



ACT Government Gazette
Gazetted Notices for the week beginning 06 August 2020

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Customer Service Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: C11443; several)

Gazetted: 10 August 2020

Closing Date: 17 August 2020

Details: As the Customer Service Officer, you will play a critical role in various aspects of contact tracing and COVID-19 response functions, including calling contacts of COVID-19 cases and people in quarantine to collect demographic, health and disease exposure information, provide contacts and people in quarantine with information about COVID-19, quarantine requirements and other frequently asked questions and provide high quality customer service as outlined in the Customer Service Standards. 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: These are casual positions available immediately for six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. People who speak languages in addition to English are strongly encouraged to apply.

How to Apply: Please provide a written response to the Selection Criteria of no more than two pages, along with your curriculum vitae and the contact details of two referees, one being a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 rebecca.hundy@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Services

Data Manager - COVID-19 Response

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 48474)

Gazetted: 10 August 2020

Closing Date: 17 August 2020

Details: An exciting opportunity exists for a Data Manager for the COVID-19 Response team. The role will manage all databases and systems related to COVID-19 and will be responsible for ensuring the maintenance of data quality, integrity, and confidentiality related to COVID-19 data. The role will also involve data analysis and reporting of COVID-19 data. 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: The successful candidate will have demonstrated experience in the management of data and databases, and with analysis packages (e.g. SAS, STATA), coding (e.g. SQL, R or Python), and mapping programs. Desirable: Relevant undergraduate degree in public health or data science, or relevant experience. Post graduate qualification(s) are desirable.

Note: This is a temporary position available immediately for six months with possibility of extension up to 12 months. 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 written response to the Selection Criteria of no more than two pages, along with your curriculum vitae and the contact details of 2 referees, one being a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 rebecca.hundy@act.gov.au

Office of Director-General

Communications and Government Relations

Ministerial and Government Services

Coordination Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 42851)

Gazetted: 10 August 2020

Closing Date: 17 August 2020

Details: Ministerial and Government Services (MAGS) team is looking for a Coordination Officer with great initiative and organisational skills to support operational requirements to provide strategic support to the health Ministers' Offices, the Director-General and the Deputy Director-General on ministerial and government business including matters relating to Cabinet, the ACT Legislative Assembly, intergovernmental and ministerial requests. As the Coordination Officer, you will need to be efficient and flexible, a good communicator, self-motivated and well organised to work within a high paced office environment.

Eligibility/Other Requirements: Knowledge and understanding of the HP Records Management system (TRIM) would be desirable. Knowledge and/or experience in a Government Business Unit in the management and coordination of ministerial processes would be desirable

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

How to Apply: Applicants are asked to provide a two-page written response addressing the Selection Criteria identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Chadia Rad (02) 5124 6216 chadia.rad@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

REDCap Database Architect

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48631)

Gazetted: 06 August 2020

Closing Date: 13 August 2020

Details: An exciting opportunity exists for a systems architect for the COVID-19 Response team. The role will support the technical management of all databases and systems related to COVID-19, including case management and quarantine databases. The successful candidate will be required to develop projects and system solutions to help support and improve the COVID-19 response and assist with analysis and reporting of COVID-19 data using statistical programs.

To be successful in the role, the candidate will have demonstrated experience and technical expertise in the management of data and databases. Experience with REDCap is essential. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Desirable:

Relevant undergraduate degree in public health or data science, or relevant experience is preferred.

Post graduate qualification(s) are highly desirable.

Note: This is a temporary part-time position available immediately for up to six months with the possibility of extension. This is a part-time position available at 22.03 hours per week and the full-time salary noted above will

be paid pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. How to Apply: Please provide a written response to the Selection Criteria of no more than two pages, along with your curriculum vitae and the contact details of two referees, one being a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 rebecca.hundy@act.gov.au

Corporate Services Division

Strategic Infrastructure

Strategic Planning

Senior Director, Strategic Planning

Senior Officer Grade A \$148,991, Canberra (PN: 43237)

Gazetted: 10 August 2020

Closing Date: 17 August 2020

Details: Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The division also has responsibility for ACT Health's territory wide property portfolio. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven.

As the Senior Director, Strategic Planning, you will have responsibility for delivering strategic planning projects including the Canberra Hospital Master Plan. The position requires excellent communication skills to liaise with a range of different stakeholders from all ACT Government Directorates.

You will be an enthusiastic strategic thinker who can contribute to a positive culture, work well with a wide range of people and agencies and come to work with a positive attitude and delivery mentality. Ideally you will have experience in strategic planning and community engagement, and you will be able to demonstrate successful results through collaboration and strategic thinking.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Lopa (02) 5124 9805 Liz.Lopa@act.gov.au

Health Systems, Policy and Research Group

Senior Project Officer – Nurse Practitioner Scope of Practice Project

Registered Nurse Level 4.3 \$139,701, Canberra (PN: 48593)

Gazetted: 10 August 2020

Closing Date: 28 August 2020

The Nursing and Midwifery Office has been tasked by the ACT Health Minister to review the scope of practice of nurse practitioners in the ACT, with a focus on legislation and policy barriers including access to the PBS, ability to certify death and complete advance care directives. The aim of the review will be to bring the scope of practice of nurse practitioners in the ACT into alignment with the other states and territories in Australia. The successful candidate will: Analyse previous research and reports on the role of Nurse Practitioners in the ACT; evaluate the progress of these reviews, and report whether the recommendations from these reviews were valid and have been implemented. Map and create a database of current legislation and policies related to Nurse Practitioner clinical practice in the ACT. Identify and prepare a report on legislative, policy and funding barriers to Nurse Practitioner clinical practice in the ACT, including relevant changes required to allow Nurse Practitioners to work to their full scope of practice. Identify and review current credentialing policies and practices within ACT public health services. Draft a guideline for standardising credentialing for Nurse Practitioners in the ACT. Collaborate with key stakeholders to identify opportunities for new Nurse Practitioner roles and provide recommendations on changes to existing models of care and scope of practice that will enhance and normalise Nurse Practitioner roles within

ACT public health services. Undertaking other duties appropriate to this level of classification that contribute to the Directorate.

Eligibility/Other Requirements: Registered or be eligible for registration as a nurse and/or Nurse Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) without conditions or notations. Post graduate tertiary qualification related to nursing, research or project management. Undergo a pre-employment police check. **Desirable:** Registered and endorsed as a Nurse Practitioner with AHPRA with minimum three years post graduate experience in a role as Nurse Practitioner.

Note: This is a temporary position available for up to six months. Selection may be based on application and referee reports only. **How to Apply:** Please submit your application including resume and claim against the Selection Criteria found in the position description, with a maximum of 350 words per criterion. Applications should be sent to the contact officer.

**Health Systems, Policy and Research
Public Health Protection and Regulation
Health Protection Service**

Case Management and Liaison Officer

Registered Nurse 2 \$94,409 - \$100,061, Canberra (PN: 47116, several)

Closing Date: 17 August 2020

Weeks to Close: 1

Details: As the Case Management and Liaison Officer, you will play a critical role in various aspects of contact tracing and COVID-19 response functions, case management of confirmed cases of COVID-19 cases and people in quarantine to collect demographic, health and disease exposure information, provide contacts and people in quarantine with information about COVID-19, quarantine requirements and other frequently asked questions and provide high quality customer service as outlined in the Customer Service Standards. 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: These are temporary position's available immediately for six months with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria of no more than two pages, along with your curriculum vitae and the contact details of two referees, one being a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 rebecca.hundy@act.gov.au

**Health Systems, Policy and Research
Public Health Protection and Regulation
Health Protection Service**

Support Officer - COVID-19 Response Operations

Administration Services officer 5 \$80,232 – \$85,020, Canberra (PN: 48141)

Closing Date: 17 August 2020

Weeks to Close: 1

Details: Do you have excellent organizational skills and enjoy providing support to a team in a fast-paced, ever changing environment? Then this role is for you! You will be responsible for assisting with the administration and planning of operational tasks and ensuring all procedural documents and processes are updated as required, and so much more. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately for six months with the possibility of extension. 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 written response to the Selection Criteria of no more than two pages, along with your curriculum vitae and the contact details of two referees, one being a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 Rebecca.Hundy@act.gov.au

Calvary Health Care ACT (Public)

Human Resources Business Partner

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

Gazette Date: 11 August 2020

Closing Date: 16 August 2020

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

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

Reference Number: 13592

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

Contact Officer: Judi Childs 02 6201 6111 Judi.Childs2@Calvarycare.org.au

Canberra Health Services

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

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

People and Culture

Workforce Relations and Business Partnerships

Recruitment Officer

Administrative Services Officer Class 4 \$72,272, \$78,254, Canberra (PN: 16117)

Gazetted: 13 August 2020

Closing Date: 27 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

The People and Culture Branch is responsible for strategic and operational management, ensuring the effective and efficient operation of strategic people management advice, policy and programs across CHS.

Under broad direction, you will play a key role in providing day to day recruitment support and advice to managers and staff across CHS on all matters relating to recruitment and establishments.

Eligibility/Other Requirements

Desirable:

Knowledge or experience with an e-recruitment system.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a full-time temporary position working Monday - Friday for a period of 12 months with a possibility of extension.

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

Contact Officer: Stella Barnes (02) 512 49602 stella.barnes@act.gov.au

Strategy, Policy and Planning

Quality and safety Executive

Business Manager - Office of the Deputy CEO

Senior Officer Grade B \$128,286, \$144,418, Canberra (PN: 42961)

Gazetted: 13 August 2020

Closing Date: 24 August 2020

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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:

- 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

Reporting to the Deputy Chief Executive Officer (Deputy CEO), the Business Manager is responsible for co-ordinating, driving and delivering work undertaken by the Deputy CEO. The Business Manager also acts as the Director of Government Relations. The Government Relations team provides operational and strategic support to the Offices of the Minister for Health, the Minister Mental Health, the CHS Chief Executive Officer and CHS teams on ministerial and government business including matters relating to the ACT Legislative Assembly.

Eligibility/Other Requirements

- The position works closely with executives across Canberra Health Services and provides high-level support and advice to the Deputy CEO.

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 three months with the possibility of extension.

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

Contact Officer: Nicole Stevenson 0411 154 648 nicole.stevenson@act.gov.au

Clinical Services

Women, Youth and Children

Strengthening Hospital Responses to Family Violence Trainer

Health Professional Level 3, \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 46880, several)

Gazetted: 13 August 2020

Closing Date: 28 August 2020

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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

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.

The Supporting Safer Families Program is a multi-disciplinary team who provide training for our CHS workforce on family violence and child abuse. As an employer and provider of public health services, CHS supports all staff with essential education to recognise and understand their responsibilities to:

- report child abuse and neglect; and
- to develop a shared understanding to build capability to sensitively enquire and safely respond to people who are experiencing family violence.

The Health Professional level 3 is responsible for the development and co-delivery of evidenced based learning to the CHS workforce. This is a rewarding and exciting role positioned within an emerging team of specialist trainers within the newly established Safer Families Program. The position provides an opportunity to enhance skills in the translation of practice knowledge through the delivery of quality training to a broad range of health professionals.

Eligibility/Other Requirements

Mandatory:

- Tertiary qualifications (or equivalent) in a Health Profession
- Eligibility for ACT Registration where applicable and/or eligibility for membership of the appropriate professional organisation required

Desirable:

- Hold a current driver's licence.
- Minimum eight years post graduate experience in a relevant clinical area.
- Vocational or tertiary qualification in education and training e.g. Certificate four in training and assessment or group work.

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: There are two temporary part-time positions available for a period of 12 months with the possibility of extension up to a further six months. One part time position is available at 22.05 hours per week and the other is at 14.70 hours per week, hours may be negotiable. The full-time salary noted above will be paid pro-rata.

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

Contact Officer: Fiona Holihan (02) 5124 7417 fiona.holihan@act.gov.au

Clinical Services

Women, Youth and Children

Women and Babies

Registered Midwife - Transition to Continuity Program

Registered Midwife Level 1, \$67,984, \$90,814, Canberra (PN: 16929, several)

Gazetted: 13 August 2020

Closing Date: 25 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

The Maternity Department at the Centenary Hospital for Women and Children (CHWC) provides holistic, evidence-based quality care and advocacy for all women and babies in the ACT and surrounding areas with acute and chronic health needs.

The service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is breast-feeding friendly and we provide a safe, functional and comfortable work environment for all those that work here. We provide family-based care with an emphasis on partnership with families at this important time. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Maternity and Gynaecology outpatients. Under the direction of the Continuity Program Clinical Midwifery Manager, working within a continuity team, the registered midwife will provide continuity of care to a caseload of women. The midwife is responsible for coordinating safe and effective delivery of care to women and babies during pregnancy, birth and in the immediate postnatal period. While in the program, the midwife will be supported by Maternity and Continuity Clinical Development Midwives.

Successful midwives will work with a reduced caseload (75% FTE) to ensure time and space for learning and reflection. They will be allocated a buddy/mentor, who is a passionate Level 2 midwife that has nominated for the role.

Expected engagement in the program includes: regular meetings with your mentor, regular meetings with peers (facilitated by a CDM or another Level 2 midwife), demonstrated commitment to working across the full scope of midwifery practice (including suturing and intravenous cannulation) and demonstrated commitment by the end of the program to be working towards a Level 2 continuity midwife duty statement. This rotation is subject to six monthly reviews with the CMM to ensure that midwives are supported to be achieving their goals as set out in their performance plans.

On completion of the 18-month program, midwives will be able to apply to available Level 2 positions within the continuity program, apply for, or return to another position within Maternity at Centenary Hospital for Women and Children.

Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife
- Hold a current drivers' licence
- Have completed a 12-month midwifery graduate program

Desirable:

- Sound understanding and previous experience providing clinical assessments and triaging written and/or telephone referrals.
- Holds or is working towards International Board-Certified Lactation Consultant (IBCLC)

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 a period of 18 months.

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

Contact Officer: Christine Fowler (02) 5124 7684 chris.fowler@act.gov.au

Medicine

Medical

Specialist 1-5 - Rheumatology

Specialist 1-5 - \$164,470, \$202,960, Canberra (PN: 14714)

Gazette: 13 August 2020

Closing Date: 20 August 2020

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

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

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented except for 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 online 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

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 CHS Rheumatology unit provides a clinical service to patients from the Australian Capital Territory and surrounding regional NSW. We will have up to 10 inpatients and receive about 1300 new outpatient referrals each year in addition to providing a consultative service and providing a timely and efficient clinical service being a key priority. Applicants must have had training in and current and ongoing relevant clinical experience in Rheumatology. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing, administrative and medical staff, including trainees in Rheumatology. Participation in unit clinical governance and quality assurance activities and the comprehensive clinical service for Rheumatology is expected. 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 Australasian College of Physicians (FRACP) with formal subspecialty training and current clinical experience in Rheumatology or equivalent specialist qualifications.

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

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment 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 - Indicative total package value of between: \$254,362 - \$313,557 inclusive of salary, applicable allowances and 11% super. 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 Chandima Perera (02) 5124 8722 chandima.perera@act.gov.au

Chief Executive Officer

Senior Specialist - Executive Director, Medical Services

Senior Specialist \$222,205, Canberra (PN: 41489)

Gazetted: 13 August 2020

Closing Date: 20 August 2020

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

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 online 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 to The Canberra Hospital & Health Services / Canberra Health Services for clinical/ research matters.

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

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 Executive Director, Medical Services is responsible for effectively managing all Strategic direction and operations across their service areas as well as innovation, accountability and change across their service area. The Executive Director will provide high level insights and guidance in the operation of patient flow systems and processes to improve access and performance and will maintain effective linkages across CHS and other ACT services to ensure they are person and family centred.

The ED is accountable and responsible for implementing reforms aimed at increasing effectiveness and efficiency and implementing best practice access initiatives across CHS ensuring care is person centred, safe, effective and high quality. This will incorporate a whole of organisation view of strategic outcomes and the program of change for CHS.

As this is an operational role, the Executive Director will work autonomously in order to efficiently lead the operational services in their area of responsibility.

The Executive Director reports to the Chief Executive Officer, Canberra Health Services and plays a vital role as part of the organisational executive. This role will consult and engage with the Chief Operating Officer, and the Chief Executive Officer on high-level operational issues and change initiatives. The role will additionally consult and liaise with the other Service Stream Executive Directors on demonstrating a collaborative approach to the delivery of Health services within their service stream and across Canberra Health Services.

Eligibility/Other Requirements:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Extensive knowledge of health systems and the delivery of Health Services in a tertiary setting.
- Previous experience in leading and managing complex clinical services at a senior level
- Demonstrated involvement in implementing organisational reform agendas improving outcomes and quality.
- Extensive knowledge and demonstrated experience in best-practice and contemporary management and leadership approaches.
- Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

Desirable:

- Administrative or Management Tertiary qualification.
- Previous experience in managing clinical services in a public health setting

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:

Annual Salary: Indicative total package value of \$343,155 inclusive of salary, applicable allowances and 11% super.

Senior Staff Specialist: \$222,205

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>

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

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

Contact Officer: Bernadette McDonald (02) 5124 4700 CEOHealth@act.gov.au

Canberra Health Services

Clinical Services

Chief Operating Officer

Section John James Elective Surgery

Title Assistant Director of Nursing

Registered Nurse 4.1 \$122,360.00, Canberra (PN: 48609)

Closing Date: 24 August 2020

Weeks to Close: 2

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Overview of the work area and position

The Assistant Director of Nursing (ADON) COVID Re-Boot Program holds a senior nursing leadership position within the Deputy Chief Executive Officer Division. The ADON is responsible for the management of the COVID Re-Boot program which includes senior level liaison across both public and private healthcare facilities.

The ADON is responsible, with the Senior Manager Territory Wide Surgical Services for the physical, fiscal and human resources as well as the provision of a patient centred approach to ensure timely access to surgery and other services as required.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

- Post graduate qualifications in advanced nursing or related field

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

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

Contact Officer: Jelena Gissane Ph: (02) 5124 9035 jelena.gissane@act.gov.au

Canberra Health Services

Child and Adolescent Mental Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Health Professional Level 4

Health Professional Level 4 \$108,926.00 - \$117,249.00, Canberra (PN: 25282)

Closing Date: 17 August 2020

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

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities.

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

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Adult Rehabilitation and Specialty Mental Health Services
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

Overview of the work area and position:

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1, HP2 HP3, RN's and allied health assistants.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

For Occupational Therapy:

Mandatory

- Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.
- HP4: Applicants must have a minimum of five years post-qualification experience.

For Psychology:

Mandatory

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- HP4: Applicants must have a minimum of five years post-qualification experience

Highly Desirable:

HP3: Approved or eligible for approval as a Psychology Board of Australia Supervisor.

For Clinical Psychology:

Mandatory

- Hold general registration with the Psychology Board of Australia under AHPRA.
- Hold an area of practice endorsement in Clinical Psychology
- HP4: Applicants must have a minimum of five years post-qualification experience.

Highly Desirable:

HP3: Approved or eligible for approval as a Psychology Board of Australia Supervisor.

For Social Work:

Mandatory

- 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*.
- HP4: Applicants must have a minimum of five years post-qualification experience.

ALL Allied Health Disciplines:

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).
- Undergo a pre-employment National Police check.
- Hold a current driver's licence

Note: This is a temporary full time position available for eight months.

For HP2, HP3, and HP4 positions where psychologists can apply to:

Mental Health Psychologist Allowance: \$983 - \$14,240.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the *ACT Public Sector Health Professional Enterprise Agreement 2018-2021*. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Work Level Standards:

HP1 – Under close supervision

HP2 – Under routine supervision

HP3 – Under limited supervision

HP4 – Under broad supervision

Contact Officer: Catherine Furner (02) 5124 1652 catherine.furner@act.gov.au

Acute Allied Health Services

Psychology

Clinical Psychologist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade) (Please note this position is eligible for the Group Attraction and Retention Incentive*), Canberra (PN: 48104)

Gazette Date: 13 August 2020

Closing Date: 27 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 Hospital in the Home service, Pain Management Service and the Spinal Pain Service. 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)

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.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment 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 12 months with the possibility of extension/permanency. This position is part-time at (18.38) hours per week and the full-time salary noted above will be pro-rata. This position may require the clinician to undertake home visits. Please note this position is eligible for the Group Attraction and Retention Incentive: \$9,466 - \$13,316. Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$117,947.

Contact Officer: Elissa Jacobs (02) 5124 2045 Elissa.Jacobs@act.gov.au

University of Canberra Hospital

Centre for Rehabilitation

Allied Health Assistant, Transitional Therapy and Care

Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level), Canberra (PN: 26547)

Gazette Date: 13 August 2020

Closing Date: 25 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.

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

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

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

Overview of the work area and position:

The Transitional Therapy and Care Program (TTCP) is based at University of Canberra Hospital, Bruce. TTCP is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided either in a 15-bed low level care facility, located in Red Hill or in the client's home. Clients vary in their medical conditions and may include those with orthopaedic conditions, neurological conditions, complex medical conditions and the frail aged.

At TTCP, the Allied Health Assistant (AHA) works across all the Allied Health disciplines as required. Under the direct or indirect supervision of an Allied Health Professional the TTCP AHA plays a key role in the day to day functioning of the TTCP Allied Health team. The role includes, but is not limited to, set up of therapy spaces, undertaking of exercise programs either one on one or in a group setting, provision of educational materials to clients and families, computer-based data entry, clinical file documentation and equipment ordering and maintenance. The successful applicant will have support from an experienced team of clinicians and Allied Health Assistants and will have direct clinical supervision from an Allied Health Professional.

Eligibility/Other Requirements

Mandatory:

Certificate IV (or equivalent) in Allied Health Assistance.

Current driver's licence.

Prior to commencement successful candidates will 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).

Contact Officer: Johanna Hunter (02) 5124 8383 Johanna.Hunter@act.gov.au

Logistics Support

Sterilising Services

Sterilising Services Assistant Manager

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 29388)

Gazette Date: 13 August 2020

Closing Date: 25 August 2020

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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

The Assistant Manager is responsible for overseeing the day-to-day operations to meet operational requirements in accordance with AS/NZ 4187:2014, Infection Control guidelines, the Quality Management System, Workplace Safety (WPS) and CHS policy and procedures. You will also effectively respond to customer enquiries, contribute to the Quality Management System, assist in the introduction of new sets to other staff of Sterilising Services.

Eligibility/Other Requirements

Desirable:

Relevant qualification in Sterilising such as Certificate in Sterilising or Nursing highly desirable.

A current driver's licence is highly desirable.

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.

Contact Officer: Natalie Ogilvie (02) 5124 2283 Natalie.Ogilvie@act.gov.au

Mental Health, Justice Health and Alcohol and Drug

Access Mental Health

Clinical Psychology Registrar

Health Professional Level 1 \$62,823 - \$82,307, Canberra (PN: 41433)

Gazette Date: 13 August 2020

Closing Date: 25 August 2020

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Overview of the work area and position:

An exciting opportunity exists for entry into the psychology registrar program for Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS).

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Services

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

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

The role is a Clinical Psychology Registrar position comprising up to a two-year advanced practice graduate program. The role will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns. The successful applicant will also be provided with an opportunity for supervision to meet Psychology Board of Australia standards for working towards an area of practice endorsement as a Clinical Psychologist. At the end of the two-year registrar program, consideration for ongoing appointment as a Health Professional Level 2 is contingent on successful recruitment through a merit selection process.

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

Eligibility/Other Requirements

Mandatory:

Hold general registration with the Psychology Board of Australia under AHPRA.

Hold an area of practice endorsement in Clinical Psychology

Prior to commencement successful candidates will be required to:

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

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for two years. This position may be required to participate in an overtime, on call, and/or rotation roster.

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

**Mental Health Services, Drug Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
RN 1 - CHS Future Clinical Leader Program (AMHRU)**

Registered Nurse 1 \$67,984 - \$90,814, Canberra (PN: 45624)

Gazette Date: 13 August 2020

Closing Date: 28 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 Mental Health, Justice Services, Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Adult Community Mental Health Services

Justice Health Services

Dhulwa Mental Health Unit

AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

Under the general direction of the AMHRU Clinical Nurse Consultant, the Registered Nurse role within AMHRU is responsible for the provision of individual and group rehabilitation and healthy lifestyle programs with the aim of graduated community re-integration. This involved completing assessments, providing pharmacotherapy, and evidence based and person centred care within a recovery orientated and therapeutic environment.

The Registered Nurse role is required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

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

Desirable

Post Graduate Qualification (or equivalent) in Mental Health Nursing or working towards.

Previous experience of working in a mental health setting.

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).

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

Note:

This is a temporary position available for 12 months. This position is be required to participate in afterhours, on call and/or rotation roster.

Contact Officer: Anita Cregan (02) 5124 5856 Anita.Cregan@act.gov.au

Mental Health Services, Drug Alcohol and Drug Services

Adult Acute Mental Health Services

Adult Acute Mental Health Services - Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22320, several)

Gazette Date: 13 August 2020

Closing Date: 28 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

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and Canberra Hospital.

AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of

Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Minimum 24 months recent nursing experience in a mental health facility

Desirable:

Post Graduate Qualification in Mental Health Nursing

Clinical leadership experience

Current driver's Licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

These are full-time positions working across AAMHS on a rotating shift roster, including morning, evening and night shifts across seven days a week.

Contact Officer: Monique Fielder (02) 5124 5452 monique.t.fielder@act.gov.au

Mental Health Services, Drug Alcohol and Drug Services

Adult Mental Health Unit and Mental Health Short Stay Unit

RN 1 - CHS Future Clinical Leaders Program - AMHU

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 45015, several)

Gazette Date: 13 August 2020

Closing Date: 28 August 2020

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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:

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

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

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

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery.

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

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

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

Overview of the work area and position:

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery.

The Adult Mental Health Unit (AMHU) is a 40-bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the person, their carers and other key services. The Mental Health Short Stay Unit (MHSSU) is a sub-acute six bed inpatient unit located in the Emergency Department for people requiring extended mental health assessment and or treatment initiation.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

Current registration or eligibility for un-conditional registration, without notations or conditions on practice with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation (APHRA).

Desirable:

Post Graduate Qualification in Mental Health Nursing
Recent nursing experience within an acute mental health setting.
Current driver's licence

Please note that prior to commencing in this role:

Undergo a pre-employment National Police check.

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

Note:

These are temporary positions available for 12 months. This is a full-time position working a rotating shift roster, including night shifts.

Contact Officer: Anita Cregan (02) 5124 5856 Anita.Cregan@act.gov.au

Alcohol and Drug Service

Opioid Treatment Service

ADS Opioid Treatment Service Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 48685, several)

Gazette Date: 13 August 2020

Closing Date: 26 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

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

Alcohol and Drug Services provides information, advice, referral, intake, assessment and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of provide sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies The Registered Nurse position is supported by a cohesive and multi-disciplinary team.

Eligibility/Other Requirements:

Mandatory:

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

12 months recent nursing experience in an Alcohol and Drug facility, and

Sound understanding of Alcohol and Other Drugs.

Desirable:

Current driver's licence.

It is desirable that the applicant holds or is working towards qualifications either at a certificate or postgraduate level.

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:

There are full time and a part time positions available. This position(s) maybe required to participate in overtime, and/or rotation roster.

Contact Officer: Sally Billington (02) 5124 7966 Sally.Billington@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Lead, Access Mental Health Team

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 48119)

Gazette Date: 13 August 2020

Closing Date: 28 August 2020

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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.

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:

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

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

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

At this level, it is expected that you will provide high quality clinical interventions and care to achieve positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff within the Access Mental Health Team as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by the AMHT and a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars, and Consultant Psychiatrists.

As the Clinical Lead you will be responsible for supporting the Access Mental Health Manager with the key strategic directions of the team. This will involve supporting clinical audit compliance, undertaking and contributing to clinical review process, contributing to quality improvement, participating in recruitment and leading learning and development activities within the team. Your immediate supervisor will be the AMHT Manager. As required, you will represent the AMH Team leader at professional forums including committees and working groups. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

Eligibility/Other Requirements

Mandatory:

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

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

Desirable:

Hold a current driver's licence.

Strong understanding of adult community mental health services.

Minimum of five years' experience working in mental health services.

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 six months.

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

Clinical Services

Women, Youth and Children

Women and Babies

Midwife

Registered Midwife Level 1 \$67,984 - \$90,814, Canberra (PN: 47217, several)

Gazetted: 06 August 2020

Closing Date: 8 January 2021

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

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

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

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

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

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

Overview of the work area and position

Women, Youth and Children Community Health Programs delivers 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 multidisciplinary team.

Centenary Hospital for Women and Children (CHWC) is seeking Registered Midwives with an interest in working with postnatal women and babies in the Birthing environment. The Birthing unit is a Labour Birth Recovery Postnatal (LBRP) model where if a low risk woman and her baby are well after birth; discharge occurs from six hours. We require suitably qualified midwives who would provide postnatal midwifery care and facilitate discharge into the ambulatory midwifery services. In a midwifery team environment, this position would also be required to provide care of more complex women and babies while waiting for transfer to the maternity wards.

Eligibility/Other Requirements

Mandatory:

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

Applicants require a minimum two years midwifery 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 Service Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several temporary full-time and part-time position's available for a period of 12 months. These positions available for Registered Midwife Level 1's available across all maternity services. The full-time salary noted above will be paid pro-rata for part-time position's. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. The successful applicants will be required to work a rotating roster seven days a week.

Contact Officer: Michelle Thinius (02) 51247392 michelle.thinius@act.gov.au

Office of the Chief Executive

Communications and Engagement

Media and Strategic Communications

Director Digital Content

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 45218)

Gazetted: 06 August 2020

Closing Date: 20 August 2020

Details: About us

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

The CHS Communications and Engagement Unit's mission is to:

support CHS staff to deliver business objectives through effective, timely and progressive communication activities
help build trust and confidence in Canberra Health Services through compelling, kind and respectful communications.

be reliable and base our recommendations on evidence and proven experience, using market research and audience data to deliver effective results.

Our role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

bring an audience-first lens to your work, informed by research, insights and evaluation

work with stakeholders in partnership with a strong client service ethic

enjoy working in a fast-paced environment, be flexible and open to change

be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

The Content team is audience driven and the directorate's channel owners, managers and architects for the directorate. Your team will self-generate work, informed by research and insights, working across the directorate. It is responsible for informing the community, listening to conversations and delivering communications products including social media posts, websites, speeches, media releases and responses, marketing campaigns and design.

Eligibility/Other Requirements:

Highly Desirable

Relevant tertiary qualifications and significant experience working professionally in the fields of journalism, public relations, marketing, digital communications or strategic communication role is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Michelle Wells (02) 5124 9531 michelle.wells@act.gov.au

Canberra Health Services

Allied Health

Acute Allied Health Services

Social Work

Manager of Social Work Department

Health Professional Level 5 \$128,286-\$144,418, Canberra (PN: 20880)

Closing Date: 25 August 2020

Weeks to Close: 2

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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 Acute Allied Health Service, Social Work service is a contemporary evidence based service, providing high quality inpatient and outpatient care at the Canberra Hospital. Acute Allied Health services comprises of distinct allied health teams including nutrition, physiotherapy, occupational therapy, speech pathology and audiology, exercise physiology and social work and aims to provide collaborative care working across the six other clinical divisions that make up Canberra Hospital and Health Services, as required. In this position it is expected that you will provide clinical leadership, management of and guidance to the discipline workforce, as well as provide oversight and apply quality improvement processes to the service provided as a discipline and as an integrated allied health service working across multiple clinical Divisions. You will provide regular input into, and form, an integral part of the Acute Allied Health leadership team. You will be required to oversight professional development and supervision, promote and participate in quality improvement and research initiatives, manage credentialing and regulation compliance and contribute to team processes.

Eligibility/Other Requirements:

Mandatory:

Social Work Manager

- Approved Degree or Postgraduate qualifications in social work and *eligible* for membership of the Australian Association of Social Workers.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Proven leadership/management experience.

Desirable:

- Relevant post graduate qualifications and/or extensive professional experience within an acute care setting.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Contact Officer: Fiona Murphy (02) 51245106 fiona.murphy@act.gov.au

Canberra Health Services

Clinical Services

Women, Youth and Children

Women and Babies

Midwifery Group Practice Midwife

Registered Midwife Level 2 \$94,409 – \$100,061, Canberra (PN: 22174, several)

Closing Date: 25 August 2020

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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.
- 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:

The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas, providing specialised maternity care to all risk women and babies. Our continuity of midwifery care program provides maternity care to low risk women planning to birth in the Birth Centre environment and also continuity of midwifery care to 'all risk' women with a plan to birth in our Birthing Suite. The program also offers publicly funded homebirth to women meeting eligibility requirements.

The advertised position is for a case load midwife providing continuity of midwifery care during the antenatal, birth and postnatal periods to 35-40 women a year in the community.

Eligibility/Other Requirements:

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Eligible for membership of the Australian College of Midwives
- Must hold a current driver's license and live within 30 minutes of the Centenary Hospital for Women and Children.

Desirable:

- Completion of Midwifery Practice Review or equivalent.

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: There are several temporary full-time positions available for a period of six months.

Contact Officer: Christine Fowler (02) 51247684 christine.fowler@act.gov.au

Canberra Health Services

Surgery

Acute Surgical Unit

Registered Nurse - Acute Surgical Unit

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 19493)

Closing Date: 26 August 2020

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Seven community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

The Acute Surgical Unit is a 16 bed unit caring for patients in the acute phase of an actual or potential surgical complaint. Patients are primarily admitted under the Acute Surgical Unit team, as well as other surgical specialties when required, who have an expected short length of stay. We are a small team of dedicated nurses striving to provide positive outcomes for patients by promoting best practice and supporting each other in a fast-paced environment.

The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice and contribute to the development of less experienced nursing staff and students.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

- Three years full time post registration in Nursing,
- Experience and demonstrated competence (knowledge, skills and attitude) within the specialities of General Surgery and Ophthalmology nursing.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Megan Mickenbecker (02) 5124 5716 Megan.Mickenbecker@act.gov.au

Canberra Health Services

Clinical Services

Women, Youth and Children

Paediatric Endocrinology and Diabetes

Social Worker

Health Professional Level 3 \$94,606.00 - \$99,687.00 (up to \$104,631 on achieving a personal upgrade), Canberra (PN:48589, several)

Closing Date: 26 August 2020

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Overview of the work area and position

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. It is an interdisciplinary service delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre.

The Social Work service provides individual consultations for children and young people with diabetes and their families and carers. As a social worker you will provide clinical assessment, management, supervision and evaluation of social work care to patients in tertiary and ambulatory care with diabetes and other chronic conditions. You will be an integral part of the Paediatric Endocrinology and Diabetes Service, collaborating with Endocrinologists, Diabetes Nurse Educators, and Diabetes Dietitians to provide interdisciplinary care for people with complex diabetes. You will have the opportunity to contribute to service development as the team embarks on a new model of care.

The Diabetes Social Worker will be operationally responsible to the Service Coordinator of the Paediatric Endocrinology and Diabetes Service in the Division of Women, Youth and Children. Professional supports will be provided through newly established professional governance structures.

Eligibility/Other Requirements:

Mandatory:

- Tertiary qualifications or equivalent in Social Work and eligibility for membership of the Australian Association of Social Workers.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Applicants must have a minimum of three years post-qualification experience.

Desirable:

- Experience in paediatric diabetes management.
- Hold a current driver's licence

Prior to commencement successful candidates will be required to:

- Obtain a Compliance Certificate from the OMU relating to assessment, screening and vaccination processes against specific infectious diseases.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Undergo a pre-employment National Police check.

Note: There are two part-time positions available. One is a permanent 0.8FTE position with a possible increase to full time hours and the other is a temporary 0.4FTE position until June 2021 with the possibility of extension. The full-time salary noted above will be paid pro- rata. Selection may be based on application and referee reports only. Contact Officer: Pip Golley (02) 5124 4236 pip.golley@act.gov.au

Clinical Services

Division of Medicine

Gastroenterology and Hepatology

Gastroenterology Reception Officer

Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 18645)

Gazetted: 06 August 2020

Closing Date: 13 August 2020

Details: About us

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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

Canberra Hospital and Health Services Gastroenterology and Hepatology Department offers specialist and nurse consultation, and endoscopic services for persons with digestive diseases, including liver and biliary tract disease, of the ACT and surrounding region.

The Unit provides:

Inpatient care of patients with gastroenterological and diseases;

Consulting service;

Endoscopic procedures;

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

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

This position provides administrative support to Division of Medicine Gastroenterology and Hepatology Unit (GEHU) outpatient department. Under general direction of the Office Manager and Administration Manager you will be responsible for providing support to the operations of the outpatient clinic, booking and scheduling of patient appointments, and providing a high level of customer service to the GEHU Department.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment 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.

Contact Officer: Victoria Schmahl (02) 5124 3028 victoria.schmahl@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drugs Services

Adult Mental Health Unit

Allied Health Assistant

Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level), Canberra (PN: 37820)

Gazetted: 06 August 2020

Closing Date: 20 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.

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

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

The AHA will provide assistance and support to the allied health team in the delivery of allied health services to consumers, under the supervision of an allied health professional.

The AHA does not make clinical assessment or clinical judgment in this role; however they will be expected to recognise a change in consumer function and status and the possible impact on the planned program.

Under supervision of an allied health professional staff, the AHA will:

Work flexibly and effectively as part of the allied health team, providing support to all members of the allied health team and the wider multi-disciplinary team within scope of practice and training of the individual

Under supervision of the allied health team, coordinate assistance regarding access to relevant services and supports

Participate and help run the therapeutic group programs

Supply and screen for appropriate appliances / preparations / referrals to people receiving care within the AMHU/MHSSU under direction from the supervising allied health professional and within the scope of practice and training of the individual

Support the discharge planning process

Assist with the ongoing maintenance of allied health equipment

All MHJHADS staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes. The position will report operationally to the Allied Health Manager of AMHU.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).

Current driver's licence.

A minimum of 24 months experience in a related/relevant organisation/service.

Experience working with people with a mental illness or disorder.

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).

Note: This is a permanent full-time position working standard hours Monday to Friday.

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

Finance and Business Intelligence

Health Information Services

Sub and Non-Acute Patient (SNAP) Assessment Officer

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17856)

Gazetted: 06 August 2020

Closing Date: 10 August 2020

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Overview of the work area and position

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial

Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

Sub and Non-Acute Patient (SNAP) Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes of care, according to the primary clinical management intention. The SNAP team report to the Clinical Coding and Casemix Manager within Health Information Services. Care type changes are performed to ensure sub-acute and non-acute inpatient episodes of care are funded according to activity. SNAP Officers also undertake comprehensive assessments for sub- and non-acute inpatients, including RUG-ADL, FIM, HoNOS65+ and Palliative Phases. Subacute services play an integral part within the health care continuum, supporting patients to maximise their independence and capabilities and, in doing so, minimise long-term health and community care needs. Sub-acute care focuses on care delivered from a multidisciplinary approach and as such promotes communication and facilitates consistent pathways from acute care to discharge.

Eligibility/Other Requirements:

Mandatory:

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

High level computer skills (MS Office) with demonstrated experience in collecting and managing data

Desirable:

Hold accreditation or trained in recognised clinical assessment tools, such as;

- Functional Independence Measure (FIM);
- Health of the Nation Outcome Scales (HoNOS65+);
- Resource Utilisation Group Activities of Daily Living (RUG-ADL), and/or;
- Palliative Care Phases

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note:

This is a temporary position available for a period of six months. Selection may be based on application and referee reports only.

Contact Officer: Lesley Dickens (02) 5124 9360 lesley.dickens@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Services

Occupational Therapist, Psychologist, Social Worker

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 33953)

Gazetted: 06 August 2020

Closing Date: 20 August 2020

Details: About us

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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:

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including a number of group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services. The AMHDS is located at the University of Canberra Hospital.

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia

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

For Psychology:

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

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

Be 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 Social Work:

Hold a degree in Social Work

Be eligible for membership of the Australian Association of Social Workers

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

Other Requirements:

Holds a current driver's licence.

Highly Desirable:

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

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).

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

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

Allied Health

Acute Allied Health Services

Psychology

Clinical Psychologist (Pain Services)

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 27897)

Gazetted: 06 August 2020

Closing Date: 20 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 may work across a number of areas including:

The Pain Management Unit - a public tertiary multidisciplinary outpatient service providing services to the population of Canberra and surrounding areas. The multidisciplinary team currently consists of medical (pain physicians, consultant psychiatrist in drug and alcohol, pain fellow), nursing, physiotherapy, clinical psychology, occupational therapy, social work and administration. The core business of the PMU is providing outpatient care for individuals living with chronic pain. The allied health professionals at the PMU play an integral role in the multidisciplinary team facilitating group based assessment and intervention.

The position will report to the Manager of Acute Support Psychology, with day to day operational coordination and service planning through the Director of PMU. Clinical supervision will be negotiated with the Acute Support Psychology Manager.

The Clinical Psychologist may be responsible for the provision of psychologist services at two different sites, the Canberra Hospital Campus and the University of Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Clinical Psychology.

Hold general registration with the Psychology Board of Australia under AHPRA.

Hold an area of practice endorsement in Clinical Psychology.

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

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. Current driver's licence. Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available for three months with the possibility of extension. This position is eligible for a Group Attraction and Retention Incentive: \$9,466 - \$13,316. The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$113,003.

Contact Officer: Elissa Jacobs (02) 51242045 elissa.jacobs@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Covid Testing Centres

COVID Testing Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 48357, several)

Gazetted: 06 August 2020

Closing Date: 13 August 2020

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Overview of the work area and position

The COVID testing sites operate at various sites across both North and South Canberra. The sites include drive through, indoor and pop up testing sites.

As a COVID testing nurse you will be conducting COVID tests for public of ACT and surrounding regions. The positions include weekend work and there may be the requirement to work at more than one site in a day depending on demand.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: Part time and full time positions are available for four months with the possibility of extension up to six months. The full-time salary noted above will be paid pro-rata for the part time positions. Both experienced and beginner Registered Nurses are encouraged to apply.

Contact Officer: Regina Ginich (02) 5124 8546 regina.ginich@act.gov.au

Infrastructure and Health Support Services

Business Support

Food

Health Service Officer Level 3 - Food Services

Health Service Officer Level 3 \$52,460 - \$54,165, Canberra (PN: 23319, several)

Gazetted: 06 August 2020

Closing Date: 18 August 2020

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Overview of the work area and position

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

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

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

Food Service is organised into the following functional areas:

Food Service Administration:

Operation Support Services - Food preparation and Food Production,

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

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

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

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Desirable:

Food Industry recognized qualification,

Current class C driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary part time contract for 12 months with the possibility of extension and or permanency.

This is a part-time position is available at up to 20 hours per week and the full-time salary noted above will be paid pro-rata. Successful candidates may also be considered for any future temporary vacancies within the next 12 months.

Contact Officer: Elizabeth Suarez 5124 3932 elizabeth.suarez@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional Level 3 CAMHS South

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 21514, several)

Gazetted: 06 August 2020

Closing Date: 20 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 service.

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:

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be based at CAMHS North and will conduct assessment and clinically manage children and young people with mental health conditions, facilitate group work and to provide support to HP1 and HP2 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Minimum of three years (ideal five years) post qualification

Must hold a current ACT driver's licence.

For Psychology:

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

Minimum of three years (ideal five years) post qualification

Must hold a current ACT driver's license.

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 Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Minimum of three years (ideal five years) post qualification

Must hold a current ACT driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check

Comply with CHS credentialing requirements for allied health.

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

Note: There are two temporary position's available up to 12 months with the possibility of extension. One position is full time up to 12 months and the other is part time for up to eight months. The part time position is available at

hours 22.05 per week and the full-time salary noted above will be paid pro-rata. There is a possibility of undertaking weekend or Public Holiday shift-work – please discuss this further with the Contact Officer.
Contact Officer: Kalvinder Bains (02) 5124 3133 kalvinder.bains@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Therapist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 40925)

Gazetted: 06 August 2020

Closing Date: 13 August 2020

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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.

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, Alcohol and Drug Services.

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

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

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and

effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the HP3 Therapist position is responsible for conducting skilled clinical assessments and delivering high-intensity psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

Eligibility/Other Requirements:

For Psychology

Mandatory:

Hold General Registration with the Psychology Board of Australia.

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

Minimum of three years (ideal five years) post qualification.

Desirable:

Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor.

Current driver's licence.

For Social Work

Mandatory:

Degree in Social Work.

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

Minimum of three years (ideal five years) post qualification.

Desirable:

Current driver's licence.

Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy

Mandatory:

Hold registration with the Occupational Therapy Board of Australia.

Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA).

Minimum of three years (ideal five years) post qualification.

Desirable:

Current driver's licence.

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

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

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

Contact Officer: Nikki O'Dwyer (02) 5124 1752 nikki.o'dwyer@act.gov.au

Canberra Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Office of the Executive Director

Business Manager MHJHADS

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 28848)

Gazetted: 13 August 2020

Closing date: 20 August 2020

Details: About us

Our Vision: Creating exceptional health care together.

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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:

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

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

Canberra Health Services is looking for a high calibre Business Manager to lead the busy office of the Executive Director, Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. You will manage a small, dedicated team in the provision of Executive support, release of information and coordination of operational requirements for MHJHADS.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

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

Desirable:

Hold a current driver's licence

Contact Officer: Liza Marando (02) 5124 8688 liza.marando@act.gov.au

Canberra Health Services

Clinical Services

Women, Youth and Children Community Health Programs

Maternal and Child Health

Clinical Development Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 44926)

Gazetted: 13 August 2020

Closing date: 27 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 Maternal and Child Health (MACH) Service within Women, Youth and Children Community Health Program (WYCCHP) is offering an experienced Registered Midwife an exciting opportunity to join the newly established Canberra Maternity Options team as the Clinical Development Midwife.

The Canberra Maternity Options service is the first point of contact for women accessing public maternity care in the ACT. It is a territory wide service and is located within the Maternal and Child Health Service (MACH). This position will support this service as well as working across the MACH program to support the clinical development needs of midwives, including new graduate Midwives, working within MACH.

MACH midwives and nurses are guided by The National Framework for Universal Child and Family Health Services (2011) whose vision is that, "all Australian children benefit from quality universal child and family health services that support their optimal health, development and wellbeing". The framework is designed to meet the needs of all Australian children within a system of universal, targeted, secondary and specialist services and has been informed by emergent research, policy and service development.

Supporting families, parents and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support.

Eligibility/Other Requirements

Mandatory:

- Be registered as a Registered Midwife with the Australian Health Practitioner Regulation Agency (AHPRA)
- Extensive experience as a Registered Midwife across the full scope of practice.

Desirable:

- Postgraduate qualifications in relevant field e.g. Child and Family Health and/or clinical leadership

Other:

- The successful applicant will be required to undertake "Train the Assessor" training through Capabiliti if they do not hold a similar qualification such as Certificate 4 in Training and Assessment

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.

Contact Officer: Christine Powley 0466689522 christine.powley@act.gov.au

Canberra Health Services

Chief of Clinical Operations

Patient Flow Unit

Bed Allocations Officer

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29059)

Gazetted: 13 August 2020

Closing date: 27 August 2020

Details: About us

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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 Bed Allocation Officer (BAO) provides a centralized point of contact for all patient flow activity requested to, from and within the Canberra Hospital. This position provides scope to develop an interface and relationship between all clinical areas and other associated agencies with the CHS and Southern NSW Local Health Districts to facilitate safe and effective patient flow.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

- Holds or is working towards a post graduate tertiary nursing qualification in acute nursing relevant to an acute hospital setting.

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 Occupational Assessment, Screening and Vaccination policy (OMU).

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

Contact Officer: Tara Pidgeon 0466 376 746 tara.pidgeon@act.gov.au

Canberra Health Services

Clinical Services

Women, Youth and Children

Paediatric Endocrinology and Diabetes

Dietitian

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 48607)

Gazetted: 13 August 2020

Closing Date: 27 August 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 Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. The Paediatric Endocrinology and Diabetes Service is an interdisciplinary service and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

The Nutrition service provides individual consultations for children and young people with diabetes and their families and carers. As a dietitian, you will be required to provide clinical assessment, intervention and support to patients with diabetes. You will be an integral part of the Paediatric Endocrinology and Diabetes Service, collaborating with Endocrinologists, Diabetes Nurse Educators, and Diabetes Social Workers to provide interdisciplinary care for people with complex diabetes. You will have the opportunity to contribute to service development as the team embarks on a new model of care.

The Diabetes Dietitian will be responsible to the Director of Allied Health in the Division of Women, Youth and Children. Professional supports will be provided through newly established professional governance structures.

Eligibility/Other Requirements:

Mandatory:

- Tertiary qualifications in Nutrition and Dietetics or equivalent. Eligible for membership of the Dietitians Association of Australia.
- Applicants must have a minimum of 3 years post-qualification experience.

Desirable:

- Experience in paediatric diabetes management.
- Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered under the Working with Vulnerable People (Background Checking) Act 2011.
- Comply with Canberra Health Services credentialing requirements for allied health professionals.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (OMU).

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

Contact Officer: Pip Golley (02) 5124 4236 pip.golley@act.gov.au

Canberra Health Services

Allied Health

Acute Allied Health Services

Psychology

Senior Clinical Psychologist

Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 48430)

Gazetted: 13 August 2020

Closing Date: 27 August 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

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

Desirable:

- Eligibility for Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology.

- Current driver's licence.

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.

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

Executive Group Manager, Shared Services ICT

Temporary Vacancy (24/08/2020 to 23/11/2020)

Chief Minister, Treasury and Economic Development Directorate

Shared Services

Position: E786

(Remuneration equivalent to Executive Level 2.2)

Date circulated: 11 August 2020

Circulated to: ACTPS Senior Executive List

Expressions of interest (EOI) are sought for the position of Executive Group Manager (EGM) Shared Services ICT for a period of three months (24 August 2020 to 23 November 2020).

Shared Services, within the Chief Minister, Treasury and Economic Development Directorate is seeking applications from suitably qualified applicants for the position of Executive Group Manager (EGM) Shared Services ICT (SSICT). The EGM SSICT is part of the executive team of Shared Services and reports directly to the EGM Shared Services (EGMSS).

The EGM SSICT leads and strives to for the provision of best practice, fit for purpose ICT systems and allied services to ACT Directorates and Agencies, ACT Ministers and the ACT Legislative Assembly. The EGM SSICT role is critical to build and maintain key stakeholder relationships and to ensure that our customer/partners understand the SSICT products and services that are provided.

The successful applicant will have strong leadership and stakeholder management capabilities. These, together with a strong strategic focus and a deep understanding of ICT, the ideal candidate will provide customers and staff with a clear direction for ICT services in the ACT public sector.

For further information please see the Executive Capabilities below.

To apply: Please submit a short expression of interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae to Graham Tanton via email to graham.tanton@act.gov.au by 12pm Tuesday 18 August 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 \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

Contact Officer: Graham Tanton via email to graham.tanton@act.gov.au

Executive Capabilities:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk

- Thinks broadly and develops solutions

Achieves results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence-based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages efficiency across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Office of Chief Digital Office

ACT Data Analytics Centre

Business Intelligence Developer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 40123)

Gazetted: 06 August 2020

Closing Date: 20 August 2020

Details: We are seeking an experienced Business Intelligence Officer to join our Data Analytics Centre. Your role will be to develop dashboards, reports and other business intelligence (BI) products using a variety of data stored within the ACT Government's data repositories. The ACT Data Analytics Centre (the Centre) has been established within the Office of the Chief Digital Officer (OCDO) to build strong partnerships with the Directorates to understand and capitalise on the information assets government holds and manages. Its aims to:

Make data discoverable, accessible and trusted for use across ACT Government through improved data governance and management;

Facilitate sharing and integration of data in the Data Lake, to enable self-service by Directorates;

Demonstrate the value of government data through data analysis;

Foster and build data and digital capability across the ACT; and

Build trust by fostering privacy and security by design of sensitive data.

The Centre has an agile and lean mindset and uses human centred design and systems thinking approaches. Team members will be evangelists for data, promoting a positive culture that will transform the ACT Government to become an evidence-based, data-driven organisation. They will contribute to a positive and collaborative organisational culture, providing insight and input into strategic planning and actively contribute to the success of the Centre and the broader OCDO.

You will work as member of a dynamic and diverse team to develop and deliver visual analytics solutions and products that enable business to achieve better outcomes for all Canberrans. Our ideal candidate will be passionate about improving the trusted use of public sector data and to improve policy outcomes across the ACTPS. You will have demonstrated conceptual and analytical skills and a sound track record in developing Business Intelligence products and visual analytics that enable business areas to achieve their outcomes. You will have an approach that reflects the ACT Data Analytics Centre mindset with good organisational skills and the ability to deliver multiple projects within tight timeframes. You will be able to engage authentically with stakeholders on complex issues and be a strong and empathetic communicator who can present a logical and compelling argument. 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 available immediately for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW

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

How to Apply: To apply for this position review the Position Description for details about the role and associated responsibilities and provide a curriculum vitae including the contact details of at least two referees and a personal pitch (no more than four pages) providing examples of your achievements and how they relate to this position and its requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Philip Crawford (02) 6207 9872 philip.crawford@act.gov.au

Treasury

Property and Venues

ACT Property Group

Assistant Director - Executive and Government Business, Executive Officer

Senior Officer Grade C \$108,926, \$117,249, Canberra (PN: 46721)

Gazetted: 13 August 2020

Closing Date: 21 August 2020

Details: An upcoming vacancy exists in the executive unit at ACT Property Group for an enthusiastic and skilled Executive Officer. This role requires a high level of attention to detail and well developed interpersonal and communication skills.

The successful candidate will work with staff across ACT Property Group to ensure the business unit meets its reporting responsibilities in a timely manner and that advice provided is accurate and correct. This position is responsible for coordinating ministerial correspondence and government business on behalf of the unit, while also supporting the Executive Branch Manager in performing their role.

Eligibility/Other Requirements: This position requires a current driver's licence (C Class)

Qualifications in management, administration or government are desirable but not essential.

Note: This is a temporary position available until 20 August 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please provide a current curriculum vitae and two-page pitch against the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Clarke (02) 6205 2250 or (02) 6205 6314 liz.clarke@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Strategic Compliance and Coordination

Strategic Policy Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 37912)

Gazetted: 06 August 2020

Closing Date: 20 August 2020

Details: The Construction, Utilities and Environment Protection Branch is looking for a switched-on person to work in the Strategic Compliance and Coordination team. It's a busy place to be, with a variety of work needing a variety of skills. We're looking for someone who can write correspondence, briefs and public information, coordinate the branch's reporting, read and research legislation, keep in touch with the teams and the rest of Access Canberra, and come up with good ideas and follow through. And that's just the first week. You'll be working in a great team, supporting the work of Access Canberra to improve building quality and making a difference in our community. It requires the ability to multitask, work with tight deadlines, and engage with staff across the organisation. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately until 31 December 2020 with the possibility of extension for up to six months and/or permanency. This position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications will be assessed against the Selection Criteria of the Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. To apply please send us your two page pitch detailing your experience and qualifications and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Josey (02) 6207 0382 belinda.josey@act.gov.au

Shared Services ICT

Customer Engagement

ICT Team CSD

Operations Support

Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 47417)

Gazetted: 06 August 2020

Closing Date: 20 August 2020

Details: The position is part of an embedded Shared Services ICT team working closely with Community Services Directorate to achieve business strategies through effective management of ICT resources, business systems and reporting. This will include liaison with central Shared Services ICT teams, key Directorate stakeholders and vendors as required. The team are based in Belconnen and, together with central Shared Services ICT teams, supports Community Services Directorate sites and services across the ACT. Who are we looking for? Someone who can solve problems and support ICT business systems and can work with both technical and business users in an imbedded ICT Team. We are after someone who can provide good customer service and can own and problems to resolution. What qualities do you need to have? - understand functional components of ICT business systems running on Windows and Unix platforms - understand ACT Government change management process - able to work with both technical and business users - understand and perform basic problem solving or root cause analysis - an understanding of embedded ICT Team operating environments and processes - a respectful and considerate team engagement ethos - a willingness to share information and knowledge. A typical day will include: - managing service requests from business areas - reviewing access control requests and forwarding to central area(s) for processing - performing routine housekeeping tasks for business systems including password resets. 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:

ITIL Foundations V4 Certificate highly desirable.

This is a Position of Trust Level 1 (PoT1).

An ACT Government CMTEDD Baseline clearance is required for this position.

This position requires a pre-employment medical.

Driver's licence is not essential. This position does not require a Working with Vulnerable People 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: In two pages please provide your statement of claims against the Selection Criteria outlining what you will bring to the role. A current curriculum vitae should be included and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Workplace Safety and Industrial Relations

Data and Analytics and Finance Team

Senior Director

Senior Officer Grade A \$148,991, Canberra (PN: 38261)

Gazetted: 12 August 2020

Closing Date: 19 August 2020

Details: The Workplace Safety and Industrial Relations Group is seeking a collaborative and dynamic leader for its Data Analytics and Finance which is responsible for data reporting and oversight of the Public Sector Workers Compensation Fund. The successful applicant will lead the team to implement the following to support the group: facilitate evidence-based decision making by leading the design and implementation of an integrated suite of personal injury management performance metrics for workplace safety and workers' compensation across the ACT, including education and awareness raising services to internal and external clients; lead economic/statistical analyses to identify trends, patterns and relationships in data and establish methods and indicators to identify current and emerging issues; oversee the management of the Territory's ICT systems for receiving, storing and analysing workers' compensation and public sector work injury data. Chief Minister, Treasury and Economic Development 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 a period of three months, with the possibility of extension up to six months. 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 temporary vacancies over the next 12 months. This position is available to ACT Government officers and employees only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted by email to the contact officer.

Contact Officer: Mikaela Turner (02) 6207 7192 mikaela.turner@act.gov.au

Shared Services

Customer Engagement Services Branch

Education ICT

Education ICT Support Officer

Information Technology Officer Class 1 \$70,058 - \$79,749, Canberra (PN: 32417)

Gazetted: 10 August 2020

Closing Date: 17 August 2020

Details: The Customer Engagement Services Branch is seeking Expressions of Interest from suitably experienced staff to perform the role of Education ICT Support Officer within Education ICT Software and Licensing Team. This role is based at Winyu House in Gungahlin.

Working independently as well as collaboratively within a team environment, your day will consist of acting as the intermediary between the Education Directorate, Shared Services technical teams, project teams and vendors regarding, purchasing, licensing, packaging, testing, upgrading and compatibility of software applications requested by the Education Directorate, Central office and ACT Public Schools.

To have success in this role, you must be able to establish and maintain ongoing relationships with relevant stakeholders, technical staff, management and customers while assisting the Education Directorate and the Education ICT team to achieve deliverables by prioritising, monitoring and managing Software and Licensing customer requests through ServiceNow and escalating requests when required.

Whilst undergoing software procurement processes you will adhere to policies and procedures to ensure tasks are completed in compliance with licensing and end user license agreements. You will be required to capture and record license details by means of accurate recording keeping in the Software Licensing Database, SharePoint Knowledge Base, TRIM and ensuring internal work and case notes are accurate, up-to-date and relevant.

As part of the Education ICT Software and Licensing Team you will be required to manipulate extracted data from Active Directory and other databases using MS Excel or similar for reporting and auditing purposes. Demonstrated experience in the use of Microsoft Excel and using formulas and functions is a must to succeed in this role.

Eligibility/Other Requirements:

Knowledge of the ITIL framework would be highly advantageous.

Knowledge of, or the proven ability to quickly acquire knowledge in the use of the ITSM tool (Service Now) or equivalent and access management tools.

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

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

merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will allow the provision to work from home during the current pandemic.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties, responsibilities and capabilities listed in the Position Description.

Please submit the following:

A three page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) providing S.T.A.R (Situation. Task. Action. Response) examples demonstrating your ability to exceed in this role. The pitch should:

Show that you have the capabilities listed in the “What you Require” section of the Position Description, including Professional/Technical Skills and Knowledge, and Behavioural Capabilities .

Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past .

Tell the panel how your abilities, experience and qualifications make you the best person for this role°. For information on how to prepare your application refer to the Prepare Your Application page on the Jobs ACT Website .

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Button now.

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

Access Canberra

Fair Trading and Compliance

Compliance

Strategic Compliance Coordination Officer

Administrative Services officer 4 \$72,272 – \$78,254, Canberra (PN: 42494)

Closing Date: 25 August 2020

Details: Are you a coordination wizard? The Compliance Team in Access Canberra is looking for someone who can think on their feet, provide administrative support and coordinate the team’s workload. This role offers a lot of variety as the team is responsible for regulating gaming, liquor, security and fair trading (to name just a few!). The successful applicant will be able to demonstrate their ability to analyse information and contribute to reports/briefs to inform the team’s activities and operational processes. 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 six 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: 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 include the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Callan McPhan (02) 6207 0195 Callan.McPhan@act.gov.au

Revenue Management

Business Systems

Change and Training Coordinator

Administrative Services Officer 6 \$86,547-\$99,051, Canberra (PN: 38477)

Closing Date: 25 August 2020

Details: The Business Systems unit has carriage of the program of works published in the ACT Revenue Office Digital Plan. This encompasses digital services, business process reengineering, supporting business intelligence and working closely with Shared Services ICT and software vendors. The unit operates a dev/ops model and is staffed with high performing individuals across multiple skillsets including digital service delivery, quality assurance, incident management, reporting, training, change and communications.

Applications are sought from suitably experienced and motivated individuals to fill the role of Change and Training Coordinator. You will need to be a self-starter, able to work in a fast-paced environment characterised by rapid change. You will need excellent oral and written communication skills and have a track record of developing productive working relationships and networks across government.

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

Eligibility/Other Requirements: A combination of one or more of these requirements will be highly sought after, but it is not a requirement to have all of these:

- Tertiary qualifications (or currently working towards a qualification) in change management, organisational development, or information technology would be preferred,
- TAE40116 Certificate IV in Training and Assessment would be highly desirable but not mandatory,
- PROSCI certification (or willingness to attain) would also be desirable;
- PRINCE2 certification would be an advantage but not mandatory.

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

How to Apply: Applications should be a maximum of two pages and should address the capabilities listed under the "What you Require" section of the document. A current curriculum vitae should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Harrison (02) 6205 9393 steven.harrison@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

Service Assurance

Health Asset Refresh Co-ordinator

Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 46602)

Gazette Date: 7 August 2020

Closing Date: 21 August 2020

Details: The Service Assurance Refresh Team are seeking a highly motivated person to fulfil the position of the Health Asset Refresh Co-Ordinator.

The role of the Health Asset Refresh Co-ordinator is to provide technical expertise and support for the complete refresh process of ICT assets for all of the ACT Health Directorate sites. This will involve the provision of technical leadership and may also involve the installation of hardware, software and the deployment of applications. Assist in the development, management and maintenance of all ACT Government Health assets.

The successful candidate will have the ability to effectively self-manage, and to plan and prioritise competing tasks while liaising with stakeholders and working collaboratively with team members and teams across the organisation. 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: The successful applicant will need to hold or be able to rapidly obtain an ACT Government Baseline Security Clearance.

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: After reviewing the Position Description please provide a written response to the "What you require" capabilities listed, describing experience and claims of suitability, not exceeding two pages. Please provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Kondakis (02) 6205 3656 Andrew.Kondakis@act.gov.au

Commercial Services and Infrastructure Group

Shared Services

Finance Services

System Administrator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 07468)

Gazette Date: 11 August 2020

Closing Date: 18 August 2020

Details: The Financial Applications Support Team (FAST) is seeking an enthusiastic and motivated person, who working collaboratively with other team members, will assist in the delivery of financial systems services to ACT Government Directorates. Under the supervision of the System Administrator.

The role will perform system administration functions for the Oracle E-Business Suite and P2PCM and various other finance business systems. Prepare user documentation, develop and present user 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.

Eligibility/Other Requirements: Experience working with Oracle E-Business Suite, P2PCM, and good attention to detail is highly desirable.

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

How to Apply: If you are interested in this position, you should review the Position Description for details about the role and associated responsibilities and provide: Your curriculum vitae, including two referee reports; a two-page personal pitch, providing examples of your achievements and how they relate to the position requirements. *Applications should be submitted via the Apply Now button below.*

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

Contact Officer: Linda McNaught (02) 6205 0756 Linda.McNaught@act.gov.au

Policy and Cabinet

Executive

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 36443)

Gazette Date: 12 August 2020

Closing Date: 26 August 2020

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

Policy and Cabinet provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency coordination role in strategic planning, social and economic policy, spatial planning, regional policy and engagement, and across-government regulatory reform.

Policy and Cabinet supports the Chief Minister, Minister for Regulatory Services, Cabinet, and the Head of Service as Secretary of Cabinet and Chair of Strategic Board, through the provision of policy and support, including Cabinet secretariat functions and advice. The Division, through the Office for LGBTIQ Affairs, leads and coordinates the delivery of policy and strategic projects to promote the safety, inclusion and recognition of LGBTIQ Canberrans.

Policy and Cabinet supports the Chief Minister and represents the ACT at intergovernmental forums, notably the Council of Australian Governments, the Council for the Australian Federation and the Council of Capital City Lord Mayors. The Division manages and coordinates the ACT's relationships with other jurisdictions, most significantly with the Commonwealth, NSW, Australia's other capital cities and NSW Councils surrounding the ACT.

The occupant of this position will provide high quality administrative and executive assistant support primarily to the Executive Group Manager (EGM). This position will also provide administrative functions across the Policy and Cabinet Division.

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:

Desirable qualities include:

Recent Executive Assistant experience, of twelve months or greater, will be highly regarded.

Note: This is a temporary position available immediately for up to 12 months with the possibility of permanency. Competency assessments may form part of the selection process. 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 operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working.

Due to the ongoing COVID-19 pandemic, applicants will be working from home and they should discuss any concerns with the contact officer.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A one page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

Applicants must submit a current curriculum vitae including details of work history (roles, timing, responsibilities, and achievements), professional memberships and qualifications, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen O'Sullivan (02) 6207 2201 Karen.O'Sullivan@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

**Executive Group Manager, Strategic Policy
Temporary Vacancy (ASAP to 25 March 2021)
Community Services Directorate
Strategic Policy
Position: E1039**

(Remuneration equivalent to Executive Level 2.4)

Date circulated: 11 August 2020

Circulated to: ACTPS Senior Executive List

An exciting short-term opportunity is available to lead the Strategic Policy Branch.

In this role you will lead a strategic policy agenda focused on early intervention across the Directorate, Human Services cluster partners and community stakeholders. You will lead an across government conversation with a view to achieving better outcomes for Aboriginal and Torres Strait Islander Canberrans through the Office of Aboriginal and Torres Strait Islander Affairs. You will work closely with the Chief Information Officer to deliver a digital transformation agenda while also focusing on developing capability across strategic policy, service design, data collection and analysis and program evaluation across the organisation.

To be successful in this role, you will have extensive experience in human services policy development and program management. You will be politically astute and able to navigate complex stakeholder relationships across government, community groups and peak bodies. In addition, you are a leader with a strong values base who possesses significant intellectual capability with respect to analysis and strategic policy development.

This position reports directly to the Deputy Director-General, CSD.

To apply: Interested candidates should submit a one-page Expression of Interest and curriculum vitae to Anne-Maree Sabellico via email to annemaree.sabellico@act.gov.au by COB Tuesday 18 August 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: Anne Maree Sabellico, Deputy Director-General, Community Services Directorate (02) 6205 0839
annemaree.sabellico@act.gov.au

Executive Group Manager, Child and Youth Protection Services

Temporary Vacancy (31 August 2020 – 12 October 2020, with possibility of extension)

Community Services Directorate

Children, Youth and Families

Position: E737

(Remuneration equivalent to Executive Level 2.1)

Date circulated: 12 August 2020

Circulated to: ACTPS Senior Executive List

The position of Executive Group Manager, Child and Youth Protection Services is currently vacant and in the process of being advertised for long-term filling. Whilst this process takes place, CSD have a short-term opportunity to fill the position.

CYF works in partnership with the community to protect children and young people from being harmed and from harming others. CYF also works in partnership with families, carers and community agencies to ensure children and young people are safe and achieve the best possible life outcomes. CYF are a Division of a one CSD human services organisation.

Child and Youth Protection Services (CYPS) has a statutory responsibility to support children, young people and families requiring a care or justice response.

The Executive Group Manager, Child and Youth Protection Service will be responsible for child protection and youth justice services to ACT children and young people and their families.

This position will have significant contact with other directorate executives and the Minister's office, requiring a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

The Executive Group Manager should have a proven record, in overseeing a division responsible for complex case management as well as demonstrable skills in exercising delegations under the Children and Young People Act or equivalent.

The position will report directly to the Executive Group Manager, Children, Youth and Families.

To apply: Interested candidates should submit a one-page Expression of Interest and curriculum vitae to Helen Pappas via email to helen.pappas@act.gov.au by COB Wednesday 19 August 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 \$266,234 - \$276,672 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$208,769.

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

Corporate

People Management Branch

Safety and Wellbeing Team

Director, Safety and Wellbeing

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 33213)

Gazetted: 06 August 2020

Closing Date: 20 August 2020

Details: The People Management Branch are seeking a high performing Director to lead our Safety and Wellbeing Team. Our Safety and Wellbeing Team is a multi-disciplinary team that provides support, high-level policy and legislative advice to the Directorate's diverse business units. As the Director, you will ensure that the Directorate applies and interprets relevant legislation, whole of government policies, strategies and guidelines. You will also oversee the Directorate's compliance with WHS obligations, continuous improvement, hazard and risk

identification and represent the Directorate at numerous internal and external forums. The ideal candidate for this position will have previous experience, demonstrating high-level knowledge of work, health and safety, workers' compensation compliance and frameworks with a focus on achieving and maintaining best practice regulatory approaches. The successful candidate will model behaviours consistent with ACT Government's Respect, Equity and Diversity Framework. Lead safe work practices that are in accordance with the Directorate's Work Health and Safety system. The Community Services Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: Selection may be based on written application and referee checks 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 the role, and provide a written application demonstrating your ability and experience to perform the role against the selection criteria (maximum of two pages). Please also provide a current curriculum vitae including the details of two referees with your pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Rose (02) 6207 1210 craig.rose@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Therapeutic Assessor

Child and Youth Protection Professional Level 3 \$99,743 - \$104,823 (up to \$109,767 on achieving a personal upgrade), Canberra (PN: 27435, several)

Gazetted: 10 August 2020

Closing Date: 26 August 2020

Details: The Therapeutic Assessor position is responsible for providing functional behaviour assessments, positive behaviour support plans, developmental and therapeutic assessments (and reviews) for children and young people in out of home care, expert case practice advice and leadership, support and development of case workers in the integration of theory and practice, and the promotion of a trauma-informed organisation.

Eligibility/Other Requirements:

Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

At least five years' experience in human services fields.

Current driver's licence.

Desirable qualifications and experience:

High level of experience with Positive Behaviour Support Plans (development, monitoring and review), and in completing functional behaviour assessments.

Proven experience in working with people with significant trauma and adversity histories, disability and/or mental illness.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies, both temporary and permanent 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: Amenah El Chami (02) 6207 4528 Amenah.ElChami@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Practice and Performance

Independent Case Conference Chair

Child and Youth Protection Professional Level 4 \$114,061 – \$122,384, Canberra (PN: 07483)

Closing Date: 27 August 2020

Weeks to Close: 2

Details: The Independent Case Conference Chair is responsible for increasing Child and Youth Protection Services (CYPS) proficiency in facilitating case conferences. This will be done through working with CYPS Case Managers, children, young people, families and relevant agencies to organise and facilitate Child Protection Case Conferences, as well as case conferences (as part of general case management) where an independent Chair is required.

The role requires compliance with the relevant provisions of the *Children and Young People Act 2008* and other legislation to consider the child protection issues and determine outcomes in the best interests of children and young people.

Eligibility/Other Requirements:

- Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.
- At least five years practice experience working with children, young people and their carers or families.
- Current driver's licence.

Desirable Qualifications and Experience:

- Diploma or relevant tertiary qualifications in human services or community services is highly desirable.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.
- Educational, suitability and professional qualification checks may be carried out prior to employment.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Kanellopoulos (02) 6207 6968 Maria.Kanellopoulos@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

School Performance and Improvement

Belconnen Network

Southern Cross Early Childhood School

Principal – Southern Cross Early Childhood School

School Leader A 1 \$163,413, Canberra (PN: 14754)

Gazette Date: 7 August 2020

Closing Date: 24 August 2020

Details: The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Southern Cross Early Childhood School. The role requires a strong focus on equity and inclusion, where cultural integrity is embedded in curriculum planning and school events. The appointed Principal will lead a consistent approach to play based learning and teaching across the school. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school to build the capabilities and effectiveness of the leadership and teaching teams.

Southern Cross Early Childhood School caters for children from birth to eight years, and offers integrating services including childcare, Preschool to Year two education and a range of community programs. The school delivers strong academic achievement, in a creative environment where teaching and learning is supported by skilled and inspired staff and strong community involvement. Southern Cross Early Childhood School focuses on the academic, physical, social and emotional development of students while maintaining high expectations for student's learning and interaction with others.

A focus on improving student literacy and numeracy outcomes is an ongoing priority at Southern Cross Early Childhood School, with an emphasis on embedding further consistency of beliefs and practices across the school. The School is committed to building and strengthening partnerships with the school community that are focused

on maintain and deepening the school's community of learning. The school has established strong connections to a broad range of community organisations and government services ensure that individual support is provided for families when needed.

For a deeper understanding about the school's individual context please examine the school's Annual Action Plan, Annual School Board Report, School Review Report and School Improvement Plan which can be found on the school website.

Key Duties: The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and assist in leading the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams. You will also manage the school within legislative requirements and in accordance with system and school board policies. Providing professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

The Education Directorates Priorities: ACT Public Schools value innovative, student focussed leaders who lead school communities that are welcoming, dynamic, inclusive, and culturally safe to meet the needs of all students. Successful leaders in the Directorate will be people focussed, have a strong commitment to the wellbeing of staff, students and families, and be capable of leading learning environments where all children and young people experience success, and where every teacher is empowered as an innovative learning professional to deliver high quality, engaging and differentiated learning experiences.

The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world - <https://www.education.act.gov.au/our-priorities/future-of-education>.

The execution of this ambitious agenda requires dynamic, flexible and innovative leaders who understand the challenges facing contemporary school leaders including the complexity, opportunity and challenges experienced by young people, and can ensure greater student voice and agency with increasingly personalised learning. Successful leaders in the ACT will understand that our people are our greatest resource that we are a leading learning organisation, where people know they matter and to this end all staff are engaged as learners in quality feedback and professional engagement as part of their daily experience at work. Where all staff understand the impact, they have both individually and collectively on student achievement and feel empowered and supported in their own professional growth and development.

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

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

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

For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Southern Cross Early Childhood School.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Willis (02) 6207 1555 Kris.Willis@act.gov.au

**School Performance and Improvement
South/Weston School Network
Telopea Park School
Student Support Officer**

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 48707)

Gazette Date: 12 August 2020

Closing Date: 26 August 2020

Details: An exciting opportunity exists to join the collaborative Student Services Team at Telopea Park School (7-10). As a member of the Student Services team the successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. These programs will support school connectedness and general health and well-being. Duties will also include: assisting students to access appropriate external community-based youth support services; taking a proactive role in liaising with parents, school and relevant community or government agencies; and maintaining accurate records. The successful applicant will possess sound knowledge and understanding of current issues affecting young people.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Experience in Secondary School Setting and experience in working with agencies to support young people.

Desirable

First Aid Certificate or willingness to undertake training.

Note: This is a temporary position available from 12 October 2020 for six 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: Applicants are asked to submit an application addressing the Selection Criteria (maximum four pages), outlined in the Position Description, along with a current curriculum vitae (maximum three pages) and contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Des Proctor (02) 6142 3361 Des.Proctor@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Lake Tuggeranong College

Building Service Officer - Lake Tuggeranong College

Building Service Officer 4 \$86,547 - \$99,051, Canberra (PN: 39103)

Gazetted: 12 August 2020

Closing Date: 19 August 2020

Details: Lake Tuggeranong College is seeking an experienced Facilities Manager. The successful applicant will need to show a high degree of initiative, independent judgement and quality control. Be responsible, flexible and be responsible for maintaining school buildings and grounds to a high standard with consideration to health, safety and security. Complete emergency repairs and other repairs to a professional standard and ensure all ACT government policies and compliance requirements are met when organising contractors and that all work meets trade and industry standards. The successful applicant will undertake relevant administrative tasks as required; ensure compliance with risk and safety management and documentation requirements. They will demonstrate a commitment to sustainable practices and demonstrate a willingness to work as part of a team and support the school community and programs.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.A. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

Essential: An industry recognised qualification in trade skills or equivalent work experience. Desirable skills in the applicant include knowledge of Microsoft Office Suite IT skills and digital technology systems including the BMS HVAC system.

Note: This is a temporary position available immediately until 2 July 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Letitia Edwards (02) 6142 3665 letitia.edwards@ed.act.edu.au

Business Services

People and Performance

HR Business Partnerships

Assistant Director People Cases

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 02323)

Closing Date: 26 August 2020

Details: Do you have exceptional problem-solving skills, great analytical skills and top writing skills? Do you have demonstrated experience providing advice on complex employment and conduct matters or a strong background in child safety or reportable conduct? We want to hear from you!

The People and Performance team in the Education Directorate are seeking a proactive and self-motivated team player to join our People Cases team until October 2021 to provide proactive case management of conduct and reportable conduct matters.

Note: This is a temporary position available immediately until 31 October 2021 with the possibility of extension and/or permanency.

How to Apply: Applicants are required to provide a maximum one-page pitch outlining their Skills, Experience and Suitability based on the requirements of the role as set out in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Moriarty (02) 6205 8271 Megan.Moriarty@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

Environment

ACT Parks and Conservation

Urban Reserves - Environmental Offsets

Conservation Planning Officer

Technical Officer Level 4 \$86,547 - \$99,051, Canberra (PN: 38208)

Closing Date: 25 August 2020

Details: The Conservation Planning Officer will head a small planning team within the Environmental Offsets unit tasked with delivering several Operational Management Plans for reserves managed by the ACT Parks and Conservation Service.

The successful candidate will have extensive experience in facilitating and writing natural resource management plans. They will require very good time management skills and a track record of delivering high quality projects on time. The candidate will also be able to demonstrate a strong knowledge of the matters of national environmental significance in the ACT and the management options for conserving them.

Eligibility/Other Requirements:

- Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training
- Tertiary qualifications in Natural Resource Management, Environmental Science or equivalent is desirable.
- Current manual driver's licence.

Note: This is a temporary position available from 7 September 2020 until 20 September 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Baines (02) 6207 2116 Greg.Baines@act.gov.au

Independent Competition and Regulatory Commission

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

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

Economics

Economist

Administrative Services Officer Class 6 \$86,547 - \$99,051 Canberra (PN: 09310)

Closing Date: 25 August 2020

Details: Are you excited by the chance to contribute to consumer welfare? Intrigued by the current issues in Australian electricity markets? The ACT's economic regulator—the Independent Competition and Regulatory Commission—is seeking an economic analyst to join its regulatory economics team.

The team's work is diverse and challenging and contributes to promoting the well-being of the ACT community. While the main focus is electricity and water price regulation, the team also undertakes research and analysis to develop advice on a range of competition and industry issues as requested by the ACT Government.

You will have experience in applying economic principles to real-world questions, strong quantitative and research skills, and experience in drafting reports and briefing papers. You have good communication skills, a professional and collaborative working style, and the ability to work effectively within a small team of economic and quantitative specialists. Knowledge of regulatory, infrastructure and/or industry issues will be an advantage but is not essential. A degree in economics, finance or a related discipline is essential.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Hamshire (02) 6205 8773 patrick.hamshire@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

Registrar, Magistrates Court

Temporary Vacancy (1 September 2020 to 28 February 2021)

Justice and Community Safety

ACT Courts and Tribunal

Position: E061

(Remuneration equivalent to Executive Level 1.3)

Date circulated: 12 August 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

The Magistrates Court is established by the Magistrates Court Act 1930. It has jurisdiction to hear a wide range of matters across both the civil and criminal jurisdictions. The Magistrates Court also sits as the Childrens Court,

Family Violence Court, Galambany Court, Warrumbul Court and Industrial Court. The Chief Magistrate and magistrates also constitute the Coroners Court.

Most of the Magistrates Court's work is in the criminal jurisdiction. The court also has a broad jurisdiction to hear and determine civil applications where the value of the claim is between \$25,000 - \$250,000 and in some cases, such as commercial leases, the jurisdiction is not limited.

The Registrar of the Magistrates Court is a statutory appointment under the Magistrate Court Act with responsibility for a range of quasi-judicial, statutory and administrative functions relating to the operation of the Court including the management of cases coming before it.

As Registrar you will exercise quasi-judicial powers, provide high level advice to the Chief Magistrate and Magistrates on matters of legislation and court practice, and give direction and support to the registry staff. You will also support the Principal Registrar of the ACT Courts and Tribunal in the overall management of the organisation.

To be a strong contender for this appointment you will need to be a self-motivated person with highly developed communication and interpersonal skills, sound judgement, very good planning and organisational skills (particularly in relation to work prioritisation), and a commitment to the delivery of high quality services. You will be able to demonstrate success in achieving best practice in court operations with proven ability to inspire employees to embrace change and transformation. You will also need to be a legal practitioner with at least five years' post admission experience, preferably in civil or criminal litigation.

Qualifications: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

To apply: Applicants should submit a 2 page application addressing their suitability for the role to David Metcalfe, Acting Principal Registrar and CEO, ACT Courts and Tribunal along with your curriculum vitae and the names of two referees before close of business on 19 August 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 \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contact Officer: David Metcalf on (02) 6205 9772 or email to david.metcalf@act.gov.au

Community Safety

Security and Emergency Management

Protective Security Officer

Administrative Services Officer Class 6 \$86,547, \$99,051 Canberra (PN: 43799)

Gazetted: 13 August 2020

Closing Date: 27 August 2020

Details: The Protective Security Officer is part of the protective security team within Security and Emergency Management Branch (SEMB). The position has responsibility for delivering a variety of protective security functions including:

- Public Safety CCTV Network maintenance checks, fault reporting, footage retrieval and supporting installations of temporary CCTV.
- Engaging with stakeholders to the Public Safety CCTV Network to progress actions in the ACT's CCTV Strategic Plan 2020-2022.
- Coordinating the engagement of vendors to undertake CCTV repairs, upgrades and new installations.
- Developing protective security policies and preparing briefings and written material for Ministers and committees on protective security matters.
- Designing, coordinating and delivering policies and projects that strengthen the ACT's physical security arrangements.

The position will also support the delivery of SEMB's responsibilities during time of crisis and emergency in the ACT. This includes supporting the ACT's Security and Emergency Management Senior Officials Group (ACT crisis committee) and representing SEMB in the Emergency Coordination Centre.

The successful applicant will require sound administrative, written, organisational, time management skills and an ability to develop and maintain productive working relationships and networks.

Eligibility/Other Requirements: This position is a designated security assessed position. The successful application must possess or acquire and maintain a Negative Vetting 1 security clearance. An understanding of the security

and emergency management governance arrangements of the Commonwealth and ACT Governments would be a distinct advantage.

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

How to Apply: Applicants for the position should submit a one-two page 'pitch' that provides evidence of your suitability for the role by including examples that clearly demonstrate relevant Skills, Knowledge and Behavioural Capabilities as required. A curriculum vitae should also be attached, and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hart (02) 6207 3067 david.hart@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Community Operations

Bail Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 14150)

Gazetted: 06 August 2020

Closing Date: 20 August 2020

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person, to fill the role of Bail Officer (ASO5) within Community Operations.

Under the direction of the Team Leader, the successful applicant will be responsible for monitoring the compliance of individuals subject to supervised bail orders, in accordance with Court ordered bail conditions. The successful applicant will manage appropriate breach action in response to non-compliance and provide written advice to Courts and stakeholders as required. In addition to this, you will and maintain accurate administrative records including case notes and official files.

To be successful in this role you will be able to display high level communication skills and demonstrate a capacity to work as part of a team. You will also possess excellent time management skills and a demonstrated ability to manage personal work priorities, in addition to displaying integrity and ethical behaviour.

Interested candidates are encouraged to make contact with the Contact Officer to seek clarification on the scope of the role.

Eligibility/Other Requirements: 1. Experience working with offenders is desirable but not essential. 2. Background police checks will be conducted. 3. Driver's licence is essential. 4. This position requires a pre-employment medical. 5. This position requires Working with Vulnerable People registration. Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

How to Apply: Applicants are required to submit a CV/resume, a two-page response addressing the technical skills and behavioural capabilities outlined in the Position Description through examples, and the names of two referees. Two written referee reports are required at interview stage, if selected.

Contact Officer: Sasha Boer (02) 6207 9431 sasha.boer@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Programs and Reintegration/Justice Housing Program

Justice Housing Program Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 29262)

Gazetted: 06 August 2020

Closing Date: 20 August 2020

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Justice Housing Program Officer (ASO6). The successful applicant will coordinate the Justice Housing Program (JHP) initiative, which aims to reduce the population in the Alexander Maconochie Centre (AMC) and reduce reoffending behaviour, through the provision of temporary accommodation for various cohorts of justice-involved people. The role of Justice House Program Officer presents an enormous opportunity to shape service provision

for people with high and complex needs, working collaboratively with government, the community services sector and people with lived experience of the justice system, to make a tangible difference in the Canberra community. To be successful in this role, you will be able to demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess sound interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders, including detainees at the AMC.

Eligibility/Other Requirements: Experience working with people with complex and high needs, in a criminal justice or housing context, is highly desirable. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check. A current driver's licence is essential. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

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

Note: Although based at 2 Constitution Avenue, this role will require frequent travel to and working from the AMC and/or the courts.

How to Apply: Applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical Skills, Knowledge and Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae including two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Braun (02) 6205 3280 helen.braun@act.gov.au

ACT Emergency Services Agency

Capability Support and Projects

Director - Procurement and Projects

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 41712)

Gazetted: 11 August 2020

Closing Date: 18 August 2020

Details: Emergency Services Agency (ESA) Capability Support and Co-ordination provides an enabling function across the ESA in support of the operational services and facilitates logistical support where an Incident Management Team (IMT) is established. The sections of this branch include: Fleet Facilities, Access and Equipment Procurement and Projects. Taking a 'One Agency' approach, the Director – Procurement and Projects will provide strong leadership, build relationships, demonstrating exceptional people skills in leading a small team responsible for supporting the procurement and project function. Primary responsibilities of the role are to ensure timely, cost efficient procurement and supply of consumables, goods, vehicles and equipment associated with delivery of the ESA's core functions and service to the ACT community. Development and maintenance of robust partnerships with stakeholders across the ESA, broader ACT Government and industry is essential. Of key importance is ensuring the ESA acts with probity and legislative compliance in all activities related to the procurement of goods and services. Additional responsibilities include a diversity of activity such as research and analysis, procurement strategy and execution, project implementation and management, and ongoing contract and performance management.

Eligibility/Other Requirements: Knowledge of the Information Technology Infrastructure Library (ITIL) framework or completion of the ITIL Foundation Certificate would be advantageous. A 'C' Class driver's licence is essential.

Selection may be based on application and referee reports only.

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

How to apply: Applications should include a supporting statement of no more than two (2) pages addressing the Selection Criteria/competencies, a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Jones (02) 6207 8437 jason.jones@act.gov.au

ACT Emergency Services Agency

Executive Branch Manager, Capability Support and Coordination, Emergency Services Agency

Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E1092)

Gazetted: 11 August 2020

Closing Date: 25 August 2020

Details: The Emergency Services Agency (ESA) is seeking applications from experienced, innovative and motivated individuals to fill the position of Executive Branch Manager, Capability Support and Coordination, responsible for a complex and diverse portfolio.

The Executive Branch Manager, Capability Support and Coordination works collaboratively with the Executive and Enabling Services to deliver enhanced and sustainable capability to ensure adherence to procurement policies and management of resourcing.

They will have carriage of the finalisation of the Communication Centre Reform Project as well as management of Logistics, fleet and procurement and project oversight in support of ACT ESA Capabilities development.

As a capable, organised and astute individual, you will wear many hats within this organisation and require a keen attention to detail, a sound knowledge of policy and a personable demeanour. We seek an innovator who is committed to planning and making decisions that deliver innovative and sustainable outcomes.

How to Apply: Interested candidates should submit a two page application and current curriculum vitae (including the contact details of two referees).

Applications should be submitted via the Apply Now button below.

Note: This is a temporary vacancy for a period up to 18 months.

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

Contact Officer: All enquiries regarding this position should be directed to Ray Johnson, ESA Deputy Commissioner (02) 6207 5967 or via email to tara.bucknall@act.gov.au.

ACT Corrective Services Canberra

Assistant Commissioner/Executive Branch Manager, Offender Reintegration

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1145)

Gazetted: 12 August 2020

Closing Date: 9 September 2020

Details:

Offender Reintegration – Assistant Commissioner/Executive Branch Manager ACTCS

Vital & influential leadership role with impact – ACT Government

Shape strategic & operational service delivery to change people's lives

Career transferability & expansion – address social disadvantage

Young & Agile Public Sector Agency

ACT Corrective Services (ACTCS) is not locked into tradition, it seeks to transform and incorporate contemporary, best-practice into an ACT context and deliver long lasting community benefit. A vibrant branch within the Justice and Community Safety Directorate, ACTCS manages the safe and secure custody of detainees, the delivery of rehabilitative, educational and vocational programs and the management of community-based corrections programs.

As Assistant Commissioner/Executive Branch Manager, Offender Reintegration, you will strengthen the rehabilitative efforts of ACTCS and reporting to the Commissioner, work towards the ACT Government's commitment to reduce recidivism by 25% by 2025.

Assistant Commissioner/Executive Branch Manager - Newly Created Strategic & Operational Opportunity

As the transformative and innovative lead for Offender Reintegration, you will take responsibility for a broad range of critical operational services (sentence management and administration, program design and delivery, transitional supports and Justice Housing) and develop new ways of addressing social disadvantage to change people's lives.

You will review and oversee current programs, test and determine effectiveness, and join up sentence/case management with new and flexible evidence-based service delivery, interventions and programs, to produce pathways for people to return to the community. Critically, you will spearhead the creation and implementation of a new Integrated Offender Management model to ensure the rehabilitation and reintegration of an offender is a high priority, and through collective effort, decrease the social exclusion that leads to crime and criminal behaviour.

Your Expertise & Industry Transferability

As a high performing, Senior Executive from health/human/corrective services (mental health, child and youth protection, ATI and beyond), you will demonstrate your Assistant Commissioner/Executive Branch Manager level strategic and operational expertise and strong understanding of the justice system (offender management and reintegration) to lead and create evidence-based program design and delivery to produce meaningful outcomes. Lead Offender Reintegration into the future and deliver real benefit to society.

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

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

How to Apply: For further information about this outstanding, Canberra based opportunity and for a Candidate Information Pack (including position description), please email REBECCA BAUER in Hudson Brisbane on rebecca.bauer@hudson.com or 07 3258 8305.

All applications must be submitted via au.hudson.com quoting Ref No. 191987 by midnight Wednesday 9 September 2020.

ACT Corrective Services

Operational Support Services

Program Management Office

Senior Director, Program Management Office

Senior Officer Grade A \$148,991, Canberra (PN: 38409)

Gazette Date: 12 August 2020

Closing Date: 28 August 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Senior Director (SOGA), in the Program Management Office (PMO), within Operational Support Services.

This is a dynamic role designed to be a mobile, specialist service that engages with diverse internal and external stakeholders to support quality, contemporary service provision.

The successful applicant will have a key focus on establishing and maintaining collaborative relationships across ACTCS, ensuring that the PMO is effectively responding to the needs of operational business areas, providing leadership and expertise on project management activities.

Further to this, you will also provide leadership and expertise on governance and accountability in project management activities, communicating roles and responsibilities and establishing processes to provide transparency of compliance and project progress across the service.

In addition, you will lead and oversee the development of policies, frameworks and strategies in the project environment to ensure quality practice underpins ACTCS project activity.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements:

Qualifications in Prince2 project management is highly desirable.

The successful candidate may be required to undergo a National Police check.

This position does not require a pre-employment medical

Driver's licence is essential

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

How to Apply: Applicants are required to submit three items: 1) A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine King (02) 6205 5166 Catherine.King@act.gov.au

ACT Emergency Services Agency

ACT Ambulance Service

Clinical Governance Unit

Director - Infection and Prevention Control

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48596)

Gazetted: 10 August 2020

Closing Date: 26 August 2020

Details: Are you a registered health care professional with experience in Infection Prevention and Control (IPC)?

The ACT Ambulance Service is looking to increase capability in this important and topical area of expertise. You will provide subject matter expertise in infection prevention and control in the pre-hospital setting through development and management of an Infection Prevention and Control Program for ACTAS.

You will collaborate with members of a small energetic team of professionals committed to delivering best practice and service delivery to our community. Engaging with other areas within the ACTAS (specifically Operations and Education), you will develop and implement a robust Infection Prevention and Control Plan for the ACTAS, together with associated infection control policies and procedures.

You will also support infection prevention and control activities that maximise staff and patient safety during patient care and monitor effectiveness of the strategies and processes that are implemented as part of the ACTAS Infection Prevention and Control Plan.

If you have experience in infection prevention and control and a demonstrated ability to develop organisation-wide infection prevention and control strategies, policies, procedures and education programs, we would love to hear from you.

Eligibility/Other Requirements: A registered health care professional working towards or holding Post Graduate studies relevant to Infection Prevention and Control (e.g. Post Grad Certificate in Infection Control or Master of Public Health), will be highly regarded and a current driver's licence.

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

How to Apply: Applicants should submit a response of no more than two pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carol Shipp (02) 6205 0734 Carol.Shipp@act.gov.au

Office of the Legislative Assembly

Business Support

Information and Digital Services

Assistant Technical Officer

Technical Officer Level 2 \$64,220, \$73,540, Canberra (PN: 357)

Gazetted: 12 August 2020

Closing Date: 26 August 2020

Details: The Office of the Legislative Assembly is seeking an enthusiastic individual with experience in the operation, configuration and maintenance of analogue and digital audio systems, web-based broadcasting platforms and digital video equipment. Your role will be to assist the Technical Officer in operating and maintaining the Assembly's audio visual and broadcasting systems as well as providing support to Assembly staff in the set up and usage of AV equipment.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Row (02) 6207 5919 stuart.row@parliament.act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer

People and Capability

Learning and Development

Training Development Officer

Administrative Services Officer Class 6 \$86,547, \$99,051, Canberra (PN: 15153, several)

Gazetted: 10 August 2020

Closing Date: 24 August 2020

Details: The People and Capability branch sits within the Chief Operating Officer Group. The Organisational Development section is responsible for the planning, development and management of programs that enhance the capability of the directorate to meet current and future business requirements. The Learning and Development team coordinates and delivers induction and training to support directorate operations and whole of government initiatives and frameworks, as well as reporting.

We are seeking to fill two temporary positions through this process. Both positions are responsible for the administration and coordination of Transport Canberra and City Services (TCCS) directorate-wide core, operational, management and leadership training. This includes an analysis of training needs, design and development, procurement, administration and reporting.

The positions require the ability to develop and maintain networks across the directorate and with training service providers. The positions are also responsible for the delivery of TCCS core training programs when required. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Highly desirable:

- Certificate IV in Training and Assessment.
- Qualifications in Human Resources, Adult Education, Organisational Development or related discipline and/or demonstrated relevant experience in a similar role.

Note: There are two temporary positions available, one position is available immediately until 24 December 2020. The other position is to cover a vacancy from October 2020 for a period of up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience and ability in relations to the duties and the Selection Criteria, including a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peta Harding (02) 6207 1949 peta.harding@act.gov.au

Chief Operating Office

Governance and Ministerial Services

Governance

Director, Audit, Risk and Assurance

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 33961)

Gazetted: 10 August 2020

Closing Date: 24 August 2020

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

We are seeking applications from highly motivated and goal orientated people to fill the role of Director, Audit, Risk and Assurance which sits within the Governance team and is responsible for the oversight of audit, compliance, business continuity, insurance and risk. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

The Director Audit, Risk and Assurance supports the Chief Audit Executive to develop, implement, monitor and review the strategic internal audit program for the Directorate. The position is responsible for procuring audit services, managing audit programs, tracking recommendations, and engagement with key stakeholders which includes the ACT Audit Office and Audit Committee. It is also responsible for managing and leading junior staff. Ideally, you will have the ability to develop and manage a risk-based assurance (audit and compliance) program for the Directorate, including monitoring budget and expenditure, develop specific audit scopes, seek quotations and negotiate with audit providers, maintain the audit recommendations tracking system and track progress of recommendations and outcomes both internal and performance audits, manage relationships with external auditors, business units, the ACT Audit Office, the Internal Audit Committee and contracted providers and assess audit reports, changes in standards and policies for relevance to the Directorate, including providing quality assurance in draft and final audit reports and prepare papers for the Audit Committee and fulfil the role of Secretariat.

Eligibility/Other requirements: Tertiary qualifications and/or demonstrated experience in auditing, compliance or an associated discipline are highly desirable.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and two page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Wilson (02) 6205 3404 Chris.Wilson@act.gov.au

Chief Operating Officer

Governance and Ministerial Services

Governance

Objective Administrator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 04765)

Gazette Date: 12 August 2020

Closing Date: 28 August 2020

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

We are seeking applications from highly motivated and goal orientated people to fill the role of Objective Administrator which sits within the Governance team. The Objective Administrator will be responsible for the maintenance, configuration, and reliable operation of a range of digital systems and development to continuously improve and keep up with the ongoing evolution of digital services provided by Transport Canberra and City Services (TCCS).

Ideally, you will have the ability to develop and manage TCCS's electronic strategic records management policies, practices and program to ensure accurate creation, retention, retrieval, access to and disposal of records in an electronic environment that complies with the Territory Records Act 2002. Provide subject matter expertise, policy advice and direction to TCCS staff in relation to the records management function, particularly as it relates to the Electronic Document Records Management Systems (EDRMS). Participate in program of works under the guidance of the Senior Director of Governance and complete allocated tasks within specified deadlines. Collaborate with internal and external stakeholders in relation to EDRMS management and troubleshooting and participate in regular meetings associated with records management function. Build and maintain relationships across records management and ICT networks within the ACT Government and actively track and report project deliverables, and budget to Senior Managers and Executives.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and one page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Komal Sharma (02) 6205 3583 Komal.Sharma@act.gov.au

Chief Operating Officer

People and Capability

Employee Relations

Workforce Reporting Advisor

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 11274)

Closing Date: 13 August 2020

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great working conditions, where you will work to make a difference to the everyday lives of your family, friends and community. Our people are our highest priority, and in TCCS you will work with great people who are passionate about their work. People and Capability are seeking applications from proactive and enthusiastic candidates to join our team as a Workforce Reporting Advisor with experience in using Microsoft Excel and Power BI. In this role, you will be responsible for providing meaningful metrics and analysis to support workforce and business planning. The successful applicant will establish and maintain informative HR data dashboards and reports. You will provide support by analysing data, interpreting trends, and communicating findings. You will have to apply a well-developed understanding of Power BI and Excel. You will have advanced research, investigative and analytical skills, attention to detail, and the ability to engage effectively with stakeholders. Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in and demonstrate behaviours in line with our values. Transport Canberra and City Services 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:

- Ability to use a variety of information and communication technologies and software and accurately input data.
- Ability to problem solve and use initiative to contribute to continuous improvement of processes and service standards.
- Sound skills in a range of reporting software including Microsoft products such as Power BI and Excel (including Pivot Tables).

Note: This is a temporary position available immediately until 26 March 2021 with a possibility of extension and/or permanency. It is a full-time role, however, job share will be considered where two suitable applicants are identified. The successful applicant may work remotely but will also be part of an ABW environment.

How to Apply: Applicants should provide their curriculum vitae and contact details of two referees. Please also review the "What you will do" and "What you require" sections of the Position Description and provide a two page written response that provides evidence of your suitability for the position. Include examples that clearly demonstrate relevant Experience, Skills, and Knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Staniforth (02) 6205 8090 andrew.staniforth@act.gov.au

Transport Canberra and City Services

Chief Operating Officer

Governance and Ministerial Services

Governance

Assistant Director, Risk and Business Assurance

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 12835)

Closing Date: 26 August 2020

Weeks to Close: 2

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

We are seeking applications from highly motivated and goal orientated people to fill the role of Assistant Director, Risk and Business Assurance which sits within the Governance team. The Assistant Director Risk and Business Assurance works closely with the Audit, Compliance, Security and Quality Management teams to implement and deliver risk management programs, and good governance outcomes across TCCS. The role is also responsible for the coordination and maintenance of TCCS insurance guidelines and policies. The occupant is required to work collaboratively with all business units across the directorate and be supportive and flexible in their approach to changing priorities.

Ideally, you will be able to clearly demonstrate an understanding and experience in organisational risk management, business continuity and/or insurance procedures and practices. Applicants must clearly demonstrate exemplary communication skills and the ability to manage effective relationships with internal and external stakeholders. Applicants should demonstrate that they have the ability to undertake complex research and analytical tasks and the necessary skills to prepare detailed reports; and assist in the preparation of policies, frameworks and briefs.

Eligibility/Other Requirements: Tertiary qualifications in risk management or an associated discipline, and/or demonstrated experience in a relevant field is highly desirable.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Neilsen (02) 6207 4304 Matthew.Neilsen@act.gov.au

Cleaning and Maintenance Staff

General Services Officer (GSO) 3 \$51,053 - \$52,955, Canberra

Gazette Date: 10 August 2020

Closing Date: 16 August 2020

Immediate commencement for a period of 6 months with the possibility of extension up to 30 June 2021.

We are looking for team players who can work in a dynamic environment and have a positive attitude and willingness to learn new things.

Requirements of the role include:

- Teamwork and the ability to approach work in a flexible manner.
- Carry out tasks relating to urban open space maintenance including; mowing, weeding, pruning, collection of litter and fallen leaves, cleaning of shops and toilets, operating equipment and vehicles, assisting with tree and shrub maintenance and weed control activities.
- Hand cleaning of arterial road overpass batters, around medians, road barriers, along arterial roadsides.
- Conduct pre-start checks, operate and carry out basic maintenance on vehicles, horticultural and cleaning equipment.
- Undertake all work tasks in accordance with Place Management's horticultural maintenance and cleaning service standards and comply with your safety obligations in accordance with the Work Health and Safety Act 2011.
- Wear uniform, including personal protective equipment (to be provided).
- Drivers licence (C-class).
- Ability to meet baseline physical/medical requirements.

- Basic reading and writing skills, including ability to read and interpret Standard Operating Procedures (SOPs) and cleaning chemical labels.
- Experience in commercial/industrial cleaning and sanitation an advantage.
- Participation in workplace induction and training as required.
- Asbestos awareness card Workplace Health and Safety Induction (White Card) or willingness to obtain.

Depending on the position, hours will vary from 20 hours up to 40 hours per week.

Following the initial written expression of interest/cover letter, you will be required to complete an assessment-based interview demonstrating your suitability.

You may also need to undertake a medical assessment and police check.

How to Apply: For more information on this position and how to apply please head to the Jobs for Canberrans website.

Contact Officer: Liz Shaw (02) 6207 6739 tccs.recruitment@act.gov.au

APPOINTMENTS

Canberra Health Services

Health Service Officer Level 7 \$64,220 - \$67,817

Saleh Ali, Section 68(1), 6 August 2020

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

Phillip Andersen, Section 68(1), 6 August 2020

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

Nicole Foyster, Section 68(1), 10 August 2020

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

Jennifer Robinson, Section 68(1), 13 August 2020

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

Elizabeth Tracey, Section 68(1), 10 August 2020

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

Siji Bharanikulangara Varghese, Section 68(1), 10 August 2020

Staff Specialist Band 1-5, \$164,470 - \$202,905

Anna Nakauyaca, Section 68(1), 09 June 2020

Chief Minister, Treasury and Economic Development

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

Maxwell Hillier, Section 68(1), 6 August 2020

Community Services

Child and Youth Protection Professional Level 1 \$67,958 - \$85,177

Katelyn Andrews, Section 68(1), 29 July 2020

Child and Youth Protection Professional Level 1 \$67,958 - \$85,177

Isabelle Baldwin, Section 68(1), 29 July 2020

Education

Senior Officer Grade B \$128,286 - \$144,418

Maryellen Moore, Section 68(1), 6 August 2020

Environment, Planning and Sustainable Development

Professional Officer Class 1 \$61,106 - \$84,729

Emma Carlson, Section 68(1), 10 August 2020

Professional Officer Class 1 \$61,106 - \$84,729

Thea O'Loughlin, Section 68(1), 10 August 2020

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

Perry Wiles, Section 68 (1), 06 August 2020

Justice and Community Safety

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

Grace Stuart, Section 68 (1), 7 August 2020

Transport Canberra and City Services

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

Olivia Anderson, Section 68(1), 6 August 2020

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

Daniel Simpson, Section 68(1), 6 August 2020

Bus Operator Training \$70,688 - \$78,412

Ian Paterson, Section 68 (1), 8 August 2020

Bus Operator Training \$70,688 - \$78,412

Jagdeep Singh, Section 68 (1), 8 August 2020

Bus Operator Training \$70,688 - \$78,412

James Buckley, Section 68 (1), 8 August 2020

Bus Operator Training \$70,688 - \$78,412

Kulwindeer Sharma, Section 68 (1), 8 August 2020

Bus Operator Training \$70,688 - \$78,412

Manpreet Randhawa, Section 68 (1), 8 August 2020

Bus Operator Training \$70,688 - \$78,412

Ravi Arora, Section 68 (1), 8 August 2020

Bus Operator Training \$70,688 - \$78,412

Robert Posmyk, Section 68 (1), 8 August 2020

Bus Operator Training \$70,688 - \$78,412

Tony Jozanovic, Section 68 (1), 8 August 2020

Bus Operator Training \$70,688 - \$78,412

Vincenzo Torcasio, Section 68 (1), 8 August 2020

PROMOTIONS

Canberra Health Services

Benedict Asence

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40041) (Gazetted 24 June 2020)

Arun Babu

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 46482) (Gazetted 24 June 2020)

Eva Bakos

From: Technical Officer Level 2 \$64,220 - \$73,540

Canberra Health Services

To: Technical Officer Level 4 \$86,547 - \$99,051

Canberra Health Services, Canberra (PN. 45371) (Gazetted 19 December 2019)

Kelly Barnes

From: Administrative Services Officer Class 2 \$57,454 - \$63,443

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17183) (Gazetted 16 December 2019)

Annette Brown

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 21408) (Gazetted 4 June 2020)

Jane Chaseling

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40034) (Gazetted 24 June 2020)

Judit Fancy Fernandez

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40030) (Gazetted 24 June 2020)

Jomy Joseph

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40039) (Gazetted 24 June 2020)

Maud Mugwagwa-Mabona

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40040) (Gazetted 24 June 2020)

Eceni Narayan

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40037) (Gazetted 24 June 2020)

Semi Sebastian

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40038) (Gazetted 24 June 2020)

Clincial Services

Virendra Shekhawat

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. 40905) (Gazetted 23 April 2020)

Jessica Driscoll

Canberra Health Services

From: Health Professional Level 2 \$66,988 - \$91,962

Canberra Health Services

To: Health Professional Level 3 \$94,606 - \$99,687

Canberra Health Services, Canberra (PN: 21263) (Gazetted 17/10/2019)

Megan Wotton

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

Canberra Health Services

To: Registered Nurse Level 3 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 18503) (Gazetted 12/03/2020)

Melanie Kriss

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

Canberra Health Services

To: Registered Nurse Level 3 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 44820) (Gazetted 12/03/2020)

Virendra Shekhawat

Canberra Health Services

From: Health Professional Level 2 \$66,988 - \$91,962

Canberra Health Services

To: Health Professional Level 3 \$94,606 - \$99,687

Canberra Health Services, Canberra (PN: 40905) (Gazetted 23/04/2020)

Community Services

Housing ACT

Client Services

Gateway Services

Julie-Ann McMaster

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

Community Services

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

Community Services, Canberra (PN:45767) (Gazetted 29 October 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.

Children, Youth and Families

Children and Families

Child Development Service

Virginia Mackenzie

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

Community Services Directorate

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

Community Services Directorate, Canberra (PN:36113) (Gazetted 27 November 2019)

Education

School improvement

North Gungahlin

Ngunnawal Primary School

Natalie Munoz

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

Community Services

To: †School Leader C \$126,542

Education, Canberra (PN. 02213) (Gazetted 5 June 2020)

School Improvement

North Gungahlin

Ngunnawal Primary School

Erin Salleo

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 46793) (Gazetted 5 June 2020)

School Performance and Improvement

North and Gungahlin Network

Amaroo School

Elle Whyte

From: Classroom Teacher \$69,358 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN:02986) (Gazetted 15 November 2019)

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

School Performance and Improvement

South and Weston Network

Telopea Park School

Megan Taylor

From: Classroom Teacher \$69,358 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN:02196) (Gazetted 22 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

Evatt Primary School

Jamal See

From: Classroom Teacher \$69,358 - \$109,641

Education

To: †School Leader B \$147,337

Education, Canberra (PN:04018) (Gazetted 10 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

North and Gungahlin Network

Gungahlin College

Natalia Pelle

From: Classroom Teacher \$69,358 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN:19920) (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

Tuggeranong Network

Wanniassa Hills Primary School

Nardia Ruhan

From: School Assistant 2/3 \$48,856 - \$59,575

Education

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

Education, Canberra (PN:00609) (Gazetted 27 July 2020)

Glenn Stretton

From: Classroom Teacher \$71,439 - \$112,930

Education

To: School Leader C \$130,338

Education, Canberra (PN: 02677) (Gazetted 10 June 2020)

Scott Pearce

From: School Leader C \$130,338

Education

To: School Leader B \$151,757

Education, Canberra (PN: 38207) (Gazetted 15 June 2020)

Environment, Planning and Sustainable Development

Chief Operating Officer

Finance, Information and Assets

Digital Solutions

James Bell

From: Information Technology Officer Class 2 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 41813) (Gazetted 19 May 2020)

Environment

Nature Conservation Policy

Natural Environment

Clare McInnes

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$128,286 - \$144,418

Environment, Planning and Sustainable Development, Canberra (PN. 16011) (Gazetted 16 January 2020)

Elanor Hughes

From: Audit Manager \$112,301 - \$121,084

ACT Audit Office

To: Senior officer Grade B \$128,286 - \$144,418

Environment, Planning and Sustainable Development (PN: 46487) (Gazetted 1 July 2020)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Alexander Maconochie Centre

Stephanie Leedham

From: Correctional Officer Class 1 \$65,807 - \$78,473

Justice and Community Safety

To: Correctional Officer Class 3 \$94,361 - \$100,584

Justice and Community Safety, Canberra (PN. 15941) (Gazetted 12 March 2020)

Transport Canberra and City Services

Transport Canberra and Business Services

Business Operations

Fleet/ Tuggeranong Workshop

David McLeod

From: TGSO 7.1 - TGSO 7.4 \$86,396 - \$90,719

Transport Canberra and City Services

To: †EGSO9.1 - EGSO9.7 \$92,779 - \$104,505

Transport Canberra and City Services, Canberra (PN. A04327) (Gazetted 29 April 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.