



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 16 July 2020**

## VACANCIES

### ACT Health

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

#### **Executive Branch Manager, Mental Health Policy**

##### **Temporary Vacancy**

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

##### **Position: E1021**

##### **(Remuneration equivalent to Executive Level 1.4)**

Date circulated: 17 July 2020

Circulated to: ACTPS Senior Executive List and ACTPS, SOGA

The Policy, Partnerships and Programs Division of ACT Health Directorate is seeking expressions of interest for the role of Executive Branch Manager, Mental Health Policy to cover an expected vacancy from mid-August 2020 for a period of up to twelve months.

The Executive Branch Manager of Mental Health Policy is a critical leadership role within the ACT Health Directorate and leads a team in the delivery and management of priorities associated with the mental health portfolio. The position offers an excellent opportunity for the right candidate to influence the health of the ACT population. To be successful in the position you will require a diverse skill set inclusive of planning, strategy and effective communication to foster and build strong relationships across the ACT health system and the non-government sector.

You will have a strong focus on values-led leadership to develop and maintain a high-performance culture, with the ability to motivate and inspire a dynamic team to develop, lead and implement government programs, priorities and commitments.

To apply: Submit a curriculum vitae and two page Expression of Interest addressing the Executive Capabilities to Michael Culhane via email to [michael.culhane@act.gov.au](mailto:michael.culhane@act.gov.au) by COB Friday 24 July 2020.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This EOI will be used for the following twelve months to fill any temporary vacancy for this position.

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

Contact Officer: Michael Culhane (02) 5124 9717 [michael.culhane@act.gov.au](mailto:michael.culhane@act.gov.au)

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

##### **Health System Planning and Evaluation**

##### **Administrative Support Officer**

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 48210)

Closing Date: 03 August 2020

Weeks to Close: 17 August 2020

Details: ACT Health Department (ACTHD) is looking for an Administrative Support Officer with great initiative and organisational skills to support several projects in the Local Hospital Network Commissioning Branch. You will also provide some executive support to the Executive Branch Manager (mainly diary management). You will need to be able to write clearly and have basic numeracy skills, eg to undertake simple spreadsheet work. You will be a self-starter and someone who cares about the quality of their work.

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

How to Apply: Please provide a current curriculum vitae plus a statement of experience against the Selection Criteria of approx. three-four pages.

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

Contact Officer: Sallyanne Pini (02) 6205 4689 [sallyanne.pini@act.gov.au](mailto:sallyanne.pini@act.gov.au)

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

#### **Speech Pathology**

##### **Short Stay Uni**

##### **Senior Speech Pathologist**

##### **Health Professional 2-9 \$91,961, \$99,687, Canberra (PN: Several)**

Gazette Date: 22 July 2020

Closing Date: 4 August 2020

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

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

Reference Number: 13304

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

Contact Officer: Rowena Day (02) 6201 6718 [Rowena.Day@calvary-act.com.au](mailto:Rowena.Day@calvary-act.com.au)

#### **General Surgical**

##### **Surgical Registrar**

Registrar 1-4 \$107,020, \$133,716, Canberra (PN: Expected)

Gazette Date: 22 July 2020

Closing Date: 9 August 2020

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

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

Reference Number: 13485

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

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

#### **General Medicine**

##### **Senior Medical Registrar**

##### **Senior Registrar \$62564 Canberra (PN: Expected)**

Gazette Date: 22 July 2020

Closing Date: 9 August 2020

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

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

Reference Number: 13478

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

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

#### **EMAPU**

##### **Career Medical Officer**

##### **Career Medical Officer 1-5 \$133,266 - 161,016 Canberra (PN: Expected)**

Gazette Date: 22 July 2020

Closing Date: 9 August 2020

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

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

Reference Number: 13491

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

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

## **Canberra Health Services**

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

### **Geriatric Medicine**

**Staff Specialist - Geriatrician/ Psychogeriatrician**

**Staff Specialist Band 1-5 \$164,470, \$202,960, Canberra (PN: P42430)**

Gazette Date: 23 July 2020

Closing Date: 5 August 2020

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

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Three Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/ research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Overview of the work area and position:

The Rehabilitation, Aged and Community Services (RACS) provides integrated and effective services for rehabilitation, aged care and community care throughout the ACT. This includes healthcare and support for people with acute, post-acute and long-term illnesses.

The Department of Geriatric Medicine, at Canberra Health Services, promotes healthy aging through the care of older adults in both inpatient and outpatient settings based at the Canberra Hospital, a tertiary teaching hospital and at the University of Canberra Hospital, a stand-alone Sub-acute facility.

The department provides care in the following areas

- Acute Care,
- Subacute Care,

- Ortho-geriatric Medicine and
- Community Care

In addition to providing health care to the elderly in Canberra and surrounding regions, the department is firmly committed to the education of both Advanced Trainees (ATs) and Basic Physician Trainees (BPTs).

This position will report to the Clinical Director of Geriatric Medicine and is expected to work across Canberra Hospital and UCH campuses.

Geriatricians will work across Acute Care of the Elderly ward, Sub-Acute ward (UCH) and Community Geriatrics, on a rotational basis.

Psychogeriatrician will provide specialist input for patients admitted with BPSD, participate in Memory Assessment Service and also provide consultative input to Specialist Dementia Care Unit

Consultants will also contribute to education, training, quality improvement and research, within the department.

Eligibility/Other Requirements

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Fellowship of the Royal Australian and New Zealand College of Geriatric Medicine or equivalent specialist qualifications.

Desirable:

- Experience in managing patients with BPSD

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

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$164,470 - \$202,960

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Reimbursement of relocation costs may be available if you are the successful candidate.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

For more information on this position and how to apply "click here"

Contact Officer: Dr Anil Paramadhathil, Director of Geriatric Medicine (02) 5124 2625

## **Infrastructure Management and Maintenance**

### **Business Support**

### **Supply Services**

### **Purchasing Officer**

### **Administrative Service Officer 4, \$72, 272, \$78,254, Canberra (PN: 21782)**

Gazette Date: 23 July 2020

Closing Date: 2

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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

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

Supply Services is delivering efficient, customer focused and competitive supply chain solutions to the Health Services in ACT. This position reports to the Purchasing Team Leader of Supply Services.

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

Eligibility/Other Requirements

Desirable:

Hold a current driver's licence.

Certificate IV in Government Procurement or higher qualification in Procurement and Contracting and relevant work experience are highly desired.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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.

For more information on this position and how to apply "click here"

Contact Officer: Jaqueline Williams (02) 5124 3109 [jaqueline.williams@act.gov.au](mailto:jaqueline.williams@act.gov.au)

## **Medical Services**

### **Pathology**

#### **Principal Scientist**

**Health Professional Level 6 \$148,991, Canberra (PN: 28492)**

Gazetted: 23 July 2020

Closing Date: 6 August 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:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Principal Scientist supports and works collaboratively with the Pathology Executive Director, other department Directors and the Director of Operations. The role provides guidance, leadership and mentoring to all ACT

Pathology chief scientists in management, scientific knowledge, staffing matters, procurement, quality and education.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Medical Laboratory Science

Minimum 10 years' experience in a leadership role within a Pathology Diagnostic Laboratory

Desirable:

Qualifications in a higher degree would be desirable

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

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for a period of 12 months with the possibility of extension. Selection may be based on written response to selection criteria and referee reports only.

Contact Officer: Tracey Farrar (02) 5124 2893 [tracey.farrar@act.gov.au](mailto:tracey.farrar@act.gov.au)

## **Clinical Services**

### **Cancer and Ambulatory Support**

#### **Central Outpatients**

##### **Clinical Nurse Consultant Central Outpatients**

##### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22379)**

Gazetted: 23 July 2020

Closing Date: 31 July 2020

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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

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

The Outpatients Services team provides a coordinated approach to the education and care of patients and their families accessing the outpatient clinic setting. This position provides expert leadership in coordinating a clinical service team ensuring proficient, professional and appropriate day to day operational management of client care delivery. The Outpatient Department CNC provides expert leadership in coordinating a clinical service team ensuring proficient, professional and appropriate day to day operational management of client care delivery.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Cassandra Beaumont 0418494458 [cassandra.beaumont@act.gov.au](mailto:cassandra.beaumont@act.gov.au)

## **Clinical Services**

### **Surgery**

#### **Surgical Wards**

##### **Clinical Nurse Consultant**

##### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 25636)**

Gazetted: 23 July 2020

Closing Date: 30 July 2020

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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

Ward 9B is a 29 bed unit acute Neurosurgical unit that provides specialised management of patients with altered neurological function. The unit comprises a 6 bed Neurosurgical Acute Care Unit (NACU) which provides acute observation of patients requiring monitoring post operatively following intracranial surgery both electively and secondary to trauma. The Neurosurgical unit also provides exceptional care to patients undergoing elective spinal surgery and those relating to trauma, as well as intracranial surgeries for cerebral lesions and haemorrhages as well as care of the Traumatic Brain Injured (TBI) patient.

The Clinical Nurse Consultant (CNC) Ward 9B is responsible:

For the day to day operational management of services within the ward including the management of nursing workloads/models of care and patient flow both internal and external to the ward,

To provide expert clinical leadership and management within a nursing and multidisciplinary team,

To embed and maintain the National Safety and Quality Health Service Standards (NSQHSS) at a ward level,

To develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow.

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

Eligibility/Other Requirements:

Mandatory:

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

Desirable: Post graduate qualification.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Tania Lawrence 0478 404 894 [tania.lawrence@act.gov.au](mailto:tania.lawrence@act.gov.au)

## **Women Youth and Children**

### **Community Health Program**

#### **Clinical Nurse Manager**



**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 33499, expected vacancy)**

Gazetted: 23 July 2020

Closing Date: 31 July 2020

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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 and alcohol and drug services.

Overview of the work area and position:

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team.

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT. Under broad direction, this position will provide professional leadership, through clinical expertise, and operational management for a Maternal and Child Health (MACH) team. The successful candidate will draw on knowledge and experience working as a Child and Family Health or MACH Nurse, as well as experience as an operational manager.

Eligibility/Other Requirements:

Mandatory:

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

Holds post graduate qualifications in Child and Family Health Nursing. Holds a current driver's licence.

Desirable: Relevant tertiary qualifications are highly desirable, including midwifery, paediatrics.

Master's in clinical leadership (Nursing) and/or management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This position may be required to change working environment and move teams due to operational requirements

Contact Officer: Louise Murphy (02) 5124 1701 [louise.murphy@act.gov.au](mailto:louise.murphy@act.gov.au)

**Clinical Services**

**Surgical Wards**

**Ward 5B**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22380)**

Gazetted: 23 July 2020

Closing Date: 6 August 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

Ward 5B is a 30 bed unit comprising of Orthopaedics, Plastics, Oral – Maxillofacial and Ear Nose and Throat (ENT) specialties. Ward 5B provides exceptional care to those patients that have undergone Surgeries and procedures that include but are not limited to the management of patients with tracheostomy/laryngectomy, complex wounds including skin free flaps, traumatic amputations and replants as well as leech therapy and orthopaedic surgery.

The Clinical Nurse Consultant (CNC) Ward 5B is responsible:

For the day to day operational management of services within the ward including the management of nursing workloads/ models of care and patient flow both internal and external to the ward.

To provide expert clinical leadership and management within a nursing and multidisciplinary team.

To embed and maintain the National Safety and Quality Health Service Standards (NSQHSS) at a ward level.

To develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow.

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

Eligibility/Other Requirements:

Mandatory:

Registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Post graduate qualification.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Tania Lawrence 0478404894 [tania.lawrence@act.gov.au](mailto:tania.lawrence@act.gov.au)

## **Allied Health**

### **Acute Allied Health Services**

#### **Psychology**

#### **Clinical Psychologist, Acute Psychology, Allied Health**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)\*, Canberra (PN: 48104)**

Gazetted: 23 July 2020

Closing Date: 6 August 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 Canberra Health Services Division of Allied Health Services 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 Psychology team in Acute Allied Health Services provides evidence-based care to inpatients and outpatients across four divisions of The Canberra Hospital (TCH) and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

This Clinical Psychology position is part of the Allied Health team providing services to a range of inpatient and outpatient services including specialised services such as the ACT Trauma Service and ACT Hospital in the Home. This position will report to the Manager of Acute Support Psychology.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Clinical Psychology.

General registration with the Psychology Board of Australia.

Area of Practice Endorsement in Clinical Psychology or currently undertaking the registrar program for Area of Practice Endorsement in Clinical Psychology (at least 12 months into the registrar program). Current driver's licence.

Desirable:

Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology. Prior to commencement successful candidates will be required to: Undergo a pre-employment National Police check. Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (OMU). Comply with Canberra Health Services credentialing requirements for allied health professionals.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. This position may require the clinician to undertake home visits. \*An attractive remuneration package will be available to the selected candidate in accordance with the ACT Public Service Health Professionals Enterprise Agreement, comprising salary and an Attraction and Retention Incentive (ARIn) in the range of \$9,466 - \$13,316, exclusive of superannuation. The maximum combined salary and ARIn amount for this position is \$113,003.

Contact Officer: Elissa Jacobs (02) 5124 2045 [elissa.jacobs@act.gov.au](mailto:elissa.jacobs@act.gov.au)

## **Clinical Services**

### **Child Youth and Women Community Health Program**

#### **Women's Health Service**

#### **Health Professional Level 3**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 23970)**

Gazetted: 23 July 2020

Closing Date: 31 July 2020

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

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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.

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

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:

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service.

In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work.

The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

Eligibility/Other Requirements:

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

For Social Work:

Degree in Social Work

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

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

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

For Psychology:

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

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

Highly Desirable:

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

For Counselling:

Eligible qualification pathways:

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

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 a period of six months with the possibility of permanency. This is a part-time permanent position available at 24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Andreea Ardeleanu (02) 5124 1787 andreea.ardeleanu@act.gov.au

## **Medicine**

### **Cardiology**

#### **Cardiac and Heart Function Rehabilitation**

#### **Cardiac and Heart Function Registered Nurse**

#### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22436)**

Gazetted: 23 July 2020

Closing Date: 6 August 2020

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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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 Cardiac and Heart Function Rehabilitation Programs provides an inpatient and outpatient service to patients with cardiovascular disease and Heart Failure (including cardiothoracic surgical patients). The main role of a registered nurse in the program is to provide high quality care, advanced nursing assessment skills, education, support and counselling to individuals and patient groups at risk of or affected by Cardiovascular Disease and

Heart Failure. The program works alongside a multidisciplinary team utilising their skills, to deliver a holistic model of care. Education around optimal self-management principles is provided using and supported by evidence based practices. The service is delivered in the inpatient and pre-operative setting, in the early stages after discharge and during the entirety of the patient's attendance at Cardiac or Heart Function Rehabilitation programs.

Eligibility/Other Requirements:

Mandatory:

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

A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or

A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

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 position is part-time at (32) hours per week and the full-time salary noted above will be pro-rata. A merit list will be established from this process which may fill a temporary vacancy for leave relief. Monday to Friday roster pattern with varied shift commencement times including 0700hrs, 0800 and 0830hrs

Contact Officer: Michelle Lander (02) 5124 7216 Michelle.Lander@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Cardiology**

##### **Cardiology Outpatient Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22702)**

Gazetted: 23 July 2020

Closing Date: 5 August 2020

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

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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 Cardiology Department is an outpatient service providing clinical and diagnostic services to patients with cardiovascular disease. The main role of the registered nurse in the department is to provide high quality care, advanced nursing assessment skills, education, support and counselling to individuals at risk of or affected by Cardiovascular Disease. Education centres around self-management principles which are supported by evidence-based practice. The service is delivered in the outpatient clinic area and does have liaison with inpatient services in

regard to procedures and diagnostic tests performed in the area. The position has a strong liaison with medical staff regarding triaging and referral systems into the department.

Eligibility/Other Requirements:

Mandatory:

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

Qualifications:

Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.

A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or

A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

Desirable

A registered nurse with a minimum of three years full time equivalent post registration experience, in the relevant field. Holds or is working towards a post basic qualification relevant to this field.

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 part-time permanent position available at 32 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Michelle Lander (02) 5124 7216 michelle.lander@act.gov.au

## **Logistic Support Services**

### **Sterilising Services**

#### **Business Manager**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 29394)**

Gazetted: 23 July 2020

Closing Date: 30 July 2020

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Our Values: Reliable, Progressive, Respectful and Kind

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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 Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMD). SS provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

Eligibility/Other Requirements

Desirable:

Experience in working with healthcare setting preferably in Sterilising Services

Adept in the use of Microsoft Office and IT support systems.

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary vacancy for a period of 12 months with the possibility of extension.

Contact Officer: Kavitha Kugathas (02) 5124 3583 Kavitha.Kugathas@act.gov.au

## **Medical Services**

### **Pharmacy**

#### **Pharmacy Services**

##### **Oncology and Haematology Pharmacist**

**Pharmacist Level 2/3 \$79,458 - \$109,064 (up to \$111,914 on achieving personal upgrade), Canberra (PN: 33533)**

Gazetted: 23 July 2020

Closing Date: 7 August 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 Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

Under the broad direction of the Deputy Directors of Pharmacy and Senior Oncology Clinical and Operational Pharmacists, the pharmacist will work closely with a team of dedicated and skilled technicians, pharmacists and



other healthcare practitioners, to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide clinical and operational pharmacy services across CHS within the oncology and haematology clinical and operational areas and may include pharmacist support to off-site facilities. The position holder will also integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

Eligibility/Other Requirements:

Mandatory:

Be registered as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Post-registration experience of working within the hospital pharmacy setting sufficient to meet the requirements of this role.

Desirable:

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Hold a current driver's

License completion of the SHPA Foundation Residency Program or portfolio and referee evidence that supports a foundational to consolidation level of pharmacist competence in general clinical and operational areas.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Hamed Lane (02) 5124 2203 hamed.lane@act.gov.au

## **Allied Health**

### **Acute Allied Health Services**

#### **Speech Pathology**

#### **Speech Pathologist**

#### **Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 42994)**

Gazetted: 23 July 2020

Closing Date: 30 July 2020

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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:

Acute Allied Health Services Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted

to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma. This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload and contribution to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements:

Mandatory:

A degree in Speech Pathology from a recognised tertiary institution.

Eligibility for full practicing membership of Speech Pathology Australia.

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

Desirable:

Hold a current driver's licence.

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).

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

Note: This is a temporary position available for a period of six months from July 2020 to January 2021. This position is based at the Canberra Hospital and may be extended at the same or altered hours or be offered on a permanent basis to the successful applicant depending on the availability of positions in the department in future. The caseload for this position will depend on the skills and experience of the successful applicant. The successful applicant will be encouraged to create a learning plan for the duration of this position to improve their clinical skills in an area of interest. Job share or part-time hours may be considered if requested by the successful applicant. 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.

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

## **Medical Services**

### **Pharmacy**

#### **Pharmacy Technician**

#### **Technical Officer Level 1 \$59,329 - \$62,203, Canberra (PN: 47326, several)**

Gazetted: 23 July 2020

Closing Date: 3 August 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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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 Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

Under the direction of the Deputy Director of Pharmacy Support and Operations the pharmacy technicians will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward-thinking pharmacy service that gives the best patient focused care possible and is valued by the CHS community"

Eligibility/Other Requirements:

Mandatory:

Certificate III in Hospital-Health Services Pharmacy Support or equivalent

Experience working in hospital pharmacy

Highly desirable:

Society of Hospital Pharmacists of Australia (SHPA) membership

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Keat Gan (02) 5124 2118 Keat.Gan@act.gov.au

## **Pathology**

### **Specimen Reception**

#### **Specimen Entry Operator**

**Technical Officer Level 1 \$59,329 - \$62,203, Canberra (PN: 48342, several)**

Gazetted: 23 July 2020

Closing Date: 30 July 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

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Centralised Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and dispatch of patient samples and clinical trial samples, receipt and entry of referred test results and distribution of pathology results via telephone enquiries.

Under the direction of Specimen Reception Manager, the Specimen Entry Operator plays a key role maintaining processes and procedures and is predominantly responsible for the registration of specimens into the laboratory interface system (LIS), distributing these specimens within the required laboratory areas and answering phone queries regarding pathology samples or results.

Eligibility/Other Requirements:

Desirable:

Previous experience in the use of Pathology computer databases.

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: These are temporary positions available for six months. The role will require participation in a 24 hour/7day roster. This advertisement is for temporary positions with the possibility of further vacancies being filled from this selection process or permanency as it arises. Selection may be based on written application only.

Contact Officer: Moira Begg (02) 5124 3992 Moira.begg@act.gov.au

## **Medical Services**

### **Pathology Services**

### **Customer Services**

### **Pathology Courier**

### **Health Service Officer Level 4 \$54,165 - \$56,238, Canberra (PN: 48339, several)**

Gazetted: 23 July 2020

Closing Date: 3 August 2020

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. 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

ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

Customer Services is a department of ACT Pathology providing contact between patients, clinicians and the pathology service. Customer Services is responsible for the operation of six collection centres across the Canberra region and provision of hospital ward services for Canberra Hospital, Calvary Public Hospital Bruce and National Capital Private Hospital and a home visit program for those patients to frail to attend a collection centre. Customer Services provides a courier service to collect and deliver pathology specimens, reports and stores to customers.

Eligibility/Other Requirements:

Must hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Provide proof of vaccination status

Note: This is a temporary position available for a period of six months.

Contact Officer: Louise Hynes (02) 5124 2932 [louise.hynes@act.gov.au](mailto:louise.hynes@act.gov.au)

## **Rehabilitation Aged and Community Services**

### **Equipment Loan Service**

#### **Weekend Health Service Officer**

#### **Health Service Officer Level 3 \$52,460 - \$54,165, Canberra (PN: 16627)**

Gazetted: 23 July 2020

Closing Date: 30 July 2020

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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: Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of Reliable, Progressive, Respectful and Kind. RACS work collaboratively with patients, their carers and other services within and external to CHS.

The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client care.

Eligibility/Other Requirements

Mandatory

Hold a current driver's licence. A high level of fitness is required, with no history or injury that could prevent the performance of all duties. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

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

Note: This position is part-time at (8) hours per week and the full-time salary noted above will be pro-rata. Hours of work will be between 8:00am – 12:00 midday Saturday and Sunday (8 hours every weekend only). Applicants will also be required to work some public holidays.

Contact Officer: Jessica Nuss (02) 5124 1065 [jessica.nuss@act.gov.au](mailto:jessica.nuss@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Cardiology**

### **Senior Cardiac Physiologist**

**Health Professional Level 5 \$128,286 - \$144,418, Canberra (PN: 21981)**

Gazetted: 23 July 2020

Closing Date: 6 August 2020

Details: About us

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Our Values: Reliable, Progressive, Respectful and Kind

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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

An exciting opportunity exists for a dedicated Senior Cardiac Physiologist (Cardiac Sonographer and/or Cardiac Physiologist) to lead a busy and exciting team environment as an integral part of the Department of Cardiology at Canberra Hospital, Canberra Health Services.

The Senior Cardiac Physiologist is responsible for the leadership and management of a busy team of Cardiac Sonographers and Physiologist, organising the maintenance of all relevant cardiology equipment (including acquisition, maintenance and replacement), participation in tender and contract negotiations, and the submission of budget applications, expenditure reports and inventory management.

The position reports directly to the Director of Cardiology for clinical operational matters. The position also assumes the role of Cardiac Physiologist/Sonographers Professional lead and reports to the Executive Director of Allied Health for professional governance matters, whilst maintaining strategic relationships with the Senior Allied Health Manager.

The position requires the performance of clinical duties equivalent to at least 0.6 FTE and the successful candidate must have the capacity to participate in an on call roster if required.

Eligibility/Other Requirements:

*Mandatory:*

Bachelor of Science, Applied Science or equivalent.

Graduate Diploma of Cardiac Ultrasound or equivalent (including current ASAR registration), OR IBHRE qualification.

Applicants must have a minimum of five years post-qualification experience.

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 (OMU).

*Desirable:*

Hold a current driver's licence. Be eligible for full membership with Professionals in Cardiac Science and the Australian Council for Clinical Physiologists (ACCP)

Contact Officer: Kelli Rixon (02) 5124 8199 [kelli.rixon@act.gov.au](mailto:kelli.rixon@act.gov.au)

### **Medical Services**

**ACT Pathology**

**Haematology**

**Chief Scientist/Laboratory Manager, Haematology**

**Health Professional Level 5 \$128,286 - \$144,418, Canberra (PN: 40059)**

Gazetted: 23 July 2020

Closing Date: 11 August 2020

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

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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

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The role of a laboratory manager will be to support and work collaboratively with the Pathology Executive Director, Department Directors, the Director of Operations and the Principal Scientist, to ensure the effective and efficient delivery of services.

Under broad direction of the Executive, you will be responsible for the strategic and operational management of the Haematology department providing leadership and governance, providing input into facility design and planning, budget planning and budget preparation, human resource management, supervision of the branch laboratory and workforce development including education and mentoring.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Medical Laboratory Science or similar.

Highly desirable:

Tertiary qualifications (or equivalent) in Business, Public Sector or Human Resource Management.

Minimum of ten years' experience working and/or managing a pathology diagnostic laboratory.

Relevant Post Graduate qualifications.

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: Shift work, weekends and on-call component. There is a requirement to work out of routine hours, on-call, occasional nights, weekends, public holidays.

Contact Officer: Tracey Farrar (02) 5124 2893 [tracey.farrar@act.gov.au](mailto:tracey.farrar@act.gov.au)

**Medical Services**

**Pharmacy Services**

**Clinical Trials - Lead Pharmacist**

**Pharmacist Level 4 \$115,388 - \$124,221, Canberra (PN: 28644)**

Gazetted: 23 July 2020

Closing Date: 3 August 2020

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Overview of the work area and position

The Office of the Executive Director of Medical Services (EDMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department supports flexible working arrangements in accordance with the ACT Public Sector Health Professional Enterprise Agreement, supporting both full time and part time work to promote a positive work-life balance. Funding opportunities are accessible, through application, to support learning, development and the advancement of knowledge and skills to support practice and career progression.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Work is underway to plan a new Surgical Procedures, Interventional Radiology and Emergency Centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, theatres, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

The responsibility of this position is to provide leadership, management, and coordination of the clinical trials services provided by Pharmacy, in accordance with the skills and experience of the individual. As a highly skilled and experienced clinical trials pharmacist, the Lead Pharmacist – Clinical Trials will work within a multidisciplinary team to deliver a safe, efficacious and patient centred service. This will include working under the broad direction of the Deputy Director of Pharmacy (QuRE), and closely with a team of dedicated and skilled technicians and pharmacists to deliver the service.

Eligibility/Other Requirements

Mandatory:

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

Able to demonstrate competency standards at the Consolidation Level for Advanced Pharmacy Practice, including postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or extensive experience deemed equivalent.

Significant experience of working within a defined clinical specialty area.

Highly Desirable:

The Society of Hospital Pharmacist of Australia (SHPA) membership

Membership linked to area of specialty

Research experience and/or publication in peer reviewed journals.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.



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

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

Contact Officer: Yogi Sagar (02) 5124 7106 Yogi.SAGAR@act.gov.au

## **Quality, Safety, Innovation and Improvement**

### **Medico Legal Unit**

#### **Medico-legal Coordinator**

**Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 04569)**

Gazetted: 23 July 2020

Closing Date: 6 August 2020

Details: About us

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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 Quality, Safety, Innovation and Improvement Division is focusing on Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

The Medico-legal Coordinator position will work within a small team to assist with coordination of medico-legal, coronial and claims related matters, and be a conduit for the flow of information between the ACT Insurance Authority (ACTIA) from an insurance perspective and the ACT Government Solicitor (ACT GS) to assist in matters involving CHS.

Eligibility/Other Requirements:

Mandatory:

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

- OR -

Tertiary qualifications or equivalent in a health profession and eligibility for membership of the appropriate professional organisation.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for a period of 11 months with the possibility of extension and/or permanency.

Contact Officer: Jacinta Garry (02) 5124 9562 jacinta.garry@act.gov.au

## **Women Youth and Children**

### **Department of Nursing and Midwifery**

#### **Clinical Support Nurse, Paediatric Services**

#### **Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 19022, expected vacancy)**

Gazetted: 23 July 2020

Closing Date: 5 August 2020

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Overview of the work area and position:

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. We are committed to staff excellence, with a supportive culture of ongoing professional development within the specialty of Paediatrics. The Clinical Support Nurse, in conjunction with the Clinical Nurse Consultants, leads the planning, development, implementation and evaluation of learning programs with the Paediatric Department and ensures that professional development programs meet the learning needs of clinical nursing staff. As the Clinical Support Nurse you will also work closely with the NSW Children's Healthcare Network (CHN). Canberra Health Services works in partnership with the Southern region of this network to provide high quality healthcare across NSW and the ACT. The aim of the CHN is to ensure that all children, no matter where they live, have access to high quality healthcare as close to home as possible. The Clinical Support Nurse will provide clinical expertise, support and education to health professionals within the Southern district.

Eligibility/Other Requirements:

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

Desirable: Post-graduate qualifications in Paediatric Nursing and Health Services Management.

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 12 months with the possibility of extension and/or permanency.

This position is part-time at 24 (0.63FTE) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Fiona Cameron (02) 6124 7377 [fiona.cameron@act.gov.au](mailto:fiona.cameron@act.gov.au)

## **Clinical services**

### **Medicine**

#### **Renal Medicine**

#### **Chronic Kidney Disease Nurse**

#### **Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22388)**

Gazetted: 23 July 2020

Closing Date: 3 August 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 Canberra Health Services (CHS) Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease (CKD) service, acute, satellite and home dialysis services, pre and post transplantation services, Renal Supportive Care and general nephrology. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care.

The Chronic Kidney Disease Coordinator will be responsible for the care coordination of patients with CKD not on Renal Replacement Therapy. The position is based at the Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Outpatients.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate studies relevant to the speciality field.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

This position is fulltime working Monday to Friday during business hours.

Contact Officer: Alison Winsbury (02) 5124 3062 [alison.winsbury@act.gov.au](mailto:alison.winsbury@act.gov.au)

### **Canberra Institute of Technology**

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

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

#### **Corporate Services**

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

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

**Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 18397)**

Gazetted: 22 July 2020

Closing Date: 29 July 2020

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

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

Note: 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: Applicants are required to address the Selection Criteria in the Position Description (maximum four pages) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

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

Contact Officer: Peadar Oloughlin (02) 6207 4120 Peadar.OLoughlin@cit.edu.au

**Chief Minister, Treasury and Economic Development**

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

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

**Access Canberra**

**Customer Coordination**

**Complaints Management Team**

**Team Leader**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 33197)**

Gazetted: 22 July 2020

Closing Date: 5 August 2020

Details: Access Canberra values the knowledge and insights that come from complaints, and is looking for a Team Leader who wants to work at the coalface of complaints management. The Team Leader role provides an opportunity to develop and apply your knowledge and skills across different and complex subject areas. The role has multiple responsibilities including supervision and development of staff in a fast-paced environment, providing guidance and advice on complex regulatory and customer service complaints, and the management of ministerial correspondence.

The Complaints Management Team is looking for a flexible, solutions-focused individual to join the team and shape the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission.

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. 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: Submit a two page pitch to:

Detail your greatest achievements in the last five years and how they relate to this position and its duties.

Detail your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

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

Contact Officer: Diana Ubojcic (02) 6205 7379 [Diana.Ubojcic@act.gov.au](mailto:Diana.Ubojcic@act.gov.au)

## **Shared Services**

### **Payroll and HR Systems**

#### **HR Systems**

##### **Systems Officer, Test Team**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 08309)**

Gazetted: 16 July 2020

Closing Date: 30 July 2020

Details: As a Systems Officer within the HR Systems Test Team, you will support the Assistant Director, Test Team in managing HRMS test environment, test processes and procedures, ensuring all HRMS system functionalities and interfaces are fully tested before deployment to the production environment. This includes assisting the design and implementation of best practice payroll systems processes and the development of procedures to support these processes. This position works closely with other team members in the HR Systems, Payroll, Data Reporting, Recruitment, Business Improvement and Shared Service ICT. This position reports directly to the Assistant Director, Test Team, HR Systems. 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: Qualifications in a HR related discipline is desirable though not essential. An understanding of either software systems chris21 and/or SAP Success Factors, would be advantageous.

Educational and professional qualifications checks may be undertaken prior to employment.

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

How to apply: Please provide a response to the Position Description of no more than two pages, along with your curriculum vitae and referee reports.

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

Contact Officer: Bruce James (02) 6205 1033 [bruce.james@act.gov.au](mailto:bruce.james@act.gov.au)

## **Access Canberra**

### **Licensing and Registrations**

#### **Liquor and Gaming Licensing**

##### **Licensing/Authorised Officer**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 13860)**

Gazetted: 17 July 2020

Closing Date: 31 July 2020

Details: Do you have the desire and drive to deliver outcomes? If you enjoy working in a small team and being challenged, then this job is for you!

Access Canberra's Licensing and Registrations Branch is seeking a highly motivated Licensing/Authorised Officer.

Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community,

public and private sectors and believe the more diverse our knowledge base is, the better our results will be. The Licensing/Authorised Officer will process applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission.

You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: To be successful in this role you will need to possess sound organisational skills, be capable of managing multiple tasks and display a consistent commitment to providing exceptional customer service. You will communicate with all levels of management while contributing collaboratively as part of a multi-disciplinary team.

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: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity and providing 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 Now button below.*

Contact Officer: Karl Somers (02) 6205 3210 Karl.Somers@act.gov.au

## **Procurement ACT**

### **Goods and Services Branch**

#### **Contracts and Category Management**

#### **Senior Director Contracts and Category Management**

#### **Senior Officer Grade A \$148,991, Canberra (PN: 18888)**

Gazetted: 22 July 2020

Closing Date: 5 August 2020

Details: Goods and Services Branch (G&S) provides centre-led procurement advice and support services to ACT Government agencies, with a particular focus on strategic/complex high value, high risk procurements. The range of goods and services procurements G&S administers is diverse, with many having a touch on different aspects of our local Canberra community - such as events (e.g. Floriade, National Multicultural Festival, Summernats), schools, hospital services and medical equipment, ICT software/hardware, professional services, sporting fields. Simple, low value procurements are Directorates' responsibility, with G&S offering policy and technical support as required.

G&S also has responsibility for establishing and contract managing the Territory's whole-of-government arrangements, currently 22 arrangements ranging from fleet, stationery and utilities to professional and creative services.

The advertised role is the Senior Director Contract and Category Management team (CCMT). The Senior Director CCMT will be required to establish and maintain whole-of-government arrangements through effective performance based contract management (as both owners and advisors). The CCMT is currently a team of 11 staff managing 22 whole of government arrangements across three broad category areas. Namely, the Energy portfolio, Workforce Services portfolio and the Travel, Finance and Stand-alone contracts portfolio.

A key aspect of the role is overseeing the program management of the suite of arrangements to ensure that market testing is well planned and executed ahead of contract expiration.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, including a Certificate VI Advanced Diploma of Government (Procurement & Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications for example in law, commerce, business administration or the equivalent or evidence of study.

How to Apply: Applicants will be required to provide an application in the format specified below.

Taking into consideration the Duties/Responsibilities section of the position description, please provide a general overview of why you believe you are suitable (max 300 words).

Describe how your personal attributes will positively and effectively contribute to our team and enhance our relationships with stakeholders (max 350 words)

Please describe your key relevant achievements which support your claims (max 300 words).

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

Contact Officer: Dave Purser (02) 6205 8013 Dave.Purser@act.gov.au

## **Economic Development**

### **Finance and Business Services**

#### **Director, Finance and Business Services**

#### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 47086)**

Gazetted: 22 July 2020

Closing Date: 2 August 2020

Details: Are you able to navigate the government's budget processes? Do you have experience leading the management and delivery of budgets for complex business units? Do you know your way arounds grants, procurement and human resourcing issues? If you have answered yes to these questions – you might be the person Economic Development is looking for!

We're looking for a Director to help lead our Finance and Business Services team, who support the division in finance, human resources, grants, procurement, systems, and health and safety functions. Sound financial knowledge, extremely strong collaboration skills, and leadership experience are absolutely essential to this role. You'll be working with a team who know their business well and are great at what they do. You will need to be confident, able to get your head around complex issues quickly, and deliver solutions for a multitude of problems. 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.

If you'd like to know more about the role, please contact the Contact Officer.

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

Selection may be based on application and referee reports only. A merit pool may be established to fill future similar vacancies over the next 12 months. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. 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 supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

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

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

## **Economic Development**

### **VisitCanberra**

#### **Director - Canberra and Region Visitors Centre**

#### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48153)**

Gazetted: 21 July 2020

Closing Date: 28 July 2020

Details: The Canberra and Region Visitors Centre (CRVC) is seeking an experienced manager with proven leadership skills and experience managing a business/service facility. The Director of the CRVC leads and manages all activities related to the operations of the CRVC. The position is required to manage all staff, the volunteer program, budget and expenditure for centre operations. It is required to engage with local industry stakeholders to promote the services offered through the visitors centre. To be successful in this role, you will have proven organisational skills and experience in operational management, overseeing people, budgets and resources to deliver organisational outcomes. You will also be an exceptional communicator, with the ability to work with a wide range of 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:

Knowledge of the ACT tourism industry.

A current Australian driver's licence.

Willingness to respond to after-hours emergency/security calls.

Notes: This is a temporary vacancy for three months, with the possibility of extension and/or permanency.

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: Applications should be one to two pages, addressing claims against the Selection Criteria, as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Teresa Comacchio (02) 6205 6001 [teresa.comacchio@act.gov.au](mailto:teresa.comacchio@act.gov.au)

## **Shared Services**

### **Shared Services ICT**

#### **CMTEDD and PATOCS ICT**

##### **Project Coordinator**

##### **Administrative Services Officer Class 6, \$86,547, \$99,051, Canberra (PN: 31509)**

Gazette Date: 7 August 2020

Closing Date: 2

Details: The Shared Services ICT Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and Public Authorities and Territory Owned Corporations (PATOCS) ICT team is seeking a highly motivated and suitably experienced person to fill the position of Project and Reporting Coordinator. A detail-oriented individual to assist with preparing and coordinating, project documentation, correspondence and reports in relation to CMTEDD projects and commitments.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. Lead administrative tasks, such as document and information distribution, report collation and communication support. 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 ACT Government CMTEDD Baseline clearance is required for this position.

Desirable:

Relevant formal qualifications in Project Management discipline and experience in Microsoft Project is highly desirable. This would suit a candidate studying to become a Project Manager.

Note: Successful applicants may be required to provide onsite support at both Nara House and Cosmopolitan building and must be willing to rotate between the two sites as required. 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 review the Position Description for further details about the role, and the Capabilities required to perform the duties and responsibilities of the position. Submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities as listed under the sections "What you will do" and "What you require" in the 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 and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Smith (02) 6205 2254 [craigp.smith@act.gov.au](mailto:craigp.smith@act.gov.au)

## **Shared Services**

### **Strategic Finance**

#### **Costing and Internal Audit Assurance**

##### **Assistant Analyst**

##### **Administrative Services Officer Class 4 \$72,272, \$78,254, Canberra (PN: 13236)**

Gazette Date: 29 July 2020

Closing Date: 05 August 2020



Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. You will be responsible for a wide range of finance related activities including undertaking data analysis, costing's as well as billing to customers. You will have very good communication skills which will greatly assist you in providing support to your managers, working in a dynamic and complex environment. We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities, and providing improvements to processes. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Tertiary qualification in accounting and/or similar field is highly desirable.

Note: This is a temporary position available from 13 August 2020 until 17 February 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit your curriculum vitae, copies of qualifications and a two page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx. doc) or Rich Text Format (.rft). Other formats may not be readable on ACTPS computers and will not be accepted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vivek Tikare (02) 6207 4162 [vivek.tikare@act.gov.au](mailto:vivek.tikare@act.gov.au)

## **Shared Services**

### **Business Services**

#### **Strategic Finance**

##### **Financial Services Officer**

##### **Administrative Services Officer Class 4 \$72,272, \$78,254, Canberra (PN: 14275)**

Gazette Date: 29 July 2020

Closing Date: 1

Details: Do you want to make a difference to the ACT Government? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As part of the Financial Services team you will take part in accounts payable, accounts receivable, debt management and cost recovery activities. You will also provide advice and support to Shared Services staff in regards to financial processing matters, procedures and reporting. We want an innovative, forward thinking professional with good communication skills and the ability to investigate discrepancies and liaise with a variety of stakeholders. Your enthusiasm, professionalism and your ability to manage and prioritise workloads will ensure your suitability for this role.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please include your current curriculum vitae, a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position of Financial Services Officer. Applicants should focus their Expression of Interest on the Professional/Technical Skills, Knowledge and Behavioural Capabilities taking into account the stated position requirements/duties outlined in the Position Description. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alyssa Cowie (02) 6207 7737 [alyssa.cowie@act.gov.au](mailto:alyssa.cowie@act.gov.au)

## **Shared Services**

### **Service Centre**

#### **Assistant Director**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 33491)**

Gazetted: 21 July 2020

Closing Date: 4 August 2020

Details: Recruitment and HR Information Services is seeking an experienced leader to fill the role of Assistant Director. This role will manage and motivate recruitment teams to deliver services in line with key performance indicators and support supervisors to make decisions on competing workloads and priorities. There are two Assistant Directors that sit within the Recruitment and HR Information Services Team.

Initially this role will play a pivotal part in Recruitment and HR Information Services transition a new Human Resource Information Management System. This may include representation and participation in various session's including but not limited to working groups, user acceptance testing and training.

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 vacancy initially for a period of 12 months with possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a completed Application Coversheet; a supporting statement of no than two pages outlining your experience and abilities Professional and Technical skills and Behavioural Capabilities outlined in Position Description, accompanying your statement please provide your curriculum vitae including two referees. *Applications should be sent to the Contact Officer.*

Contact Officer: Emma Georgiou (02) 6205 2860 emma.georgiou@act.gov.au

## **Community Services**

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

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

### **Children, Youth and Families**

#### **Child and Youth Protection Services**

##### **Psychologist**

##### **Child and Youth Protection Professional Level 3 \$99,743 - \$104,823 (up to \$109,767 on achieving a personal upgrade), Canberra (PN: 10413)**

Gazetted: 17 July 2020

Closing Date: 4 August 2020

Details: The purpose of the position at Melaleuca Place is to provide evidence-informed interventions within a small multidisciplinary team. This will involve trauma-targeted assessment and medium- to long-term therapy to children and young people who have experienced complex developmental trauma as a result of abuse and neglect and who are current clients of the statutory services.

Melaleuca Place works systemically to support the family, school and other stakeholders involved in the child's life as well as working with the child directly. In addition to providing therapeutic assessment and interventions, this position will also provide trauma specific training and education opportunities for carers and professionals working directly with children and young people.

The position requires strong assessment and therapy skills, with comprehensive experience in the fields of child development, attachment and trauma. Supervision is provided by the Principal Therapist, who is a Psychology Board of Australia Approved Supervisor with Endorsement in Clinical Psychology.

Eligibility/Other Requirements:

Essential qualifications and experience:

Advanced level of training, knowledge and experience in relation to therapeutic work with children and young people who have experienced developmental trauma arising from experiences of abuse and neglect

Relevant tertiary qualifications and registration in Psychology

At least three years' experience in human services fields (preferably five years)

Current driver's licence.

Additional Information

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

Educational, suitability and professional qualification checks may be carried out prior to employment.

Note: Orders of merit: 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 response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

Contact Officer: Angela Curcio (02) 6205 4081 [Angela.Curcio@act.gov.au](mailto:Angela.Curcio@act.gov.au)

## **Office of the Director-General**

### **Organisational Governance**

### **Freedom of Information and Legal Coordination**

#### **FOI Administration Officer**

#### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 31293)**

Gazetted: 20 July 2020

Closing Date: 27 July 2020

Details: Community Services Directorate (CSD) is seeking an Administration Officer for its Freedom of Information (FOI) Team. This position is responsible for assisting with the processing of FOI Access Applications received by the Directorate's FOI Team under the *FOI Act 2016*, including maintaining of a database of Access Applications and general administrative work as required. The successful applicant will have strong ability to handle confidential and sensitive information. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, trans-gender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Experience in FOI is highly desirable.

Notes: This is a temporary position available immediately up until 30 June 2021 with the possibility of extension.

Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates, and should include a supporting statement of no more than two-three pages outlining their experience and/or ability against the Selection Criteria.

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

Contact Officer: Tracy Chester (02) 6205 0469 [tracy.chester@act.gov.au](mailto:tracy.chester@act.gov.au)

## **Executive Branch Manager, Strategy and Governance**

### **Temporary Vacancy (7 August 2020- 2 months)**

### **Community Services Directorate**

### **Children, Youth and Families**

#### **Position: E780**

#### **(Remuneration equivalent to Executive Level 1.4)**

Date circulated: 22 July 2020

Circulated to: ACTPS Senior Executive List and ACTPS, SOGA

The Community Services Directorate are seeking expressions of interest for a short-term opportunity filling the position of Executive Branch Manager, Strategy and Governance for a period of 2 months commencing 7 August 2020.

The Executive Branch Manager will oversee a number of responsibilities in regard to the Step Up for Our Kids programs through a range of commitments including building stakeholder capability, finalising procurement processes, and evaluation and outcomes frameworks. To be successful in this position, you will need to have proven ability to lead visionary change management in a human services organisation including setting an agenda and inspiring others.

This position reports directly to the Executive Group Manager, Children, Youth and Families.

To apply: Interested applicants should submit a one-page expression of interest and curriculum vitae including contact details of at least two referees to Helen Pappas via email to [helen.pappas@act.gov.au](mailto:helen.pappas@act.gov.au) by COB Wednesday 29 July 2020.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

Contact Officer: Helen Pappas, Executive Group Manager, Children, Youth and Families (02) 6205 6922  
[helen.pappas@act.gov.au](mailto:helen.pappas@act.gov.au)

## **Education**

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

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

### **Executive Group Manager, Business Services Temporary Vacancy (1 September 2020 to 31 October 2020)**

#### **Education Directorate**

#### **Business Services**

#### **Position: E717**

#### **(Remuneration equivalent to Executive Level 2.4)**

Date circulated: 20 July 2020

Circulated to: ACTPS Senior Executive List

The Education Directorate has a temporary vacancy from 1 September 2020 to 31 October 2020 to fill the position of Executive Group Manager, Business Services.

The Executive Group Manager, Business Services reports directly to the Director-General and, together with the EGC team, is responsible for providing executive leadership to deliver on the ACT Government's priorities.

The Executive Group Manager Business Services is responsible for:

- Investing in people;
- Providing leadership in relation to business integrity and accountability;
- Building organisational capability to ensure ongoing business improvement and sustainability;
- Effective stakeholder engagement;
- Design and improvement of the business service model to deliver on Government objectives and ensure schools and students are at the centre of all we do;
- Evaluation and reporting of impact;
- Effective and efficient management of the Directorate, its assets, resources and people;
- Provision of registration and regulatory function using a responsive regulatory model; and
- Good governance of the Directorate as a member of the Senior Executive Team.

To apply: Interested candidates should submit a two page expression of interest and a current curriculum vitae (including the contact details of two referees) to Katy Haire Director General, Education Directorate, via email to [katy.haire@act.gov.au](mailto:katy.haire@act.gov.au) by COB Monday 27 July 2020.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

Contact Officer: Katy Haire (02) 6207 9264 [katy.haire@act.gov.au](mailto:katy.haire@act.gov.au)

### **Service Design and Delivery**

#### **Digital Strategy, Services and Transformation (DSST)**

#### **Service Centre Team Leader**

#### **Administrative Services Officer Class 6 \$86,547, \$99,051, Canberra (PN: 44257)**

Gazette Date: 5 August 2020

Closing Date: 14 August 2020

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff as well as students. This includes managing and providing advice and business and technical support for teaching and learning systems, Business and Administration systems, ICT programs and relevant policies and procedures. The successful applicant will work in collaboration with the team to provide and coordinate support across the ACT Education System.

How to Apply:

In two pages or less tell us:

- How your skills align to this role.
- What you would bring to the role, in particular what experience you could apply to this position; and describe an achievement that you are most proud of that is relevant to the role.
- Please also provide a current curriculum vitae, and details of two referees who have a thorough knowledge of your work performance and outlook.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Crawford (02) 6207 1946 [jodie.crawford@act.gov.au](mailto:jodie.crawford@act.gov.au)

### **School Performance and Improvement**

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

##### **Harrison School**

##### **Staffing Officer**

##### **Administrative Services Officer Class 4 \$72,272, \$78,254, Canberra (PN: 37512)**

Gazette Date: 21 July 2020

Closing Date: 05 August 2020

Details: Harrison School is a vibrant Preschool to Year 10 School. The successful applicant will be responsible for booking and engagement for day to day relief staff to cover classes and programs using the schools and Directorate online systems. Administer the leave and employee absences. Records management and related matters of relief staffing including staff contracts and induction processes. You will have proven ability to manage outcomes within tight time frames, demonstrate high level of communication, organisation and ability to problem solve. The successful applicant will work closely with the Corporate Manager and the Senior Administration Manager within the administration area.

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

Note: This is a temporary position available immediately until 10 September with the possibility of extension and/or permanency.

How to Apply: Interested applicants are asked to provide a current curriculum vitae, responses to the selection criteria outlined in the Position Description. Accompanying your applications please provide two written referee report reflecting the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Debbie Carne (02) 614 22200 [debbie.carne@ed.act.edu.au](mailto:debbie.carne@ed.act.edu.au)

### **Service Design and Delivery**

#### **Digital Strategy, Service and Transformation**

##### **Programs, Applications and Transformation**

##### **Senior Cyber Security Analyst**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 38581)**

Gazetted: 22 July 2020

Closing Date: 7 August 2020

Details: The ACT Education Directorate is recruiting for a Senior Cyber Security Analyst within the Digital Strategy, Services and Transformation (DSST) Branch.

The ACT Education Directorate, Canberra is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

The Directorate is committed to building a culturally diverse workforce and 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. DSST provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures.

More details:

We are looking for an experienced Cyber Security Analyst to play an integral role in the ACT Education Directorate in relation the prevention, identification, analysis, communication, containment and remediation of cyber security. The Cyber Security analyst will review current products, manage cyber reporting and implement security controls and processes, maintain security standards, and verify our environment's technical security controls and systems are operating properly.

Duties and Responsibilities:

Engage with internal business units, Shared Services ICT teams, solution vendors and external stakeholders on security related matters to ensure compliant technologies, environments and solutions.

Perform security risk assessments and compliance audits of on-premises and cloud-based ICT systems and infrastructure and produce associated reports.

Manage and maintain ICT security reporting, risk and compliance framework and correction action plans. Identify and report observations of security gaps and risks; provide accurate and detailed risk descriptions to enable well informed decision making.

Develop and implement ICT security policies, processes, plans and solutions in education environment.

Raises awareness to relevant Cyber security issues through announcements, briefing sessions, education programs, and other methods as appropriate.

Eligibility/Other Requirements:

Desirable Criterion:

Professional certification or tertiary qualification in ICT Security Management, Cyber Security, Risk Management, Information Security Auditing, ICT Auditing and/or Cloud Security would be an advantage.

Knowledge of:

Microsoft operating systems.

Google/Google for Education.

Network communications infrastructure (e.g. routers, switches and communications equipment relevant in a large LAN) and TCP/IP and OSI model.

Cloud security practices, specifically Microsoft Azure and/or Office 365.

Note: This is a temporary position available for 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.

How to Apply: Please review the attached Position Description and specifically the selection criteria for further details about the role, and the capabilities required to perform the duties and responsibilities of the position.

Please include:

A written response of no more than two pages addressing the Selection Criteria, to outline your abilities and experience and how that makes you suitable for the role.

Contact details for at least two referees, and

A current curriculum vitae.

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

Contact Officer: Robeya van der Walt (02) 6207 0956 ebmdsst@act.gov.au

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Dickson College**

#### **Staffing Coordinator**

**School Assistant 4 \$66,371 - \$71,867, Canberra (PN: 48240)**

Gazetted: 22 July 2020

Closing Date: 5 August 2020

Details: Dickson College is seeking a highly motivated person for the role of staffing coordinator. The position works as part of the front office team and works closely with the deputy principal and business manager to coordinate all staffing related matters in the school. The primary duties involve organising relief teaching staff, contracts, and developing and implementing HR processes in line with relevant legislation, policy and procedures. Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Desirable:

First Aid Certificate or a willingness to undertake appropriate training.

Certificate IV or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services).

Knowledge of Microsoft Office Packages and school administration software.

Note: After hours and occasional weekend work is required in this position, including early mornings and evenings with some duties performed from home. Flexible hours and part time work could be negotiated with the successful candidate. 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 claims against the Selection Criteria (maximum two pages), a current curriculum vitae and details for two referees.

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

Contact Officer: Esther Duffy (02) 6142 0140 [Esther.Duffy@ed.act.edu.au](mailto:Esther.Duffy@ed.act.edu.au)

## **Business Services Division**

### **People and Performance**

#### **Director - Work Health Safety and Wellbeing**

#### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 42208)**

Gazetted: 21 July 2020

Closing Date: 6 August 2020

Details: We are looking for a contemporary Work Health Safety and Wellbeing professional to join our People and Performance branch. The successful candidate will be responsible for the operational management of the Work Health Safety and wellbeing team and will be relied upon to provide subject matter expertise across all things Work, Health and Safety (WHS) for the Education Directorate.

Eligibility/Other Requirements: To be successful for this role, you will need to demonstrate previous experience in the delivery and management of a Work Health Safety and Wellbeing function, with a good working knowledge of injury management. Relevant tertiary qualifications would be advantageous.

Notes: This position is available immediately up until the 24 December 2020 with the possibility of permanency.

How to Apply: Please provide a full response to the Selection Criteria as outlined in the Position Description and a current curriculum vitae by the close date.

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

Contact Officer: Katie Dunn (02) 6207 7448 [katie.dunn@act.gov.au](mailto:katie.dunn@act.gov.au)

## **Business Services**

### **People and Performance Branch**

#### **Workplace Relations Section**

#### **Assistant Director**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 00067)**

Gazetted: 21 July 2020

Closing Date: 4 August 2020

Details: The Workplace Relations (WR) Section within the People and Performance Branch requires a person with a sound knowledge of Human Resources (HR) policies and practices. The successful applicant will work as part of a team responsible for the managing the ACTPS Enterprise Agreement bargaining and implementation processes for Education Directorate (EDU) employees.

The successful applicant will oversee implementation of agreed outcomes and/or initiatives arising from the Enterprise Agreements negotiations. The position also provides industrial relations services and high-quality advice to senior executives and key stakeholders on matters of conditions of service and employee obligations outlined in the ACTPS Employment Framework, Enterprise Agreements and other legislation.

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.

How to Apply: Please provide a copy of your recent curriculum vitae with at least two referees. Applicants must provide a written response to the Selection Criteria with no more than two pages.

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

Contact Officer: Jessica Ruediger (02) 6207 6807 [Jessica.Ruediger@act.gov.au](mailto:Jessica.Ruediger@act.gov.au)

## **Business Services**

### **People and Performance**

#### **Assistant Director - HR Strategy and Data**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 42211)**

Gazetted: 21 July 2020

Closing Date: 4 August 2020

Details: The Assistant Director - HR Strategy and Data will be responsible for supporting the development and implementation of the Education Directorate's strategic Workforce Plan and associated workforce strategies to support attraction and retention initiatives. The Assistant Director, is also responsible for workforce data management and reporting, including Ministerial requests, Annual Reports and internal PowerBI dashboards. This role supports delivery of a high performing Directorate and a leading learning organisation, where our people know they matter.

Eligibility/Other Requirements: Relevant tertiary qualifications or extensive experience in a similar role is highly desirable. For additional information, please refer to the Position Description.

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.

#### **How to Apply:**

Provide a written response addressing the "Professional and Technical Skills, and Knowledge" section of the Position Description

Attach a curriculum vitae (maximum four pages).

Provide the names of two professional referees.

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

Contact Officer: Janette Coulton (02) 6205 5440 [Janette.Coulton@act.gov.au](mailto:Janette.Coulton@act.gov.au)

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

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

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

### **Environment**

#### **ACT Heritage**

##### **Senior Director, ACT Heritage**

**Senior Officer Grade A \$148,991, Canberra (PN: 03858)**

Gazetted: 22 July 2020

Closing Date: 5 August 2020

Details: The Environment Division is seeking a highly experienced, dynamic individual to undertake the role of Senior Director, ACT Heritage. ACT Heritage administers the provisions of the *Heritage Act 2004 (the Act)* and assists in the recognition, protection, conservation and celebration of the ACT's unique heritage places and objects, including Aboriginal places and objects. ACT Heritage also coordinates the annual Canberra and Region Heritage Festival and administers the annual funding of the ACT Heritage Grants Program.



The Senior Director, ACT Heritage also has responsibility as Secretary for the ACT Heritage Council. The Secretary has a range of delegated functions under the Act including those in relation to Heritage Guidelines, the heritage registration process, advice about the effect of development on heritage significance, conservation management plans, restricted information and public consultation, including consultation with representative Aboriginal organisations. This is a great opportunity for a proactive and enthusiastic officer to make a significant contribution to important Government priorities and to have a positive impact in the community.

**Eligibility/Other Requirements:**

Substantial experience in leadership and management are essential.

Skills, experience and qualifications in a heritage related field are highly desirable. Heritage related fields include archaeology, architecture, engineering, history, landscape architecture, nature conservation, object conservation, town planning, urban design, cultural geography and conservation management.

Note: This is a temporary position available from 23 September 2020 for a 12-month period with possibility of extension. This temporary vacancy will be covering for the nominal occupant of the position who will be on Maternity Leave. This position will also be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: A concise written response to the Selection Criteria detailed in the Position Description, together with a curriculum vitae and details of two referees.

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

Contact Officer: Fiona Moore (02) 6205 9974 [FionaF.Moore@act.gov.au](mailto:FionaF.Moore@act.gov.au)

**Office of the Director General  
Engagement and Executive Support  
Content Team**

**Assistant Director - Media**

**Senior Officer Grade C \$108,926, \$117,249 Canberra (PN: 48436)**

Gazette Date: 10 August 2020

Closing Date: 2

Details: The Environment, Planning and Sustainable Development directorate is seeking a talented media manager who has a passion for developing compelling and creative media content to inform and engage Canberrans. As part of a small team, you will be working on proactive and reactive media and issues management projects that are community-focussed and help to communicate the Directorate's important work to key stakeholders and the Canberra community.

You will be responsible for developing and producing high quality media, video and social media content to support outputs across a variety of different media types and channels.

If this sounds like you, we encourage you to apply!

**Eligibility/Other Requirements:**

Tertiary qualifications in journalism, public relations or a relevant discipline is preferred.

The successful applicant will need to be available for weekend and after-hours work, with access to flex time.

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 provide a copy of your curriculum vitae, and in a two-page pitch, please address the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally-Anne Clark (02) 6207 0825 [sally-anne.clark@act.gov.au](mailto:sally-anne.clark@act.gov.au)

**Justice and Community Safety**

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

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

**ACT Law Courts and Tribunal  
Registry Operations  
Criminal**

**Senior Support Officer**

**Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 02119, several)**

Gazetted: 21 July 2020

Closing Date: 4 August 2020

Details: The ACT Courts are seeking highly motivated Senior Support staff with highly developed communication skills, an ability to work with a team in a fast paced, changing environment and the capacity to work with people from diverse backgrounds.

As a Senior Support officer you will assist the Team Leader in:

Performing administrative functions and working collaboratively across the Law Courts.

Providing procedural advice to clients and relevant agencies and proactively seeking assistance when required.

Undertaking computer based tasks with a high level of accuracy and work output.

Working within defined policy, legislation and guidelines.

Managing priorities, competing work demands within tight deadlines while maintaining a high level of accuracy and detail.

Eligibility/Other Requirements:

Experience working in a Court environment is highly desirable.

The position is subject to a National Police check.

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

How to Apply: Please provide a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the six capabilities (Professional and Behavioural Capabilities), along with your curriculum vitae and contact details of two referees.

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

Contact Officer: Danielle Campbell (02) 6207 2393 [Danielle.Campbell@act.gov.au](mailto:Danielle.Campbell@act.gov.au)

**Parliamentary Counsel's Office**

**Assistant Parliamentary Counsel**

**Assistant Parliamentary Counsel 3 \$163,605 - \$170,676, Canberra (PN: 42297)**

Gazetted: 16 July 2020

Closing Date: 30 July 2020

Details: The ACT Parliamentary Counsel's Office (PCO) is seeking applications from suitably qualified people for the position of Assistant Parliamentary Counsel 3. The role of an Assistant Parliamentary Counsel 3 is to assist the parliamentary counsel in leadership, management and building capacity of PCO, including, as required, by developing and maintaining specialisation in an area of high relevance to the Territory's drafting needs. The Assistant Parliamentary Counsel 3 is also to provide legislative drafting services and legislative advice in matters requiring a high level of expertise and judgment, to review the work of other drafters, and to take a leading role in PCO committees and drafting projects with significant impact. Admission as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory is required. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide contact details for two referees, your curriculum vitae and a short statement (no more than two pages) outlining how your Skills, Knowledge and Capabilities make you an ideal candidate for this role. You should consider the duties of the position and capabilities required to perform the position in drafting your statement.

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

Contact Officer: Mary Toohey (02) 6205 3490 [mary.toohey@act.gov.au](mailto:mary.toohey@act.gov.au)

## **Corporate**

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

#### **Director, Procurements and Projects**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 35856)**

Gazetted: 22 July 2020

Closing Date: 5 August 2020

Details: The Justice and Community Safety (JACS) Directorate is seeking applications for Director, Procurements and Projects in the ICT, Capital Works and Infrastructure branch. ICTCWI provides a broad range of functions including strategic planning, delivery of infrastructure and ICT projects, procurement advice, sustainability and project assurance.

The Director, Procurement and Projects will facilitate and manage procurement and contract activities for ICT and capital works projects and services to achieve business outcomes. The successful applicant will provide central assurance and reporting for the Senior Executive and governance committees to ensure compliance with the JACS frameworks for procurement, ICT, projects and relevant government policy and legislation. The Director will develop all business documentation to a high standard and will cultivate collaborative working relationships with stakeholders to achieve outcomes. The Director will foster good practice and workplace culture and provide strong support to the executive branch manager.

Eligibility/Other Requirements:

Over 10 years' experience in government procurement, contract management and projects is highly desirable. Formal qualifications in relevant field(s) is highly desirable.

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

How to Apply: Applicants will need to submit a two page pitch outlining their Professional/ Technical Skills and Knowledge, Behavioural capabilities, current curriculum vitae and the name and contact details of two referees. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Melissa Watson (02) 6205 8924 [melissa.watson@act.gov.au](mailto:melissa.watson@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

#### **Trainee Correctional Officer**

##### **Correctional Officer Grade 1 \$48,163, Canberra (PN: 11341, several)**

Gazette Date: 21 July 2020

Closing Date: 9 August 2020

Details: ACT Corrective Services, Canberra, is looking for people with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become Correctional Officers. An interest in community safety, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds, is essential. We are keen to hear from women and from Aboriginal and Torres Strait Islander people.

Successful applicants will receive a training salary for the first ten weeks (\$48,163). The starting salary following the successful completion of this training will range between \$65,807 and \$78,473 per annum, plus superannuation. We will provide you with all the relevant training to be a competent and accomplished Correctional Officer in the first ten weeks of your employment. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. These positions are based at the Alexander Maconochie Centre.

ACT Corrective Services will be hosting an information evening for people interested in learning more about these opportunities. Senior ACT Correctives Services staff will team up with current Correctional Officers to talk about what it is like to work in a correctional environment. There will be plenty of opportunities to ask lots of questions. There will also be discreet opportunities to learn more about careers in corrections for women, young people and people from diverse backgrounds, as well as details about the training. As we continue to deal with the impact of COVID-19 it is important we adhere to and maintain social-distancing (at least 1.5 metres). Due to the indoor gathering restrictions, you must register if you are interested in attending the information session.

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:

You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months.

A current driver's licence is required.

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

Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process, including psychometric assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage.

Candidates who successfully complete each stage will undergo a medical assessment and a National Police Check. Note:

The information session will be held at the Hellenic club, Woden: 18:30pm – 19:30pm, Tuesday 28th July 2020.

REGISTRATION: Please email [BSWDT@act.gov.au](mailto:BSWDT@act.gov.au). For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

Applications that do not provide the full suite of documentation required will not be considered by ACT Corrective Services. There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment.

How to Apply:

Interested applicants are required to submit the following as part of the application process:

1. A two-page pitch indicating your capacity to perform the duties and responsibilities outlined in the Position Description and outline how your abilities, experience and/or qualifications make you suitable for this role.
2. Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months; and a copy of your driver's licence.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Veenstra (02) 6207 0684 [natalie.veenstra@act.gov.au](mailto:natalie.veenstra@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](mailto:jobs@act.gov.au)**

### **Infrastructure Delivery Partners**

#### **Civil Project Management**

##### **Project Manager**

**Infrastructure Officer 3 \$109,177 - \$119,846, Canberra (PN: 13127, several)**

Gazetted: 22 July 2020

Closing Date: 5 August 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Within Major Projects Canberra, the Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year.

The Civil Branch is responsible for road construction including municipal and national highways, community paths, driveways, stormwater system, bridges, carpark facilities, sewer and water, traffic signals, streetlights and light rail. Infrastructure Procurement is also responsible for capital contracts, managing the Territory's prequalification

system, administering the Work Health and Safety Active Certification Schemes and developing, implementing and managing a range of capital works-related policies.

Partner areas include:

Chief Minister, Treasury and Economic Development Directorate

Environment, Planning and Sustainable Development Directorate

Transport Canberra and City Services Directorate

City Renewal Authority

Suburban Land Authority

Under limited direction and in line with corporate objectives apply high order engineering, project management and procurement skills to a broad range of design and construction projects for the ACT Government.

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:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience

Desirable:

Applied Science Degree and experience in the relevant field

Experience in the delivery of projects using ACT Government contract forms.

Note: This is a temporary position available for up to 12 months, with 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 the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

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

Contact Officer: Sri Tharan (02) 6207 6879 [Sri.Tharan@act.gov.au](mailto:Sri.Tharan@act.gov.au)

## **Infrastructure Delivery Partners**

### **Social Project Management**

#### **Project Officer**

**Infrastructure Officer 3 \$109,177 - \$119,846, Canberra (PN: 37838)**

Gazetted: 21 July 2020

Closing Date: 4 August 2020

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra, Infrastructure Delivery Partners provides:

Advice to government on major infrastructure projects;

Project management of the Capital Framework (TCF);

Advice and administration on capital works procurement;

Managing and delivering the majority of Territory funded capital works projects;

Infrastructure and capital works procurement and delivery on behalf of directorates and agencies;

Coordination of Work Health and Safety Active Certification Policy for the ACT Government construction sites; and

Managing the Territory's prequalification system, and developing, implementing and managing a range of capital works-related policies.

The Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new

University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year.

The primary responsibilities for this position are to:

Work as part of a team to deliver a range of complex and medium risk projects within time, cost and scoping targets.

Act on behalf of the partner directorate and provide high level procurement, project, and contract management. Exercise appropriate delegations and develop projects while monitoring and controlling time, cost and quality aspects. Compile and write technical specifications, financial reports and briefs, and review technical content of submissions and tender documents for adequacy, compliance and fitness for purpose.

Adhere to the Government's procurement processes in line with The Capital Framework (TCF), including understanding the application of the design process, contractual requirements, program control, cost control, alternative delivery methods, and statutory requirements.

Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, workplace health and safety, the ACTPS Values and Signature Behaviours, and workforce diversity, to maintain a safe, healthy and fair workplace for all staff. 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:**

Hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or  
Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Demonstrated relevant experience and/or trade certification with significant building and infrastructure and/or project management experience.

Specific expertise in social infrastructure project delivery industry is highly desirable.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

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

Contact Officer: Babita Busic (02) 6207 2371 Babita.Busic@act.gov.au

### **Suburban Land Agency**

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

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

#### **Program Solutions**

##### **Sales and Client Services**

##### **Sales and Client Project Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 41114)**

Gazetted: 16 July 2020

Closing Date: 30 July 2020

Details: The Suburban Land Agency is seeking a person with a dynamic and enthusiastic approach combined with skills and experience suitable for sales, events management and providing excellent customer service. This position will support the Sales and Client Services team in a focused approach to the marketing and sales of residential, industrial, commercial and community land in the ACT. It will provide an opportunity to develop experience in the strategic development of sales campaigns including the sale of land by way of Auction, Tender, Ballot and Over the Counter. The key capabilities required include: the ability to communicate efficiently and effectively with influence, work under pressure, on multiple projects and within tight timeframes; impart information on aspects of the sales program; prepare written documentation; support the Assistant Director, Sales and Client Services in planning and implementing campaigns.

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: Applicants should include a supporting statement of no more than five pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

*Applicants should apply via the 'Apply Now' button below.*

Contact Officer: Stephen Terracini (02) 6207 7231 stephen.terracini@act.gov.au

## **APPOINTMENTS**

### **ACT Health**

#### **Cadet – Practical Training \$51,054 - \$56,164**

Kathryn Stefancik, Section 68 (1), 20 July 2020

### **Canberra Health Services**

#### **Registered Nurse Level 4.2 \$131,034**

Leonie Burdack, Section 68(1), 30 July 2020

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051**

Kellie Doyle, Section 68(1), 23 July 2020

#### **Administrative Services Officer Class 3 \$65,097 - \$70,058**

Karen Gibney, Section 68(1), 23 July 2020

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

Vivian Ibeh, Section 68(1), 23 July 2020

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

Louie Manny, Section 68(1), 23 July 2020

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

Danielle Mayer, Section 68(1), 23 July 2020

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

Jocelyn Meany, Section 68(1), 23 July 2020

#### **Administrative Services Officer Class 2/3 \$57,454 - \$70,058**

Rebekah Parker, Section 68(1), 20 July 2020

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

#### **Senior Officer Grade C \$108,926 - \$117,249**

Steven Donis, Section 68(1), 20 July 2020

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051**

Valentina Fernandes, Section 68(1), 23 July 2020

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051**

Omowunmi Odusote, Section 68(1), 23 July 2020

### **Education**

**Administrative Services Officer Class 6 \$86,547 - \$99,051**

Brooke James, Section 68(1), 17 July 2020

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)**

Belinda Nevin, Section 68(1), 13 July 2020

**General Service Officer Level 3/4 \$51,053 - \$55,752**

Jake Sims, Section 68(1), 17 July 2020

**Senior Officer Grade C \$108,926 - \$117,249**

Stephanie Taylor, Section 68(1), 16 July 2020

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

**Senior Officer Grade C \$108,926 - \$117,249**

Alexander Killeen, Section 68(1), 22 July 2020

**Senior Officer Grade C \$108,926 - \$117,249**

Olivia Merrick, Section 68(1), 15 July 2020

### **Justice and Community Safety**

**Senior Officer Grade C \$108,926 - \$117,249**

Helen Connolly, Section 68 (1), 16 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Michael Achurch, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Michael Bailey-Price, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Ryan Byrne, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Nicholas Feeney, Section 68(1), 20 July 2020

**Administrative Services Officer Class 6 \$86,547 - \$99,051**

Melissa Forsyth, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Jack Gervink, Section 68(1), 20 July 2020

**Administrative Services Officer Class 5 \$80,323 - \$85,020**

Buddhini Gunawardena, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Stewart Jones, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Nicholas Marton, Section 68(1), 20 July 2020



**FB1 (FF 4th Class in Training) \$69,301**

Dane Miller, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Lachlan Paterson, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Samuel Rummery, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Dean Seccombe, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Samuel Tomalin, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Kynan Trotter, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Cameron Turk, Section 68(1), 20 July 2020

**FB1 (FF 4th Class in Training) \$69,301**

Daniel Wilkins, Section 68(1), 20 July 2020

**Transport Canberra and City Services**

**Bus Operator - Training \$70,688**

Nicholas England, Section 68(1), 18 July 2020

**Bus Operator - Training \$70,688**

Yann Guyery, Section 68(1), 18 July 2020

**Senior Officer Grade C \$108,926 - \$117,249**

Peta Harding, Section 68(1), 20 July 2020

**Bus Operator - Training \$70,688**

Jiajun Mao, Section 68(1), 18 July 2020

**Bus Operator - Training \$70,688**

Kenneth O'Shea, Section 68(1), 18 July 2020

**Bus Operator - Training \$70,688**

Michael Rath, Section 68(1), 18 July 2020

**Bus Operator - Training \$70,688**

Kyra Schofield, Section 68(1), 18 July 2020

**Bus Operator - Training \$70,688**

Adrian Spry, Section 68(1), 18 July 2020

**Bus Operator - Training \$70,688**

Lee Wood, Section 68(1), 18 July 2020

**TRANSFERS**

### **Education**

#### **Jacquelynne Vandenberg**

From: \$126,542

Education

To: School Leader C \$126,542

Education, Canberra (PN. 19925) (Gazetted 5 June 2020)

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

#### **Celia Hourigan**

From: General Service Officer Level 5/6 62,286

Transport Canberra and City Services

To: General Service Officer Level 5/6 \$56,595 - \$62,286

Transport Canberra and City Services, Canberra (PN. 14036) (Gazetted 12 May 2020)

#### **Mark Waddon**

From: Senior Officer Grade C \$108,926 - \$117,249

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$108,926 - \$117,249

Transport Canberra and City Services, Canberra (PN. 00640) (Gazetted 28 May 2020)

## **PROMOTIONS**

### **Canberra Health Services**

#### **Clinical Services**

##### **Johanna Kok**

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

Canberra Health Services

To: Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 21259) (Gazetted 7 November 2019)

#### **Canberra Hospital and Health Services**

##### **Terri O'Leary**

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 44005) (Gazetted 18 December 2019)

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

#### **Access Canberra**

#### **Customer Coordination**

#### **Complaints Management Team**

##### **James Bradford**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$108,926 - \$117,249

Chief Minister, Treasury and Economic Development, Canberra (PN. 42698) (Gazetted 27 May 2020)

#### **Economic and Financial Group**

#### **Economic and Financial Analysis**

##### **Nathan Brown**

From: Senior Officer Grade B \$128,286 - \$144,418  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade A \$148,991  
Chief Minister, Treasury and Economic Development, Canberra (PN. 33965) (Gazetted 16 August 2019)

**Shared Services**

**Information and Communication Technology**

**Shilpa Mehta**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Chief Minister, Treasury and Economic Development  
To: Senior Officer Grade C \$108,926 - \$117,249  
Chief Minister, Treasury and Economic Development, Canberra (PN. 36276) (Gazetted 18 May 2020)

**Access Canberra**

**Customer Coordination**

**Applications and Approvals**

**Anthony Morris**

From: Administrative Services Officer Class 3 \$65,097 - \$70,058  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 4 \$72,272 - \$78,254  
Chief Minister, Treasury and Economic Development, Canberra (PN. 17859) (Gazetted 7 February 2020)

**Policy and Cabinet**

**Cabinet, Assembly and Government Business**

**Assembly and Government Business**

**Hannah Pearce**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 6 \$86,547 - \$99,051  
Chief Minister, Treasury and Economic Development, Canberra (PN. 15951) (Gazetted 24 June 2020)

**Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**Brian Jones**

From: Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level)  
Canberra Health Services  
To: Child and Youth Protection Professional Level 1 \$67,958 - \$85,177  
Community Services, Canberra (PN. 07731) (Gazetted 25 February 2020)

**Education**

**School Performance and Improvement**

**Tuggeranong Network**

**Wanniassa Hills Primary**

**Kerry Millington**

From: School Leader C \$126,542  
Education  
To: †School Leader B \$147,337  
Education, Canberra (PN. 04110) (Gazetted 4 June 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.

**School Performance and Improvement**

**Belconnen Network**

**Macquarie Primary School**

**Jessica Shaw**

From: Administrative Services Officer Class 3 \$65,097 - \$70,058  
Education

To: Administrative Services Officer Class 4 \$72,272 - \$78,254  
Education, Canberra (PN. 45494) (Gazetted 30 June 2020)

**Justice and Community Safety**

**Emergency Services**

**ACT Ambulance Service**

**Ambulance Operations**

**John Berry**

From: Intensive Care Paramedic 1 \$88,974 - \$98,585 plus penalties  
Justice and Community Safety

To: †Ambulance Manager Level 2 \$134,507 - \$141,666  
Justice and Community Safety, Canberra (PN. 09191) (Gazetted 12 June 2019)

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

**Transport Canberra and City Services**

**City Services**

**City Operations**

**City Presentation/Urban Treescapes**

**Tate Siddall**

From: General Service Officer Level 3/4 \$51,053 - \$55,752  
Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$56,595 - \$62,286  
Transport Canberra and City Services, Canberra (PN. 48049) (Gazetted 20 March 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.