberra Health Services property portfolio.

The Safety and Risk Section provide specialised advice and oversight on all areas of construction work undertaken for Canberra Health Services. This includes planned and reactive maintenance, minor and major projects undertaken on both brown and greenfield sites. The Safety and Risk Section is involved of all stages of construction from concept, through design, delivery, commissioning and demolition. Frequently, this is undertaken in an operating health care environment and the inherent complex challenges that come along with the environment.

The role of the Assistant Director is to provide the Branch with accurate and timely advice to ensure relevant safety legislative requirements are adhered to. This includes review and monitoring of the Infrastructure and Health Support Services (IHSS) Safety Management System and compliance with same by staff and contractors. Additionally, the Assistant Director will assist the Infrastructure Safety and Risk Director with attendance at senior level meetings, briefings and forums.

Eligibility/Other Requirements:

Highly Desirable:

Work Safely in the Construction Industry - CPCCOHS1001A (White Card)

Asbestos Awareness Qualification (10675NAT) or ability to obtain

Certificate IV in Work Health and Safety or above

3+ years working as a safety professional

Desirable:

Intermediate to advanced knowledge of the Microsoft Office suite of programs

Current Senior First Aid

Risk management experience

Lead auditor qualification

ICAM or similar lead investigator

Recent experience in a multi-disciplinary team in a complex legislatively and standards driven work environment

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: Selection may be completed against selection criteria and referee reports.

Contact Officer: Shannon Keevers (02) 5124 8104 Shannon.Keevers@act.gov.au

Allied Health

Acute Allied Health Services

Speech Pathology

Clinical Senior Speech Pathologist

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 26266)

Gazetted: 05 March 2020

Closing Date: 19 March 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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Overview of the work area and position:

The Acute Allied Health Services (AAHS) Speech Pathology and Audiology department is looking for an experienced Clinical Senior Speech Pathologist to join the team. The Speech Pathology and Audiology team provides a range of inpatient and outpatient services to the medical, surgical and paediatric services in the Canberra Hospital and the surrounding community.

As a Clinical Senior Speech Pathologist, you are required to have specialised clinical skills and experience in an acute hospital setting. You will work closely with the Manager of Speech Pathology and Audiology in the daily management of clinical services at the Canberra Hospital, including caseload and human resource management, teaching and training, clinical supervision, clinical governance and service planning.

Eligibility/Other Requirements:

Mandatory:

Recognised undergraduate or postgraduate qualifications in speech pathology and eligibility for full practicing membership with Speech Pathology Australia.

Desirable:

Relevant post graduate qualifications in health leadership, clinical specialty areas and/or advanced professional experience within an acute care setting.

Current drivers' 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*.

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

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

Note:

This is a temporary position available for a period of 12 months.

Contact Officer: Tim Tooke (02) 5124 2230 tim.tooke@act.gov.au

Critical Care

Medical Emergency Team

Medical Emergency Team Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 43882, several)

Gazetted: 5 March 2020

Closing Date: 19 March 2020

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

Overview of the work area and position

The Medical Emergency Team (MET) is part of the Intensive Care Unit. The MET provide a frontline medical emergency response to patients experiencing an acute deterioration across the Canberra Hospital Health Services (CHHS) campus. The unit is currently seeking applications to the MET Nursing position for a suitably qualified registered nurse to provide a frontline medical emergency response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach service for patients at risk of deterioration within inpatient wards.

This is an exciting opportunity for the successful applicants to expand their skills and experience in critical care.

Eligibility/Other Requirements:

Mandatory:

- Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

- Experience in a critical care area and or resuscitation.
- Relevant competency in advanced life support and other relevant responding to deteriorating patient qualifications.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note:

These positions require the applicants to work a full 24/7 rotational roster.

Contact Officer: Jo Lindbeck 0466507974 jo.lindbeck@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Manager

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 23688)

Gazetted: 05 March 2020

Closing Date: 19 March 2020

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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services (ACMHS)

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Overview of the work area and position:

The Tuggeranong Mental Health Team is located in the Tuggeranong Community Health Centre and is one of five adult community mental health teams in Adult Community Mental Health services. The teams are contemporary evidence-based services that provide 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 who access the service, their carers and other key agencies.

The Objectives of the five adult community mental health teams are to:

Provide a consistent and individualised approach to clinical support and high standard treatment and care for people experiencing low prevalence, severe mental illness.

Provide flexible, comprehensive services, including an array of evidence-based and time limited psychological therapies, in consultation with consumers and primary care providers.

Provide primary care liaison, consultation and advice to support of consumers in Primary Care.

Facilitate dynamic community-based clinical treatment which is holistic and longitudinal through clinical coordination, brokerage and a multi-disciplinary team.

Reduce the symptoms of mental illness and the risks associated with these symptoms.

Prevent hospitalisations for mental illness.

Improve functioning in the community. This would include the ability to engage in work or study or to parent effectively, the ability to maintain relationships, the ability to maintain stable accommodation.

Support decision making capacity and increase engagement in treatment and reduce the use of coercive measures such as involuntary treatment under the *Mental Health Act 2015*.

Promote recovery to the point that the person can move to a less intensive service in the stepped care model.

As Manager, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of performance planning principles and practices.

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.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Strong understanding of adult community mental health services.
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*.
Comply with Canberra Health Services credentialing requirements for allied health professionals.
Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Contact Officer: Zoe Pope 0466518813 zoe.pope@act.gov.au

Major Projects Canberra

**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**

SPIRE Project

SPIRE Procurement Manager

Infrastructure Officer 4 \$127,670 - \$145,050, Canberra (PN: 45318)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

Details: Do you want to be a part of a multidisciplinary team that delivers a multi-million-dollar health infrastructure project? The SPIRE Project Team is looking for an experienced Procurement Manager responsible for the development and delivery of a range of time-critical procurement activities in relation to the SPIRE project.

The SPIRE project will deliver state-of-the-art facilities, including a 114-bed emergency department, 60-bed intensive care unit, 22 theatres (including hybrid theatres and interventional radiology suites), a 24-bed coronary care unit, cardiac catheterisation and electrophysiology laboratories, and a 64-bed inpatient unit. The SPIRE Project Team works alongside Canberra Health Services and the clinicians at Canberra Hospital to plan, procure and deliver this ambitious project. It operates within Major Projects Canberra, but functions as a dedicated team with the single objective of successfully delivering the SPIRE project through planning and procurement, decanting and enabling works, and the construction and commissioning stages.

The successful applicant will have proven experience in working with technical experts in order to develop a register of procurement activities and recommend the appropriate procurement strategies (in accordance with Territory requirements). The successful applicant will also have strong experience in the develop the associated procurement documentation, in addition to the establishment and management of contractual details in PMARS (the Territory's online system for managing, reporting and delivering on capital works projects). If this sounds like you, the SPIRE Project Team would love to hear from you.

Eligibility/Other Requirements:

Mandatory: Proven experience in leading the development of procurement documentation for major infrastructure projects within the Territory; A degree or diploma in a relevant technical field of Engineering, Architecture, Project Management or Construction Management or have demonstrated relevant experience in delivering significant capital works projects.

Note: This is a temporary position available immediately up to 12 months with the possibility of extension up to five years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. How to Apply: Please submit a written application of no more than two pages addressing the capabilities that form the Selection Criteria. In a separate document, please also provide a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalia Fraszczak (02) 6205 3401 natalia.fraszczak@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 2 \$56,689 - \$62,598

Mark Hooker 858-76561, Section 68(1), 24 February 2020

Administrative Services Officer Class 3 \$64,230 - \$69,125

Manmeet Kaur 858-66945, Section 68(1), 4 March 2020

Administrative Services Officer Class 4 \$71,309 - \$77,212

Kylie King 863-13461, Section 68(1), 27 February 2020

Senior Officer Grade B \$126,577 - \$142,494

Luke Madden 844-84136, Section 68(1), 27 February 2020

Administrative Services Officer Class 4 \$71,309 - \$77,212

Nghi Dung Nguyen Phuoc 863-48971, Section 68(1), 2 March 2020

Senior Officer Grade C \$107,475 - \$115,687

Gregory Phillipson 858-77839, Section 68(1), 3 March 2020

Community Services

Health Professional Level 2 \$66,096 - \$90,737

Brigid Doherty 858-63250, Section 68(1), 2 March 2020

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Claire Martins 853-81059, Section 68(1), 28 February 2020

Administrative Services Officer Class 3 \$64,230 - \$69,125

Mamta Singh 863-45180, Section 68(1), 2 March 2020

Education

Cleaning Services Officer 2 \$50,373 - \$52,250

Tha Wah K'hser 865-22220 Section 68(1), 25 May 2020

Cleaning Services Officer 2 \$50,373 - \$52,250

Duy Ba Nguyen 865-23100 Section 68(1), 25 May 2020

Health

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

Roopendra Banerji 863-76761 Section 68(1), 25 May 2020

Justice and Community Safety

Senior Officer Grade A \$147,006

Scott Hanckel 863-48613, Section 68(1), 2 March 2020

Assistant Parliamentary Counsel 1 \$66,097 - \$133,121

Anne-Marie Hardwick 863-46685, Section 68(1), 2 March 2020

Senior Officer Grade C \$107,475 - \$115,687

Cecilee Miller 853-76436, Section 68(1), 27 February 2020

Government Solicitor 1 \$70,650 - \$105,793

Lewis Pope 853-80726, Section 68(1), 2 March 2020

Legal Officer Grade 1 \$66,097 - \$133,121

Penelope Rumble 863-50756, Section 68(1), 28 February 2020

Transport Canberra and City Services

Bus Operator - Training \$69,746

Kelvin Austen 863-47995, Section 68(1), 29 February 2020

Bus Operator - Training \$69,746

Adrian Coles 863-14536, Section 68(1), 29 February 2020

Bus Operator - Training \$69,746

Richard Davis 863-47901, Section 68(1), 29 February 2020

Bus Operator - Training \$69,746

Rebecca Edwards 858-58523, Section 68(1), 29 February 2020

Administrative Services Officer Class 3 \$64,230 - \$69,125

Yumi Ezaki 858-53335, Section 68(1), 1 March 2020

Bus Operator - Training \$69,746

Riordan Green 863-47928, Section 68(1), 29 February 2020

Bus Operator - Training \$69,746

Rachael Grieger 863-47741, Section 68(1), 29 February 2020

Bus Operator - Training \$69,746

Alexander Hodder 863-47784, Section 68(1), 29 February 2020

Bus Operator - Training \$69,746

Jasvir Khosa 863-47805, Section 68(1), 29 February 2020

Bus Operator - Training \$69,746

Marco Navarro-Bustos 863-47872, Section 68(1), 29 February 2020

Bus Operator - Training \$69,746

Christopher Quinn 863-47856, Section 68(1), 29 February 2020

Bus Operator - Training \$69,746

Navjot Singh 863-47733, Section 68(1), 29 February 2020

Canberra Health Services

Registered Nurse Level 1 \$67,984 - \$90,814

Katie Barry 863-48664, Section 68(1), 2 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Yin Chin 862-11473, Section 68(1), 26 February 2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Erica Duro-Manufu 863-48840, Section 68(1), 3 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Irene Evangelista 853-63803, Section 68(1), 25 February 2020

Health Service Officer Level 3 \$51,761 - \$53,444

Stephen Franklin 795-51453, Section 68(1), 19 February 2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Eva Gueco 863-51257, Section 68(1), 2 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Shilpa Jose 862-11609, Section 68(1), 2 March 2020

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Hannah McKinlay 857-45203, Section 68(1), 4 March 2020

Health Professional Level 1 \$61,986 - \$81,211

Janita Singh 863-45543, Section 68(1), 2 March 2020

Health Professional Level 4 \$107,475 - \$115,687

Kirsten Stafford 863-48859, Section 68(1), 2 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Nicole Tietz 859-51904, Section 68(1), 27 February 2020

Assistant in Nursing \$52,300 - \$54,070

Alice Westwood 863-47223, Section 68(1), 2 March 2020

ACT Health

Senior Officer Grade A \$147,006

Melinda Eves 863-47469, Section 68(1), 2 March 2020

Senior Officer Grade C \$107,475 - \$115,687

Lefan Jard 863-47493, Section 68(1), 4 March 2020

TRANSFERS

Community Services

Ling Palm: 853-71360

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Community Services

To: †Administrative Services Officer Class 5 \$79,253 - \$83,888

Community Services, Canberra (PN. 17165) (Gazetted 13 November 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.

ACT Health

Rabbani Sheik: 848-66011

From: Senior Information Technology Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development

To: Senior Information Technology Officer Grade B \$126,577 - \$142,494

ACT Health, Canberra (PN. 46193) (Gazetted 2 December 2019)

PROMOTIONS

Canberra Institute of Technology

Education and Training

Design and Technology

Horticulture and Floristry

Geraldine D'Aquino: 504-16231

From: Administrative Services Officer Class 2/3 \$56,689 - \$69,125

Canberra Institute of Technology

To: †Administrative Services Officer Class 5 \$79,253 - \$83,888

Canberra Institute of Technology, Canberra (PN. 54028) (Gazetted 10 February 2020)

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.

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Economic and Regional

Regulation and Productivity

Fiona Chesworth: 858-71971

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development, Canberra (PN. 45610) (Gazetted 5 November 2019)

Corporate

Corporate Management

Reporting and Information Management

Anne Paliaga: 844-83635

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development, Canberra (PN. 43226) (Gazetted 3 July 2019)

Corporate

People and Capability

Organisational Development

Jillian Reay-Smith: 799-94449

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687
Chief Minister, Treasury and Economic Development, Canberra (PN. 35564) (Gazetted 8 January 2020)

Community Services

Housing ACT

Infrastructure and Contracts

Contract Management

Aparna Malik: 858-57096

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Community Services

To: †Administrative Services Officer Class 5 \$79,253 - \$83,888

Community Services, Canberra (PN. P03453) (Gazetted 19 November 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.

Housing ACT

Client Services

Tenant Experience

Mpiloyethu Piper: 853-49155

From: Youth Worker 1/2 \$64,230 - \$77,212

Community Services

To: †Administrative Services Officer Class 5 \$79,253 - \$83,888

Community Services, Canberra (PN. 11045) (Gazetted 13 November 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Education

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Paul Neddrie: 749-28557

From: Building Service Officer 3 \$68,667 - \$72,560

Education

To: Facilities Manager \$85,394 - \$97,732

Education, Canberra (PN. 39103) (Gazetted 16 January 2020)

School Performance and Improvement

South and Weston Network

Charles Weston School

Sharon Pritzler: 795-56908

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Education

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Education, Canberra (PN. 46524) (Gazetted 29 January 2020)

Business Services

People and Performance

Workplace Relations

Kristine Reyes: 844-84355

From: Senior Officer Grade C \$107,475 - \$115,687

Education

To: †Senior Officer Grade B \$126,577 - \$142,494

Education, Canberra (PN. 36327) (Gazetted 3 February 2020)

Service Design and Delivery

Student Engagement

Network Student Engagement Team (NSET)

Candice van Poppel: 817-53062

From: School Assistant 2/3 \$48,205 - \$58,781

Education

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Education, Canberra (PN. 34215) (Gazetted 13 December 2019)

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Parks and Partnerships

Craig Wainwright: 827-47801

From: Technical Officer Level 3 \$73,974 - \$83,600

Environment, Planning and Sustainable Development

To: Senior Park Ranger 3 \$79,253 - \$83,888

Environment, Planning and Sustainable Development, Canberra (PN. 35863) (Gazetted 14 March 2019)

Justice and Community Safety

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

ACAT Operations

Anita Ivanovska: 817-39164

From: Administrative Services Officer Class 3 \$64,230 - \$69,125

Justice and Community Safety

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Justice and Community Safety, Canberra (PN. 45306) (Gazetted 25 November 2019)

Transport Canberra and City Services

Office of the Director General

Communications

Sally van Aalst: 757-52709

From: Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$147,006

Transport Canberra and City Services, Canberra (PN. 45612) (Gazetted 31 January 2020)

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.

Suburban Land Agency

Finance, Valuations and Systems

Financial Accounting

Xiaoou Wang: 836-00385

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Suburban Land Agency, Canberra (PN. 40753) (Gazetted 17 December 2019)

Canberra Health Services

Canberra Hospital and Health Services

Hayley Butler: 844-34761

From: Enrolled Nurse Level 1 \$61,658 - \$65,876

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 28242) (Gazetted 28 February 2000)

People and Culture

People and Culture

India Finlay: 844-32950

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Canberra Health Services

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Canberra Health Services, Canberra (PN. 44902) (Gazetted 28 November 2019)

Chief Operating Officer Clinical Services

Kieraley Flynn: 856-74329

From: Administrative Services Officer Class 3 \$64,230 - \$69,125

Canberra Health Services

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Canberra Health Services, Canberra (PN. 22911) (Gazetted 03 October 2019)

Cancer and Ambulatory Services

Ambulatory Care

Central Outpatients

Grace Hancock: 845-03667

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 25312) (Gazetted 7 February 2020)

Finance and Business Intelligence

Ming Lau: 848-19995

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

ACT Health

To: †Senior Officer Grade C \$107,475 - \$115,687

Canberra Health Services, Canberra (PN. 43856) (Gazetted 5 December 2019)

Chief Operating Officer Clinical Services

Mary O'Donoghue: 771-98924

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services, Canberra (PN. 22734) (Gazetted 12 September 2019)

Chief Operating Officer Clinical Services

Megan Willis: 859-53969

From: Health Professional Level 2 \$66,096 - \$90,737

Canberra Health Services

To: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 40902) (Gazetted 12 December 2019)

ACT Health

Strategic Infrastructure Division

Strategic Infrastructure

Caitlin Bladin: 821-19039

From: Senior Officer Grade B \$126,577 - \$142,494

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$147,006

ACT Health, Canberra (PN. 43237) (Gazetted 16 January 2020)

Corporate

Corporate and Governance

Freedom of Information Unit

Shannon Lowes: 817-40931

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

ACT Health

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

ACT Health, Canberra (PN. 23009) (Gazetted 1 November 2019)

Health Systems, Policy and Research Group

Preventive and Population Health

Epidemiology

Dinethri Ramasundara: 840-51664

From: Administrative Services Officer Class 2/3 \$56,689 - \$69,125

Canberra Health Services

To: †Health Professional Level 4 \$107,475 - \$115,687

ACT Health, Canberra (PN. 39534) (Gazetted 4 December 2019)

Major Projects Canberra

Project Development and Support

Jeffrey Hart: 835-69875

From: Senior Professional Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$147,006

Major Projects Canberra, Canberra (PN. 45792) (Gazetted 13 December 2019)

Infrastructure Delivery Partners

Civil and Commercial Infrastructure Branch

Stephen Horsburgh: 799-82034

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development

To: Infrastructure Officer 1 \$70,876 - \$83,743

Major Projects Canberra, Canberra (PN. 01930) (Gazetted 25 November 2019)

CORRIGENDA

Community Services

Administrative Services Officer Class 4 \$71,309 - \$77,212

Delfina Allias: 863-47290. Commencement date 20 February 2020

RETIREMENTS AND DISSMISSALS

Transport Canberra and City Services

Section 127(1) of the *Public Sector Management Act 1994*: Ms Sarah-Jayne Stokes, Transport Operations, 20 February 2020.