



ACT Government Gazette

Gazetted Notices for the week beginning 11 June 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>

Office of Director General

Communications and Government Relations

Ministerial and Government Services

Director - Government Business

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 45489)

Closing Date: 01 July 2020

Weeks to Close: 2

Details: The ACT Health Directorate Ministerial and Government Services (MAGS) team is looking for an experienced leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. MAGS provides operational and strategic support to the Ministers' Offices, Directorate Executives and staff on ministerial services including matters relating to Cabinet and the ACT Legislative Assembly, ministerial and intergovernmental requests.

The ideal candidate possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives.

To be successful in this role you will have strong knowledge of Cabinet, Assembly, and machinery of government processes. You will be able to solve problems by being proactive and having confident negotiation skills. You will also have an eye for detail and an ability to work collaboratively with colleagues and stakeholders at all levels.

Eligibility/Other Requirements:

Highly Desirable:

Strong knowledge of Cabinet, Assembly, and machinery of government processes.

Mandatory:

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.

How to Apply: Please submit a written application addressing the Selection Criteria (no more than 300 word per criteria). Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities, 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: Naveen Wijemanne (02) 5124 9814 naveen.wijemanne@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Executive Assistant

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

Gazette Date: 12 June 2020

Closing Date: 18 June 2020

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

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

Reference Number: 13249

Contact Officer: Barb Reid on Barb.Reid@Calvarycare.org.au

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

Pathology

Anatomical Pathology

Anatomical Pathologist

Specialist 1-5 \$164,470, \$202,960, Canberra (PN44949)

Gazetted: 18 June 2020

Closing Date: 01 July 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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.

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 CHS 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.

The preferred candidate may be 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

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

The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology, cytogenetics and liquid cytology are available on site.

Under broad direction of the Director of Anatomical Pathology and the Executive Director of Pathology, as an Anatomical Pathologist you will have a key role in the day to day operations of the laboratory and providing diagnostic reporting, leading and being involved in research projects, participating in teaching and training of registrars and students, participating in quality assurance activities and promotes a commitment to high quality customer service. There may be more than one position available dependent on staff movements and leave which this recruitment process may be utilised for.

Eligibility/Other Requirements

Mandatory:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications.
- Must hold a current driver's licence.

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

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment National Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: There are two temporary positions available: One full-time temporary Position and one part-time position at 32 hours per week (or full-time to be negotiated) for up to 12 months.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise. Reimbursement of relocation costs may be available if you are the successful candidate.

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

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

Contact Officer: A/Prof Sanjiv Jain Director of Anatomical Pathology (02) 5124 2867

Pathology

Anatomical Pathology

Anatomical Pathologist

Senior Specialist \$222,205, Canberra (PN28853)

Gazetted: 18 June 2020

Closing Date: 01 July 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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.

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 CHS 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.

The preferred candidate may be 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

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

The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology, cytogenetics and liquid cytology are available on site. Under broad direction of the Director of Anatomical Pathology and the Executive Director of Pathology, as an Anatomical Pathologist you will have a key role in the day to day operations of the laboratory and providing diagnostic reporting, leading and being involved in research projects, participating in teaching and training of registrars and students, participating in quality assurance activities and promotes a commitment to high quality customer service.

Eligibility/Other Requirements

Mandatory:

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

Note: This position is temporary full time for up to 12 months.

Salary, Remuneration and Conditions: Senior Staff Specialist: \$222,205 - Annual Salary: Indicative total package value of \$388,858.75 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>

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

Contact Officer: A/Prof Sanjiv Jain Director of Anatomical Pathology (02) 5124 2867

Medical Services

Medical Services Group

Medical Imaging

Director Business Operations

Medical Imaging Level 6 \$156,441, Canberra (PN: 44540)

Gazetted: 18 June 2020

Closing Date: 3 July 2020

Our Vision: Creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind.

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 Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Director Business Operations in Medical Imaging oversees the strategic and operational management of the Medical Imaging Department. Under broad direction from the Clinical Director of Medical Imaging, you will play a key role in planning the strategic direction of the service. You will also direct operational matters, including asset management and replacement, contract management, financial management and advice to the Minister, and provide support and advice to managers and staff of the Department.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Nuclear Medicine Technologist or Radiographer or;

Be accredited or be eligible for accreditation with the Australian Sonographer Accreditation Registry (ASAR) as a Sonographer and;

Experience in a clinical operations or clinical management role

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

Comply with CHS credentialing requirements for allied health.

Highly Desirable:

Tertiary qualifications or equivalent in a health-related field and/or management.

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

Contact Officer: Charles Ngu (02) 5124 2528 charles.ngu@act.gov.au

Clinical Services

Medical Services Group

Medical Imaging

Director Business Operations

Senior Officer Grade A \$148,991, Canberra (PN: 27405)

Gazetted: 18 June 2020

Closing Date: 3 July 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 Medical Imaging Department of Canberra Health Services operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Director Business Operations in Medical Imaging oversees the strategic and operational management of the Medical Imaging Department. Under broad direction from the Clinical Director of Medical Imaging, you will play a key role in planning the strategic direction of the service. You will also direct operational matters, including asset management and replacement, contract management, financial management and advice to the Minister, and provide support and advice to managers and staff of the Department.

Eligibility/Other Requirements:

Highly Desirable:

Tertiary qualifications or equivalent in a health-related field and/or management.

Experience in a clinical operations or clinical management role.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

Selection may be based on application and referee reports only.

Contact Officer: Charles Ngu (02) 5124 2528 charles.ngu@act.gov.au

Clinical Services

University of Canberra Hospital

Rehabilitation Aged and Community Care (RACC)

Rehabilitation Care Coordinator

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 35918)

Gazetted: 18 June 2020

Closing Date: 29 June 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.

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

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

Overview of the work area and position:

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

Eligibility/Other requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in an Allied Health Related Field and eligibility for membership of the appropriate professional organization,

Be registered under the Working for Vulnerable People Act (for non-nursing applicants)

Desirable

Hold a current driver's licence.

Post Graduate studies in Health-related field

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Katherine McKinnon (02) 5124 0033 katherine.mckinnon@act.gov.au

People and Culture

Workforce Capability

Capability Administrator / Office Manager

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 19208)

Gazetted: 18 June 2020

Closing Date: 25 June 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 of publicly funded health facilities, programs and services including but not limited to:

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- 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

As a member of the Staff Development Unit (SDU) team you will manage the CHS Learning Management System (Capability), content, training, reporting and administrative processes. This position is also the office manager for SDU which will include managing training equipment, booking rooms and will assist in the management of the SDU financial processes including rostering, invoices, journals and payments. Staff Development Unit is located on the Canberra Hospital Campus and reports to the Executive Director of People and Culture, Corporate. SDU provides a key coordination role for Learning and Development (LD) in CHS and provides education and training and eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation. SDU manages the systems, reporting and policies for education/training in CHS. This position reports to the Director of SDU.

Eligibility/Other Requirements:

Desirable:

- A sound understanding of Microsoft Suite in particular Excel and the use of Spreadsheets.
- Training experience is desirable.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Karen O'Brien 0468 599 406 karen.o'brien@act.gov.au

Canberra Health Services

Health Infrastructure Program

Infrastructure and Health Support

Clinical Liaison Officer, Centenary Hospital for Women and Children

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 45695)

Gazetted: 18 June 2020

Closing Date: 1 July 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

An exciting opportunity exists for a suitably experienced candidate with recent clinical operations background to join the project team responsible for planning, design and construction of the Centenary Hospital for Women and Children (CHWC) Expansion due for completion in June 2022.

The Infrastructure and Health Support (IHSS) team is seeking to appoint a highly motivated resources to work on the Centenary Hospital for Women and Children (CHWC) Expansion Project. This project will expand the facility, both physically and in terms of its service delivery capabilities. With demand for health services projected to increase rapidly, this project will provide a comprehensive response to growing demand pressures and ensure service continuity and access to vital women's and children's specialist care in the ACT.

The position will directly report to the Executive Director Women, Youth and Children (WYC), as the Project Executive Sponsor and will be managed by the CHS Project Director, Campus Modernisation Program. The position will act on their behalf of the clinical division of WYC to participate and co-ordinate meetings, consult with staff and provide of advice to the project team. It is expected that this role will offer excellent client service to the Project Executive Sponsor and WYC clients with the ability to act in a proactive manner, and act efficiently and in an organised manner to maintain accurate and complete project records and file management. The position will also liaise and coordinate with the broader project team on key project aspects and deliverables.

The role will be responsible for the development and execution of the change management plans as they affect clinical service delivery, and assisting with the coordination and development of:

Models of care and health facility planning documentation;

Clinical design input that supports the implementation of models of care, incl. clinical technology systems and reflecting best-practice clinical workflows;

Staging and decanting planning, and relocation of clinical services to allow building works to progress;

Change management documentation;
Clinical workforce profiles, including job roles, descriptions and levels;
Policies, procedures and business rules to implement new processes and/or practices required to implement the models of care; and
Clinical training requirements and strategy documentation.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable.

Experience in project management and some knowledge of health service planning processes, issues, and developments in the health sector in Australia.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for three and a half year.

Contact Officer: Vanessa Brady 0404 36 4949 Vanessa.Brady@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Immunology Outpatients

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 48026)

Gazetted: 18 June 2020

Closing Date: 25 June 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:

An opportunity exists for a suitably experienced Registered Nurse to assist in supporting high quality outcomes in Immunology Nursing. This service operates five days a week assisting patients suffering from a wide spectrum of Immunological disorders. You will be trained, educated and supported to develop specialist skills in this area.

Eligibility/Other Requirements:

Mandatory:

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

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: Wendy Spencer 0431 887 346 wendy.spencer@act.gov.au

Allied Health

Acute Allied Health Services

Nutrition

Dietitian

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 26450, several)

Gazetted: 18 June 2020

Closing Date: 26 June 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

Eligibility/Other Requirements:

Mandatory:

- Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent
- Eligible for membership of the Dietitians Association of Australia and eligible for Accredited Practising Dietitian (APD) credential

Prior to commencement successful candidates will be required to:

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

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

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

Clinical Services

Surgical Services

Surgical Bookings

Preadmission Clinic Receptionist

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 29730, several)

Gazetted: 18 June 2020

Closing Date: 30 June 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.

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

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

Overview of the work area and position:

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

Eligibility/Other Requirements:

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 position's available for a period of six months with the possibility of extension and/or permanency. The successful applicant may be selected based on written responses and referee reports only.

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

Infrastructure and Health Support Services

Operational Support Services

Security Operations

Security Supervisor

Health Service Officer Level 7 \$64,220 - \$67,817, Canberra (PN: 42257, several)

Gazetted: 18 June 2020

Closing Date: 29 June 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 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 Security Services section is embedded within this Division.

Security Services mission is to provide to all personnel, the necessary climate and mechanisms that will enable staff, patients and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and disruption and protecting persons and property.

As a Security Supervisor you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit and non-acute sites by providing incident response, proactive Security functions and enforcement of Canberra Health Services policy and directives.

Eligibility/Other Requirements:

Mandatory

Possess a Certificate II in Security Operations and ACT Security Licence

Possess an unencumbered ACT driver licence (or equivalent)

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

Be willing to be, and remain, vaccinated against vaccine-preventable diseases during their employment.

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

Desirable

Possess a Certificate III in Security Operations; and

Possess a sound understanding of providing security services in a healthcare setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: The success candidate must be prepared to wear a uniform and work a shift roster, weekends, public holidays or night shifts at any Canberra Health Services worksite on an 'as needs' basis.

Be able to complete a continuous 500m run comprising a series of five 100m laps, with stair ascent and descent of 10 steps at the end of each lap, and a 20m dummy drag, in under 5 minutes on an annual basis.

Contact Officer: Chris Mooney (02) 5124 5145 chris.mooney@act.gov.au

Office of the Chief Executive Officer

Assistant Director, Workplace Resolution

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 46879)

Gazetted: 18 June 2020

Closing Date: 25 June 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 Employee Advocate reports directly to the Chief Executive Officer of Canberra Health Services and works closely with the Director-General of the ACT Health Directorate. The Employee Advocate plays a key role in providing sound and considered advice to employees within Canberra Health Services and the Health Directorate to resolve interpersonal issues in the workplace while ensuring that legislative requirements and employment frameworks are adhered to. The Employee Advocate is an independent role in the workplace and provides employees a confidential option to raise workplace concerns outside of line management or the People and Culture Branch (Human Resources).

Reporting to the Employee Advocate, the Assistant Director will provide sound and considered support and advice to employees, and work closely with the People and Culture Branch to develop and implement policies and procedures which will contribute to positive workplace culture.

Eligibility/Other Requirements:

Desirable:

Qualification and/or extensive experience in social work, organisational psychology, case management, conflict resolution, organisational cultural change, restorative programs or similar.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Samantha Marwick (02) 5124 3656 samantha.marwick@act.gov.au

Canberra Health Services

Infrastructure Management and Maintenance

Centenary Hospital for Women and Children Expansion Project – Clinical Liaison Officer

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 45694)

Gazette Date: 15 June 2020

Closing Date: 1 July 2020

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

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

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

Overview of the Work Area and Position

An exciting opportunity exists for a suitably experienced candidate with recent clinical operations background to join the project team responsible for planning, design and construction of the Centenary Hospital for Women and Children (CHWC) Expansion due for completion in June 2022.

The Infrastructure and Health Support (IHSS) team is seeking to appoint a highly motivated resources to work on the Centenary Hospital for Women and Children (CHWC) Expansion Project. This project will expand the facility, both physically and in terms of its service delivery capabilities. With demand for health services projected to increase rapidly, this project will provide a comprehensive response to growing demand pressures and ensure service continuity and access to vital women's and children's specialist care in the ACT.

The position will directly report to the Executive Director, Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) and will be managed by the CHS Project Director, ampus Modernisation Program. The position will act on their behalf of the clinical division of MHJHADS to participate and co-ordinate meetings, consult with staff and provide of advice to the project team. It is expected that this role will offer excellent client service to the Executive Director and MHJHADS clients with the ability to act in a proactive manner, and act efficiently and in an organised manner to maintain accurate and complete project records and file management. The position will also liaise and coordinate with the broader project team on key project aspects and deliverables.

The role will be responsible for the development and execution of the change management plans as they affect clinical service delivery, and assisting with the coordination and development of:

- models of care and health facility planning documentation;

- clinical design input that supports the implementation of models of care, incl. clinical technology systems and reflecting best-practice clinical workflows;
- staging and decanting planning, and relocation of clinical services to allow building works to progress;
- change management documentation;
- clinical workforce profiles, including job roles, descriptions and levels;
- policies, procedures and business rules to implement new processes and/or practices required to implement the models of care; and
- clinical training requirements and strategy documentation.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Note: This position is temporary for 3.5 years.

How to Apply: For further information regarding this position and how to apply, visit the Canberra Health Services website www.health.act.gov.au 01PU7.

Contact Officer: Vanessa Brady 0404 364 949 Vanessa.Brady@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 Branch Manager, Digital Experience

Temporary Vacancy (6 July 2020 - 3 months)

Chief Minister, Treasury and Economic Development Directorate

Office of the Chief Digital Officer

Position: E815

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 12 June 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

The Office of the Chief Digital Officer is seeking a highly skilled and enthusiastic individual to temporarily fill the role of Executive Branch Manager, Digital Experience. This Executive position leads the design, coordination and implementation of services under the ACT Digital Program.

The successful candidate will have experience in human-centred design and change management and a passion for ensuring that improved citizen outcomes are at the heart of service delivery. You will be skilled at juggling many competing priorities, adept at leading and getting the best out of small teams and have the ability to make connections and bring stakeholders along with you to achieve common goals.

This is a unique opportunity to be part of a team that is delivering true whole of government outcomes that make a difference to the lives of Canberrans and be part of initiatives that contribute to the ACT Government's COVID-19 responses and recovery.

To apply: Applications should include a curriculum vitae and a statement of claims against the Executive Capabilities (2 pages maximum) and be sent to Bettina Konti via email to bettina.konti@act.gov.au by COB Friday 26 June 2020.

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

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

Contact Officer: Bettina Konti (02) 6207 2242 bettina.konti@act.gov.au

Shared Service ICT

Technology Services

Networks, Communications and ICT Facilities

Service Delivery Business Support Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 30612)

Gazetted: 16 June 2020

Closing Date: 23 June 2020

Details: The Networks, Communications Services and ICT Facilities team is seeking an enthusiastic, highly organised and self-motivated person for the role of Service Delivery Business Support Officer. The person will be able to manage the end-to-end administrative processes, financial reporting, and human resource tasks including preparation of high level reports to support managers in the team. You will report to Assistant Director of Service Delivery. The position requires commitment to high quality administrative processes, attention to detail, customer service, the ability to exercise sound judgement, flexibility and discretion. If this sounds like you, read on! 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: Previous experience in a Business Support Officer role and/or experience in the use resource management tool and finance processing systems (such as 'ServiceNow' and 'APIAS') would be highly regarded, but is not essential. An ACT Government baseline security clearance is required. Note: This is a temporary position available immediately for a period of six months with the possibility of extension up to less than 12 months. For any questions regarding the position, please contact the Contact Officer. How to Apply: Please provide a two-page pitch outlining relevant skills, examples and experience that makes you the best candidate for the role. Your application should include, a current curriculum vitae and contact details of a referee. Applications should be submitted via the Apply Now button below. Contact Officer: Leanne Robbins (02) 6207 6619 leanne.robbs@act.gov.au

Workforce Capability and Governance

Public Sector Management

Strategy and Transformation Office

Project Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 24609)

Gazetted: 12 June 2020

Closing Date: 29 June 2020

Details: The Strategy and Transformation Office is a new team which brings together cross-disciplinary teams with diverse minds together, at the right time, to focus on solving complex and adaptive problems. The Strategy and Transformation Office creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems.

The Project Officer will play a key role in assisting with the establishment of the Strategy and Transformation Office. The Project Officer provides project and change management support to a range of concurrent projects of strategic importance to the ACTPS. The occupant of the position needs to be a multi-disciplinary strategic thinker who has foresight and the ability to take a big-picture, long-term view of the ACTPS. They are key in fostering a positive change culture that builds change capability, collaboration and effectiveness. They focus on building and maintaining strong relationships with stakeholders to enable them to lead, implement and manage effective change. The role requires the ability to make decisions, often with incomplete information, and to determine appropriate strategic responses to complex business challenges and opportunities.

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

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

How to Apply: Please review the Position Description for details about the role and submit a written application of up to two pages addressing your suitability for the role taking into account the Professional/Technical Skills and Knowledge and Behavioural capabilities.

Applications should include a current curriculum vitae with the details of two referees (one must be a current supervisor).

For further information on eligibility requirements, please go to: <https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Callen (02) 6205 0296 Michelle.Callen@act.gov.au

Information and Communication Technology

Strategic Business

Portfolio Governance

Change and Communication Coordinator

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 42836)

Gazetted: 11 June 2020

Closing Date: 24 June 2020

Details: Do you have excellent organisational skills and experience in creating and delivering a range of communication materials? Have you worked in an IT environment? Do you have great graphic design or video editing and production skills? Have you had direct experience with, or relevant exposure to, the creation of change management and communication strategies and plans? Are you proficient in using SharePoint and formatting Microsoft Office documents? If you've said 'snap' to any of these, this job may be perfect for you! Located in the Strategic Business Branch of Shared Services ICT, our team is looking for someone to maintain a range of existing change management and communications capability guidelines and processes. You will create, distribute and deliver regular staff communications (including an online monthly Branch newsletter) and project communications. A born collaborator, you will enjoy establishing and maintaining effective relationships with key Branch stakeholders to get your tasks completed on time, every time.

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

Eligibility/Other Requirements: Relevant Tertiary qualifications are highly desirable. An ACT Government CMTEDD Baseline clearance is required for this position.

Note: This is a temporary position available immediately until 28 May 2021 with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please include a two-page personal pitch with your curriculum vitae when submitting your application. Provide examples from your past experience demonstrating your suitability against the Professional and Technical Skills and Knowledge and Behavioural requirements for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Cummings 0426 819 478 shane.cummings@act.gov.au

Finance and Budget Group

Analyst

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 36372, several)

Gazetted: 15 June 2020

Closing Date: 29 June 2020

Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government? Do you enjoy working in a dynamic and team orientated environment, applying strategic thinking, communication and critical analysis skills to achieve outcomes?

Do you want to help develop and manage budgets, develop financial related policy advice for Government, work with a range of statutory related financial reporting issues and contribute to the production of the ACT Government's financial statements? ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for a number of permanent and temporary staff to fill Analyst positions. These positions provide a great opportunity to see the inside workings of Government, and to contribute to the development of key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT. What you will do: The successful applicants will join a small team undertaking a variety of work, such as: review of business cases and reports; undertaking complex research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; identifying service delivery issues in the context of legislative, policy, community and operational drivers; assisting to develop annual budget papers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government. What you require: We are looking for people who are good communicators and team players and can work to tight deadlines across competing priorities. We need people who are proficient with Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you learn our in-house budget and reporting systems, including TM1. 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: Tertiary or post graduate qualifications in Business, Accounting, and Commerce, Economics, Finance or a similar field are highly desirable. Alternatively, Tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting would be an advantage.

Note: There are several positions available on a permanent and temporary basis with the possibility of extension and/or permanency. An order of merit will be established from the selection process and may be used to fill future vacancies over the next 12 months. All positions will be moving to activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the attached Position Description and apply by providing the following documents: a written response addressing all of the Selection Criteria (no longer than three pages in total) demonstrating why you are the right person and your current curriculum vitae including details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Thomas Callaghan (02) 6207 7029 Thomas.Callaghan@act.gov.au

Workforce Capability and Governance

Public Sector Management

Strategy and Transformation Office

Senior Director, Strategy and Communications

Senior Officer Grade A \$148,991, Canberra (PN: 30486)

Gazetted: 12 June 2020

Closing Date: 29 June 2020

Details: The Strategy and Transformation Office is a new team which brings together cross-disciplinary teams with diverse minds together, at the right time, to focus on solving complex and adaptive problems. The Strategy and Transformation Office creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems.

The Senior Director, Strategy and Communications leads and supports a variety of strategic efforts, including playing a pivotal role in building long-term strategic plans. The occupant of the position needs to be a multi-disciplinary strategic thinker who has foresight and the ability to take a big-picture, long-term view of the ACT Public Service. The role requires the ability to make decisions, often with incomplete information, and to determine appropriate strategic responses to complex business challenges and opportunities. This position is crucial to the ability of the ACTPS to establish its short, medium, and long-term plans in a highly dynamic public sector environment.

The occupant of the position plays the role of strategy coach where needed, providing support in the formulation and implementation of whole of government strategies. The Senior Director leads and manages the Strategy and Transformation Office to develop and deliver content, strategies and products.

Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills as well as a highly developed collaborative nature.

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: Recognised coaching qualifications is highly desirable.

Note: This is a temporary vacancy for 11 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

A merit pool will be established from this selection process and may be used to fill future identical permanent or temporary vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and submit a written application of up to two pages addressing your suitability for the role taking into account the Professional/Technical Skills and Knowledge and Behavioural capabilities.

Applications should include a current curriculum vitae with the details of two referees (one must be a current supervisor).

For further information on eligibility requirements, please go to: <https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>.

Applications should be submitted via the Apply Now button below.

Contact Officer: Damian West (02) 6207 5397 Damian.West@act.gov.au

Workforce Capability and Governance

Public Sector Management

Strategy and Transformation Office

Director, Strategic Planning

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 18276)

Gazetted: 12 June 2020

Closing Date: 29 June 2020

Details: The Strategy and Transformation Office is a new team which brings together cross-disciplinary teams with diverse minds together, at the right time, to focus on solving complex and adaptive problems. The Strategy and Transformation Office creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems. The Director, Strategic Planning plays a key role in strategy formulation, collaborates with both internal and external stakeholders, and leads multi-disciplinary teams in the development of government-wide workforce, people and governance strategies. The occupant of the position will conduct capability audits on an ad hoc basis to gather evidence for strategy projects. The Director assists the Senior Director in leading the work of the Strategy and Transformation Office to develop and deliver content, strategies and products. Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills as well as a highly developed collaborative nature.

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: Recognised coaching qualifications is highly desirable.

Note: This is a temporary vacancy for 11 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

A merit pool will be established from this selection process and may be used to fill future identical permanent or temporary vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and submit a written application of up to two pages addressing your suitability for the role taking into account the Professional/Technical Skills and Knowledge and Behavioural capabilities. Applications should include a current curriculum vitae with the details of two referees (one must be a current supervisor).

For further information on eligibility requirements, please go to: <https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>.

Applications should be submitted via the Apply Now button below.

Contact Officer: Damian West (02) 6207 5397 Damian.West@act.gov.au

Workplace Safety and Industrial Relations

Continuous Improvement and Workers' Compensation

Work Health Safety and Wellbeing

Assistant Director

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 36432)

Gazetted: 11 June 2020

Closing Date: 18 June 2020

Details: The Public Sector Workplace Health Safety and Wellbeing team has an exciting opportunity for someone to join our team. This role will be focused on delivering WHS and Wellbeing programs and policies including for the whole of government mental health strategy Healthy Minds, Thriving Workplaces. You will work closely with other teams in WSIR and also across the ACTPS in delivering innovative and creative approaches to for mentally healthy and safe workplaces. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants are asked to please provide a response against the Selection Criteria of no more than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate O'Sullivan (02) 6207 8794 kate.osullivan@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, Inclusion and Participation

Temporary Vacancy (ASAP - March 2021)

Community Services Directorate

Inclusion and Participation

Position: E1032

(Remuneration equivalent to Executive Level 2.4)

Date circulated: 16 June 2020

Circulated to: ACTPS Senior Executive List

The Community Services Directorate are seeking a highly skilled individual to temporarily fill the role of Executive Group Manager, within the Division of Inclusion and Participation.

Reporting to the Director-General, Community Services Directorate, the Executive Group Manager will lead the Directorate's relationship and engagement strategy with the community, The ACT community sector and peak bodies. The role is diverse and has oversight of whole-of-government policy design, implementation, reporting, events and festivals, awards and grants and will also be responsible for the evolution of the contract and relationship management model to a true commissioning for outcomes model. The Division of Inclusion and Participation has oversight of six portfolios and is responsible for the delivery of a significant number of grants programs and ensuring that Ministerial priorities are met. The portfolios also deliver on Commonwealth priorities and cross-jurisdictional priorities related to NDIA, Disability Reform, Veterans, Seniors, Women, Emergency Management and Countering Violent Extremism. To be successful in this role you will demonstrate extensive experience in human services service delivery and program management and an understanding of the relationships between the Directorate, Government, portfolio Ministers and community agencies and peak bodies. A track record in and reputation in superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills is a must. This is a significantly important role that engages across the community and provides the opportunity to truly make a difference across the ACT. To apply: Please submit a two-page expression of interest and the contact details of at least two referees to the contact officer, Anne Maree Sabellico via email to annemaree.sabellico@act.gov.au by COB Tuesday 23 June 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 (02) 6205 0839 annemaree.sabellico@act.gov.au

Inclusion and Participation

Office for Women

Project Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 36576)

Gazetted: 12 June 2020

Closing Date: 7 July 2020

Details: The Office for Women is seeking a Project Officer to join the Programs Team, The Project Officer will be responsible for:

- The coordination and delivery of the Women's Return to Work (RTW) Grants Program, including undertaking outreach, providing support to RTW clients and data collection.
- Undertaking a range of administrative, project management and event management tasks including supporting the delivery of the Audrey Fagan Leadership Programs and events such as the ACT Women's Awards.

- Drafting Ministerial correspondence and briefs, including contributing to Question Time Briefs, developing reports and other written tasks as directed; and supporting the Women's Information Line and Women's Inbox as needed. This position may involve direct supervision of one staff member at the ASO4 level. If you are good at taking the initiative and problem-solving, enjoy working across a variety of tasks, have sound writing skills, and are committed to creating a community where women are safe, healthy and valued, then please apply!

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

Eligibility/Other Requirements: A formal qualification in Human Services is desirable, but not 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: This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants are to provide a written response to the six Selection Criteria located in the Position Description, responses should be no more than half a page per criterion and provide a current curriculum vitae and the names and contact of two referees. Referee checks will be undertaken.

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: Erin Flynn (02) 6207 2892 erin.flynn@act.gov.au

Housing ACT

Infrastructure and Contracts

Contract Management Group

Assistant Director, Contract Operations

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 41092)

Gazetted: 11 June 2020

Closing Date: 25 June 2020

Details: We are looking for a diligent, versatile and enthusiastic person to join the Contract Management Team as the Assistant Director, Contract Operations. You will be leading a team of seven high performing, dynamic staff who love a challenge to manage the operations of the Total Facilities Management contract between Housing ACT and Programmed FM. You will be an integral part of a dynamic leadership team determining objectives and driving outcomes for the team.

The larger team is a group of 18 passionate, determined workers who believe in making a difference for some of Canberra's most vulnerable and aren't afraid to use their initiative. If you have great attention to detail, believe in empowering those around you and enjoy problem solving with a proactive approach, please apply to join our team!

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

How to Apply: Please submit a two page application addressing the Selection Criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heidi Bell (02) 6207 4177 Heidi.Bell@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 Division
South/Weston Network
Denman Prospect School

Principal -Denman Prospect School

School Leader A 2 \$176,028, Canberra (PN: 123-Denman)

Closing Date: 22 June 2020

Details: Denman Prospect School will be Canberra's 89th public school. It is situated in the new Molonglo region. The school is set to be built in two stages; the first stage will cater for up to 644 students from preschool to year six and will open in 2021. The second stage will cater for approximately 600 students in years seven to 10. The high school will open in 2023 integrating with the primary school to form the P-10 learning facility. There will be a focus on sustainability and environmental design and Denman Prospect will become the national capital's second zero-emissions school. Denman Prospect School will offer both indoor and outdoor learning areas that will include;

- Specialist Science, Technology, Engineering, Arts, Mathematics and Design learning spaces.
- A modern library resource centre.
- Outdoor learning areas including an outdoor stage and environmental design spaces.
- Learning support units that will provide an integrated learning environment.
- A general-purpose double gymnasium and a sporting oval (also for use by community and sporting groups).

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

Note: For more information about this opportunity, please contact the Contact Officer. The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: Applicants are to provide a curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. 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 Denman Prospect 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: Nicole Burke (02) 6207 5856 nicole.burke@act.gov.au

Deputy Director-General

Temporary Vacancy (1 August 2020 – 31 October 2020)

Education Directorate

Position: E716

(Remuneration equivalent to Executive Level 3.2)

Date circulated: 15 June 2020

Circulated to: ACTPS Senior Executive List

The Education Directorate has a temporary vacancy from 1 August 2020 – 31 October 2020 to fill the position of Deputy Director General, Education Services.

The Deputy Director-General (DDG) will assist the Director General (DG) to achieve a reduction in the equity gap, an increase in learning gain demonstrated within each school and a high level of student and family engagement. The DDG will assist the DG to ensure the effective implementation of the ACT Education Directorate Strategic Plan 2018-21.

In particular the DGG is responsible for the delivery of high-quality education services across the public education schooling sector: with over 49,000 students, 89 public schools, comprising:

- 51 preschool to year 6 schools (including four Koori preschools);
- nine year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- six early childhood schools (preschool to year 2);
- four specialist schools;
- seven preschool to year 10 schools (including one Koori preschool);
- one kindergarten to year 10 school; and
- one year 7 to 12 school.

The DDG, working closely with other senior leaders, school leaders and key stakeholders to improve a system level approach to education reform and school improvement. The DDG will lead the organisational approach to implementation of strategic priorities and national reform initiatives.

The DDG will monitor and accelerate system level improvement that results in improved learning and development outcomes for students.

The Deputy Director-General will work with and may deputise for the Director-General to:

- provide high level policy advice to the Minister for Education;
- develop a culture of safety first and build capability to strengthen inclusive education services;
- foster quality teaching by building the professional capability of school leadership and educators;
- implement ACT Government policy on early childhood education and care and school education; and
- manage and drive continuous improvement in the delivery of public education.

The Deputy Director-General will:

- lead integration of policy and services across the organization;
- promote a strong and collaborative culture through effective communication and links with internal and external partners and the broader community;
- implement ACT Government policy on school education for all school age students;
- drive continuous improvement in the delivery of early childhood, primary, secondary and senior secondary education in ACT public schools; and
- monitor enterprise and strategic risk.

The function also provides direct advice to Director-General for the Minister and the Cabinet as required.

To apply: Interested candidates should submit a two page expression of interest and a current curriculum vitae (including the contact details of two referees) to Director General, Education Directorate, via email to katy.haire@act.gov.au by Monday 22 June 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 \$361,128 - \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

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

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Speech Language Pathologist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 36989)

Gazetted: 17 June 2020

Closing Date: 29 June 2020

Details: ACT public schools are engaged in four regional networks. Each network has an interprofessional Network Student Engagement Team (NSET) who provide support to schools on a request for support basis. The purpose of each NSET is to work collaboratively with schools and their staff to build their capacity to engage every student every day in meaningful relevant learning, enabling them to fulfil their potential. This work may include students who have: a disability, complex needs and challenging behaviour; poor attendance; complexity in their home lives; health and wellbeing issues; a history of trauma. NSET professionals have a diverse skill set and roles are underpinned by various legislations and policies including the Disability Discrimination ACT, Disability Standards for Education and Safe and Supportive Schools Policy. The individuals in these positions will provide speech language pathology supports within Education settings, including the provision of information, advice and professional learning to Educators. The position is based in a Network Student Engagement Team (NSET), an interprofessional team of specialist teachers, psychologists, social workers, allied health professionals and allied health assistants. The team works with schools, building school capacity to benefit students who are experiencing difficulty connecting to school and engaging with education. The individuals will have the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are participating in and accessing learning activities as part of the school curriculum. The ACT Education Directorate is committed to creating a networked learning organisation by building the workforce

capability of all employees. Support and supervision and quality ongoing professional learning and training is provided to NSET SLPs.

Eligibility/Other Requirements: The successful applicant will have excellent communication skills, be motivated, resilient, adaptable and be able to establish positive working relationships with colleagues, teachers, executive and students. At least three years working as a speech language pathologist is desirable. Tertiary qualifications in Speech Pathology. Eligibility for membership with Speech Pathology Australia, refer to duty statement. Current drivers' licence and access to a private vehicle. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to:

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

Note: This position is available to commence immediately. Applications for full-time and part-time hours will be considered. For part-time work the full-time salary noted above will be pro-rata. Both permanent and temporary roles may be offered. 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 covering letter that introduces yourself and includes your responses to the three (3) questions below, along with your curriculum vitae. Your letter should be no more than three A4 pages, Font size 11. In your responses please consider your professional Knowledge and Skills as well as your relationship management capabilities as set out in the Position Description. Please do not reduplicate information from your curriculum vitae in your responses and please give examples. 1. What are your values and beliefs about speech language pathology in education and the value this can add? 2. Please give examples of supports or initiatives that you have implemented with students, whole class/school, teacher/s, care team staff or families. Please include outcomes with your examples. 3. Please tell us why you would be successful in this role, give additional examples of how you demonstrate the capabilities required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Piper (02) 6205 4869 or 0466 852 573 tania.piper@ed.act.edu.au

Service Design and Delivery

Learning and Teaching

Aboriginal and Torres Strait Islander Education Section

Policy Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 01499)

Gazetted: 16 June 2020

Closing Date: 3 July 2020

Details: The Aboriginal and Torres Strait Islander Education Section is responsible for the implementation of Cultural Integrity in ACT Public Schools, including the design and delivery of professional learning programs for Teachers, School Leaders and Education Support Office staff. The Section provides strategic and policy advice to the Senior Executive and Minister on matters relating to Aboriginal and Torres Strait Islander Education and provides secretariat support for the ACT Aboriginal and Torres Strait Islander Education Advisory Group. Under limited direction and in accordance with Directorate policies and processes:

- Support the Aboriginal and Torres Strait Islander Education Section to develop and achieve Directorate strategic goals by monitoring and evaluating Cultural Integrity Implementation and Action Plans and preparing briefs, reports and ministerial responses.
- Prepare high quality advice on policy issues, including progress towards national and local priorities, through briefings, reports, correspondence and communications and contribute to program and policy review, analysis, evaluations and communications.
- Provide high-level secretariat support to the Aboriginal and Torres Strait Islander Education Advisory Group, including preparing agendas, distributing papers, recording minutes and other administration as necessary.
- Represent the Section at meetings, forums and events on matters relating to Aboriginal and Torres Strait Islander education, including liaising and engaging with a wide range of internal and external stakeholders to promote Cultural Integrity. Provide sound and timely advice to the Director on the development, implementation, monitoring and evaluation of the Section's business plan and budget, including the preparation and presentation of business improvement proposals.

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

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

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

How to Apply: Applicants should provide a copy of your current curriculum vitae and responses against the Selection Criteria located in the Position Description. Further information may be obtained from the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Chapman (02) 6205 0156 patrick.chapman@act.gov.au

School Performance and Improvement Division

Tuggeranong Network

Erindale College

ASBA and WEX Coordinator

School Assistant 4 \$66,371 - \$71,867, Canberra (PN: 46893)

Gazetted: 15 June 2020

Closing Date: 29 June 2020

Details: Erindale College is a unique complex located in the Tuggeranong Network which provides quality education to students in Years 11 and 12 with a small Year 10 cohort. Erindale College has embraced the visible learning approach to allow our teachers to become evaluators of their impact on student learning. This strategy aligns with the college's evidence based approach to inform decisions that meet our two key priority areas: Enable all students to achieve a minimum of one year's growth for one year's learning.

Students graduate college with a strong sense of personal wellbeing and learning dispositions that prepare them for successful transition beyond college.

Erindale College is seeking a dynamic and enthusiastic candidate to join the Careers Team as a Australian School Based Apprenticeship (ASBA) and Work Experience (WEX) Coordinator. The role of the ASBA and WEX Coordinator is a full-time position and include working with local businesses and all stakeholders to market the ASBA and WEX Program for Year 11 and 12 students at Erindale College and secure ASBA and WEX opportunities. The ASBA and WEX Coordinator will work closely with the Students Services Team and work under the direction of the Transition and Careers Officer.

Eligibility/Other Requirements: Prior to commencing in 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

Notes: This is a temporary position available from 20 July 2020 until 27 January 2021 with the possibility of permanency.

How to Apply: Please submit your curriculum vitae and statement of claims against the Selection Criteria (no more than five pages in length).

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Gilbert (02) 6142 2977 tracy.gilbert@ed.act.edu.au

School Performance and Improvement Division

Tuggeranong Network

Erindale College

Aboriginal Education Officer - Mindyigari Centre for Excellence

School Assistant 4 \$66,371 - \$71,867, Canberra (PN: 44828)

Gazetted: 12 June 2020

Closing Date: 26 June 2020

Details: Erindale College is seeking a dedicated, enthusiastic and innovative Aboriginal Education Officer to join the Student Wellbeing and Engagement team. Erindale College is a thriving Senior Secondary College in the heart of the Tuggeranong Valley within the Tuggeranong network of schools. Erindale College is home to 667 enrolments, including 10% Aboriginal and Torres Strait Islander students. Our staff are passionate and committed to focusing on innovative teaching practices that make the most difference to students and their learning.

Our two key priorities are:

Enable all students to achieve a minimum of one year's growth for one year's learning.

Students graduate college with a strong sense of personal wellbeing and learning dispositions that prepare them for successful transition beyond college.

To further improve student education, training and career pathway outcomes, Erindale College has established an Indigenous Centre of Excellence; the Mindyigari Centre. The Aboriginal Education Officer is accountable for the management of the programs run from the Centre, including seeking partnerships beyond the school to assist in the achievement of improved student outcomes.

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

Notes: This is a temporary position available from 20 July 2020 until 27 January 2021 with the possibility of permanency.

How to Apply: Applicants should provide a copy of your current curriculum vitae and responses against the Selection Criteria located in the Position Description. Further information may be obtained from the Contact Officer.

Contact Officer: Jessie Atkins (02) 6142 2977 Jessie.atkins@ed.act.edu.au

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Speech Language Pathologist

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 38928)

Gazetted: 17 June 2020

Closing Date: 29 June 2020

Details: ACT Education Network Student Engagement Team (NSET) is continuing to expand the allied health team. Individuals in this position provide speech language pathology supports to students in ACT Public Schools, including the provision of information, advice and professional learning to school staff. These positions are based in one of the school network support teams. NSET Speech Language Pathologists contribute to the development, implementation and evaluation of interventions which support schools to make reasonable adjustments to help students to participate in and access the school curriculum. Support and supervision and quality ongoing professional learning and training is provided to NSET Speech Language Pathologists.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Speech Pathology. Eligibility for membership with Speech Pathology Australia, refer to duty statement. Current driver's licence and access to a private vehicle. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further Information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This position is available to commence immediately. Applications for full-time and part-time hours will be considered. For part-time work the full-time salary noted above will be 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 covering letter that briefly introduces yourself and includes your responses to the two questions below, along with your curriculum vitae. Your covering letter should be no more than three A4 pages, Font size 11. In your responses please consider relevant capabilities as set out in the Duty Statement. Please provide examples. 1. Describe a time you have worked within a school team or with school aged students as a speech language pathologist, describe the support you provided. How did you know your support contributed to the student's development and added value to the support team/family and/or school context? 2. Please tell us why you would be successful in this role, give examples that also include your personal and relationship management capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Piper (02) 6205 4869 or 0466 852 573 tania.piper@ed.act.edu.au

School Performance and Improvement Division

Belconnen Network

Maribyrnong Primary School

Deputy Principal - Maribyrnong Primary School

School Leader B \$143,046, Canberra (PN: 44611)

Gazetted: 15 June 2020

Closing Date: 22 June 2020

Details: Maribyrnong Primary School is looking for a dynamic, motivated School Leader B to join our team. The successful applicant will lead, modelling the school's established values, to build trusting respectful relationships with colleagues, students and families across the school as it continues to grow. The successful applicant will: Share accountability to improve student outcomes through promoting, reinforcing and communicating the school vision, goals and improvement strategies.

Oversee the use of evidence-based practices to improve planning, pedagogy, assessment and reporting outcomes aligned to the Australian Curriculum and The Early Years Learning Framework.

Lead and manage student well-being and disability education, including small group programs, across the school with a focus on inclusion; use a coaching and mentoring model to build staff capacity.

Demonstrate commitment to the continued implementation of a whole school approach to Positive Behaviours for Learning.

Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students; and demonstrate outstanding skills in connecting with the whole school community.

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

Note: Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

How to Apply: Applicants are to provide a current curriculum vitae including relevant information about your education, employment history, experience and workplace achievements, and statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

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: Andrew Buesnel (02) 6142 0570 andrew.buesnel@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Aranda Primary School

School Leader - Aranda Primary School

School Leader B \$143,046, Canberra (PN: 38207)

Gazetted: 15 June 2020

Closing Date: 22 June 2020

Details: Aranda Primary School is looking for a School Leader who can:

- Lead and manage the implementation of the Australian Curriculum and the Early Years Learning Framework Preschool Years to Year Six.
- Lead and manage the school's Professional Learning Teams.
- Lead and manage the school improvement process – implementation of the school Strategic Plan and Annual Action Plan to ensure that the school achieves its goals and targets.
- Work with the Principal and staff in the collection and analysis of data to improvement student learning outcomes.

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

required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

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: Phil Gray (02) 6142 3030 phil.gray@ed.act.edu.au

North Gungahlin Network

Lyneham High School

Executive Teacher - Professional Practice

School Leader C \$122,856, Canberra (PN: 33339)

Gazetted: 15 June 2020

Closing Date: 22 June 2020

Details: Lyneham High School is a 7–10 high school of 1080 students and over 110 staff members. The school is seeking a dynamic and motivated school leader who will lead and manage the Teacher Mentor, New Educator and Seek programs. The successful applicant will be an instructional leader who builds strong, respectful and productive relationships with all members of the school community and provides strategic leadership to support and implement school programs and initiatives.

Job Description:

Work as an effective member of the school's leadership team, supporting the Senior Executive to achieve whole school priorities and goals and implement the school's annual Action Plan.

Lead and coach teacher mentors, building their capacity to support new educators, contract teachers and pre-service teachers.

Lead and manage the New Educators Program, including induction, professional learning, mentoring and performance and development support.

Co-lead and manage the Seek Program, including the collaborative development and effective delivery of integrated curriculum, innovative pedagogy and authentic assessment.

Lead whole school professional learning focusing on improving pedagogy.

Assist in shaping the positive image of the school in the broader community and ensure that the school values of Care, Quality and Creativity are embedded in school culture and practice.

Undertake an appropriate teaching load and other duties as determined by the Principal.

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

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the Position Description (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rob Emanuel (02) 6142 1176 rob.emanuel@ed.act.edu.au

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

School Performance and Improvement Division

North Gungahlin Network

Lyneham High School

Executive Teacher - Languages

School Leader C \$122,856, Canberra (PN: 02630)

Gazetted: 15 June 2020

Closing Date: 22 June 2020

Details: Lyneham High School is a 7–10 high school of 1080 students and over 110 staff members. The school is seeking a dynamic and motivated school leader who will lead and manage the Languages Faculty and the whole school Literacy Program. The successful applicant will be an instructional leader who builds strong, respectful and productive relationships with all members of the school community and provides strategic leadership to support and implement school programs and initiatives.

Job Description: Work as an effective member of the school's leadership team, supporting the Senior Executive to achieve whole school priorities and goals and implement the school's annual Action Plan.

Lead and manage the Languages Faculty, including the development and effective delivery of curriculum, pedagogy and assessment in English, EAL/D and Languages other than English.

Lead and manage collaborative Professional Learning Teams (PLTs) with a focus on high expectations for all students and evidence-based practices that deliver improved student learning outcomes.

Lead and manage the Literacy Program, supporting the team to implement a result driven approach that leads to improved student literacy outcomes. Lead, support and supervise staff to deliver creative and innovative programs and initiatives that provide enrichment opportunities for all students.

Assist in shaping the positive image of the school in the broader community and ensure that the school values of Care, Quality and Creativity are embedded in school culture and practice.

Undertake an appropriate teaching load and other duties as determined by the Principal.

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

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

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the Position Description (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rob Emanuel (02) 6142 1176 rob.emanuel@ed.act.edu.au

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

School Performance and Improvement

North and Gungahlin Network

Gungahlin College

School Leader C - Arts, Events and Media

School Leader C \$122,856, Canberra (PN: 21807)

Gazetted: 11 June 2020

Closing Date: 22 June 2020

Details: Gungahlin College is seeking an inspiring and innovative leader to join the leadership team. The role encompasses leading and managing the Arts Faculty, events and communications.

The successful applicant will demonstrate:

Proven implementation of effective instructional school leadership and leading learning in the Arts Faculty;

Sound knowledge of BSSS processes and procedures in relation to Arts curriculum and assessment;

Ability to strategically lead and co-ordinate school-wide event management, social media and communications.

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

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

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

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: Maha Yasin (02) 6142 1000 Maha.Yasin@ed.act.edu.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Aboriginal and Torres Strait Islander Education Section

Assistant Director – Policy and Partnerships

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 16970)

Gazetted: 16 June 2020

Closing Date: 3 July 2020

Details: The Aboriginal and Torres Strait Islander Education Section is responsible for the implementation of Cultural Integrity in ACT Public Schools, including the design and delivery of professional learning programs for Teachers, School Leaders and Education Support Office staff. The Section provides strategic and policy advice to the senior executive and Minister on matters relating to Aboriginal and Torres Strait Islander Education and provides secretariat support for the ACT Aboriginal and Torres Strait Islander Education Advisory Group. Under limited direction, the Assistant Director – Policy and Partnerships supervises a small team to:

- Work in collaboration with Section and Branch leadership to develop and achieve Education Directorate strategic goals, including the implementation of the Cultural Integrity Implementation and Action Plans and Section business plan.
- Provide sound and timely advice to Senior Executive on policy issues, including progress towards national and local priorities, through briefing, reports, correspondence and communications.
- Lead strategic partnerships on behalf of the Directorate, including representing the Directorate at meetings, forums and events on matters relating to Aboriginal and Torres Strait Islander education and managing relationships with wide range of internal and external stakeholders to promote Cultural Integrity.
- Lead and manage high-level secretariat support of the ACT Aboriginal and Torres Strait Islander Education Advisory Group. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and/or Torres Strait Islander peoples, people with disability, people and those who identify as LGBTIQ are encouraged to apply.

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

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

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

How to Apply: Applicants should provide a copy of your current curriculum vitae and responses against the Selection Criteria located in the Position Description. Further information may be obtained from the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Chapman (02) 6205 0156 patrick.chapman@act.gov.au

School Improvement People and Performance

Executive Teacher - Richardson Primary School

School Leader C \$122,856, Canberra (PN: 02047)

Gazette Date: 15 June 2020

Closing Date: 22 June 2020

Richardson Primary School is seeking a dynamic school leader with excellent curriculum knowledge and pedagogical practices to lead a collaborative Preschool and Kindergarten team. The successful applicant will work closely with the leadership team to ensure high quality teaching, improve student outcomes and continue to build positive relationships with staff, students and parents.

The successful applicant will:

- Demonstrate an ability to effectively lead collaborative planning in a team teaching, innovative learning environment with a strong focus on school improvement
- Establish highly effective relationships with all members of the school community including external providers

- Have a proven ability to coach and mentor teachers in their development of curriculum and application of evidenced based pedagogy
- Possess a strong knowledge of inclusive support practices to meet the needs of our diverse student and parent community
- Undertake an appropriate teaching load and other duties as determined by the Principal.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Mandatory: Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute) A current registration is issued through Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*

How to Apply:

Applicants need to submit a CV and supporting statement, and a cover sheet with two referees. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position. (No more than five pages in total)

- Leading teaching and learning
- Developing self and others
- Leading improvement, innovation and change
- Leading the management of the school
- Engaging and working with the community

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Wilson (02) 6142 3630 Anna.Wilson@ed.act.edu.au

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

South Weston Network

Garran Primary School Deputy Principal SLB School Leader B \$143,046, Canberra (PN: 17348)

Gazette Date: 15 June 2020

Closing Date: 22 June 2020

Details: Introductory Information of Garran Primary School. A fantastic opportunity is available to become one of five cohesive executive leaders at Garran Primary School. Garran Primary school is synonymous with excellence in education. This is achieved by a connected community of learners, who work collaboratively to support, challenge and inspire a diverse student population to achieve their personal potential. The school has strong multicultural influences with over 30 percent of families regularly speaking a language other than English at home, and this contributes to the diversity of views, backgrounds and values held by families across the school. The school has a high level of student mobility. The school culture is rich in personal and professional growth and development. The school values are at the centre of a teaching and learning framework which encapsulates the school priorities including the provision of rigorous academic learning and a highly professional and collaborative staff. The school is held in very high regard amongst the local community.

Position Information Job Description 1. Capacity to work with an established leadership team, to lead and embed the elements of the Garran Primary School Teaching and Learning Framework. 2. Outstanding interpersonal and communication skills to effectively lead collaboration and teams across the school. 3. Ability to lead a whole school approach in supporting additional, complex and diverse needs in students. 4. Demonstrated outstanding contemporary teaching practice and curriculum design, relevant to the school strategic plan and the ability to apply this knowledge to strengthen educational and wellbeing outcomes P-6.

Resume/CV: Your resume or CV should be up to date and provide relevant details about your work achievements, employment history and a current professional photo. It should be font size 11 or larger.

For more information regarding this position contact Mrs Jenny Priest Garran Primary School Principal 02 - 61420840.

Applicant would need to fill school leader B classification profile in accordance with legislative requirements and Directorate policies.

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with four referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Jenny Priest (02) 6142 0840 Jenny.Priest@ed.act.edu.au

Melrose High School

Executive Teacher Science and School Data

School Leader C \$122,856, Canberra (PN: 12005)

Gazette Date: 15 June 2020

Closing Date: 22 June 2020

Lead the Melrose High School Science Faculty to support staff with the ongoing implementation of future focused pedagogy and assessment.

Provide positive leadership and coaching for staff in teaching, learning and social and emotional learning for students.

Lead and manage School Data: develop School data Plan, develop and manage processes for collection, analysis and interpretation and ethical management of the data.

Lead the development of data awareness and use across the teaching and administrative teams through the Executive Team

As a member of the executive team, provide leadership of the school and system strategic priorities including the effective facilitation of Data Professional Learning Community (PLC).

Support the Student Administration Team and act as a conduit between Student Administration Team and the Executive Team

A teaching load commensurate with skills and abilities

Perform other cross-school roles as directed by the Principal

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 (or eligibility to obtain).

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

The selection process:

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

Applying for the position

Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant.

The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively.

Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Resume/CV:

Your resume or CV should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

Referees:

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

How to Apply: 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: Shannon Carnovale (02) 6142 0700 Shannon.Carnovale@ed.act.edu.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

Planning, Land and Building Division

Building, Design and Major Projects

Design

Assistant Design Review Coordinator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 47112)

Gazetted: 16 June 2020

Closing Date: 23 June 2020

Details: The Planning, Land and Building Division of Environment, Planning and Sustainable Development Directorate (EPSDD) is responsible for strategic planning including land use, building and infrastructure planning and policy, the Territory Plan, planning studies, greenfield planning, parking policy, land development, land economics, and the implementation of the ACT Planning Strategy. The Division is also home to the secretariat for the National Capital Design Review Panel (NCDRP), which is a joint initiative between the ACT Government and the National Capital Authority. The Planning, Land and Building Policy Division is seeking a highly motivated individual to fill the role of Assistant Design Review Coordinator for the NCDRP. The position is responsible for administering and coordinating the NCDRP including the provision of secretariat support for the design review process. Working closely with internal and external stakeholders in a fast-paced environment the position is responsible for effectively scheduling design review sessions, responding to correspondence and liaising with panel members, design teams, key decision makers and panel chairpersons. The successful applicant will assist in the preparation of tailored design review advice and feedback, to ensure the NCDRP deliver excellent value for projects. The position also assists in providing strategic planning advice in relation to planning and urban design issues. Eligibility/Other Requirements: Tertiary qualifications in architecture, urban design, landscape architecture, urban planning, or another relevant professional area is highly desirable.

Notes: This is a temporary position available from 22 June 2020 until the 21 January 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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Azzopardi (02) 6207 3541 adam.azzopardi@act.gov.au

Climate Change and Sustainability

Policy and Program Delivery

Policy and Program Officers

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 30752, several)

Gazetted: 16 June 2020

Closing Date: 2 July 2020

Details: The Climate Change and Sustainability Division is seeking to employ officers to work in both our policy and program delivery teams. In these positions, you will work in a team of professionals who are responsible for developing and delivering a range of policies/programs that support the Government to meet its ambitious emission reduction targets and support the community to become more sustainable.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. 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: Current driver's licence is required.

Notes: Occasional weekend work will be required in this role. Positions are available on a permanent basis as well as short-term contract with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 are sought from potential candidates and should include a two-page pitch supporting statement addressing the Selection Criteria, a curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Roden (02) 6207 4789 helen.rodin@act.gov.au

Business, Governance and Capability

People and Capability

Capability and Performance

Learning and Development Support Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 37716)

Gazetted: 12 June 2020

Closing Date: 26 June 2020

Details: Are you amazing at delivering high quality customer service and recognising and resolving problems related to managing systems and data? We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. One of the things we all have in common is our passion for people. We support the ongoing education and development of all our people by facilitating a wide range of learning programs. The primary responsibilities for the Learning and Development Support Officer position are to: Undertake administration of MyLearning (Learning Management System) and provide ongoing support to its users; Provide excellent customer service and manage enquiries through the team's inbox and phone; and Provide support to the team to implement performance and learning and development opportunities for our people. 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: Background, qualifications or interest in learning and development.

Knowledge of contemporary database systems.

Note: This position is available on temporary basis for six months with the possibility of extension and/or 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 page 'pitch' that provides evidence of your suitability for the role by including examples that clearly demonstrate relevant Skills, Knowledge and Behavioural Capabilities as mentioned in the Position Description. 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 Scully (02) 6205 2474 David.Scully@act.gov.au

Business Governance Capability

People and Capability

Culture and Capability

Assistant Director, Inclusion and Engagement

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 44643)

Gazetted: 16 June 2020

Closing Date: 23 June 2020

Details: Are you passionate about building a sense of belonging..... inspired by a blank canvas? Can you demonstrate resilience and innovative practices in a changing environment? Well, look no further this role is for you! We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. One of the things we all have in common is our passion for people, and the Culture and Capability team support the ongoing culture and inclusion programs that lay the foundations of our connectedness and sense of belonging. The primary responsibilities for the Assistant Director, Inclusion and Engagement position are to: Develop and implement a Diversity and Inclusion strategy and accompanying frameworks and initiatives to achieve ACT Government and organisational objectives. Facilitate the design and deliver inclusion programs and initiatives that satisfy the cultural need of connectedness and sense of belonging. Design and participate in programs that focus on improving employment and retention opportunities of people with disabilities and Aboriginal and Torres Strait Islander peoples; and Manage the implementation and monitoring of the Reconciliation Action Plan (RAP) for EPSDD. EPSDD acknowledges the Ngunnawal people as the traditional custodians of the Canberra region. A strong understanding of First Peoples culture, heritage and community would be highly desirable. Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 should submit a response of no more than two pages addressing the Selection Criteria outlined in the attached Position Description, together with your tailored curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jaime Elton (02) 6207 9151 jaime.elton@act.gov.au

Business Governance and Capability

People and Capability

Culture and Capability

Assistant Director, Culture and Capability

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 13380)

Gazetted: 12 June 2020

Closing Date: 19 June 2020

Details: Are you passionate about building organisational capability, place quality client service at the forefront of your engagement strategy? Can you demonstrate resilience and innovative practices in a changing environment? Well, look no further this role is for you! We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. One of the things we all have in common is our passion for people and the Culture and Capability team support the ongoing education and development of all our people by facilitating a wide range of learning programs.

The primary responsibilities for the Assistant Director, People and Capability position are to:

- Facilitate the design and deliver accredited and non-accredited learning and development programs and procurement of outsourced training solutions targeted at team, business unit and organisational training needs.
- Manage team performance against agreed outcomes/deliverables, in line with the business plan/corporate plan/Strategic plan.
- Provide and instil values based client service within the team.
- Work collaboratively with stakeholders across all EPSDD business units and ACT Government.

Eligibility/Other Requirements:

Highly desirable:

- Relevant tertiary qualifications in adult education, organisational development or related discipline.
- Cert IV in Training and assessment.

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

How to Apply: Applicants should submit a response of no more than two pages addressing the Selection Criteria, 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: Jaime Elton (02) 6207 9151 jaime.elton@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

Legal

Senior Director Legal

Senior Officer Grade A \$148,991, Canberra (PN: 09306)

Gazetted: 12 June 2020

Closing Date: 7 July 2020

Details: The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC) is seeking an energetic and collaborative leader for its legal and compliance team. This is a pivotal role within the ICRC, responsible for advising the Commission and CEO, ensuring the Commission's decisions and processes meet legislative objectives and obligations, and leading performance monitoring and compliance functions. You will successfully guide, motivate and develop a small legal and compliance team to produce high-quality, accurate work, on time and within budget, to benefit the ACT community. Ideally, you will have extensive experience in providing legal services, preferably as an in-house lawyer or senior government Legal Officer, or in a regulatory role with responsibility for applying legislative requirements and drafting reports and legal instruments. You will have expertise in engaging with diverse internal and external stakeholders across government, the private sector and the community, and strong strategic thinking skills. The work will be challenging, and you will deal with a broad range of regulation and compliance issues, including price regulation, advice to the ACT Government, and licensing of essential utility infrastructure in the ACT. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in law, demonstrated experience in managing teams and projects, and proficiency in Microsoft Word and Excel are highly desirable.

How to Apply: Applications should include a two-page pitch addressing the Selection Criteria, a current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annette Weier (02) 6207 3150 Annette.Weier@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

Executive Group Manager, Legislation, Policy and Programs

Temporary Vacancy (commencing ASAP - 28 August 2020 with the possibility of extension)

Justice and Community Safety Directorate

Legislation, Policy and Programs

Position: E629

(Remuneration equivalent to Executive Level 2.2)

Date circulated: 12 June 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

The ACT Justice and Community Safety Directorate are seeking applications for the role of Executive Group Manager, Legislation, Policy and Programs, commencing asap to 28 August 2020 with the possibility of extension. A dynamic leader with excellent communication, organisational and collaboration skills is required. This role is responsible for providing the Government with high level legal policy, regulatory and human rights advice across the spectrum of government business and ACT laws; the development and management of the law reform agenda and associated legislative program of the Attorney General, Minister for Justice, Consumer Affairs and Road Safety and Minister for Police and Emergency Services. Collaborating with other agencies to further the ACT Government's law reform agenda is a critical part of the role. The Executive Group Manager will lead and manage (within budget) staff and be accountable for the development and implementation of ACT Policy on such diverse matters as human rights, criminal and public law, delivery of the justice system, discrimination, constitutional law and regulatory policy. The Executive Group Manager is also responsible for managing the delivery of restorative justice and development implementation of a range of crime prevention and justice programs.

To apply: Interested candidates are requested to submit an EOI of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to kelly.williams@act.gov.au by COB Friday 19 June 2020.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This EOI will be used for the following twelve months to fill any temporary vacancy for this position. Remuneration: The position attracts a remuneration package ranging from \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

ACT Courts and Tribunals

Magistrates Court

Circle Sentencing Court (Warrumbul)

Circle Sentencing Court Support Officer (Warrumbul)

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 48035)

Gazetted: 12 June 2020

Closing Date: 26 June 2020

Details: The ACT Courts and Tribunal are seeking a highly motivated person to support the work of the Warrumbul Circle Sentencing Court ('Warrumbul'). Warrumbul is a specialised court within the ACT Children's Court that provides alternative sentencing options for young Aboriginal and Torres Strait Islander people. It is a type of restorative practice that aims to provide culturally relevant and effective sentencing options for Aboriginal and Torres Strait Islander people by incorporating Elders and cultural aspects into the Magistrates or Children's Court. The Circle Sentencing Court Support Officer (Warrumbul) will work with and under the direction of the Galambany Circle Sentencing Court Coordinator and the community to develop and implement initiatives aimed at preventing or reducing Aboriginal and Torres Strait Islander peoples contact with the justice system.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available immediately for up to 12 months. Selection may be based on your statement and referee reports only.

How to Apply: Applicants are required to submit three items: (1) a statement highlighting any specific examples of experience or achievements that demonstrate your ability to perform the role (limited to two pages); (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current supervisor/manager). Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michele Abel (02) 6205 2762 michele.abel@courts.act.gov.au

ACT Corrective Services

Community Corrections

Administrative Assistant

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 49895, several)

Gazetted: 12 June 2020

Closing Date: 26 June 2020

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the vacancy of Administration Officer with ACT Corrective Services, Community Corrections and Release Planning. Administrative services work closely with Community Corrections and Release Planning staff and managers, providing administrative and clerical support across a range of branch business units.

The successful candidate will be the first point of contact at reception and on the telephone. You will be interacting with offenders in the community on a daily basis, delivering quality customer service in a high volume work environment. Further to this, the successful candidate will also liaise with the Court and interpret complex information in Court documents in order to maintain systems that support workflow and compliance. To be successful, you will have sound administrative and organisational skills attention to detail and possess excellent customer service and communication skills.

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

Eligibility/Other Requirements:

National Police Check will be conducted. Driver's licence is essential. This position requires a pre-employment medical.

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

How to Apply: Interested applicants should provide a supporting statement of no more than two pages addressing the capabilities to perform the duties and responsibilities of the position, contact details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashleigh Marian (02) 6207 2696 ashleigh.marian@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning/Programs and Reintegration Programs and Reintegration

Specialist Communities Clinician (Social Worker/Occupational Therapist)

Health Professional Level 1/2 \$62,823 - \$91,962, Canberra (PN: 35024)

Gazetted: 12 June 2020

Closing Date: 26 June 2020

Details: ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become a Specialist Communities Clinician (Health Professional 1/2) within the Programs and Interventions Unit. Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will assist in the delivery of a range of multidimensional treatment options that offer opportunities for the development of physical, emotional, spiritual wellbeing and personal responsibility for detainees with varied and complex needs. Under direction, the successful applicant will contribute to the maintenance of monitoring systems to enable evaluation of effectiveness of treatment options in accordance with leading practice guidelines, and participate in the ongoing review and evaluation of work practices, including quality assurance and reporting on performance indicators, and contribute to the development of policies and procedures. An interest in rehabilitation, community connections, reintegration and the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds in a correctional environment, 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:

Occupational Therapist – Mandatory:

General registration with Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Social Worker – Mandatory:

Degree in Social Work.

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

Experience within a forensic setting is desirable but not essential.

This position may require psychological aptitude testing as part of the assessment process.

This position does require a National Police Check.

A current driver's licence is essential.

This position does require a pre-employment medical.

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.

HP1 – applicants may be recent graduates with less than 12 months paid employment, post qualification, in a relevant role

HP2 – applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.

Note: This position will be filled based on the different experience and qualifications required for each classification. New graduates with less than 12 months professional experience will be eligible for employment at the Health Professional Level 1 classification only.

How to Apply: Applicants are required to submit four 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; (3) a copy of your driver's licence; and (4) the names and contact details of two referees. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Garrington (02) 6207 0784 catherine.garrington@act.gov.au

Major Projects Canberra

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

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

Infrastructure Delivery Partners

Civil Project Management

Support Senior Manager

Infrastructure Manager/Specialist 1 \$165,977, Canberra (PN: 24800)

Gazetted: 12 June 2020

Closing Date: 19 June 2020

Details: Do you enjoy the challenge of leading and managing complex Civil Infrastructure projects?

The Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year. As Support Senior Manager, you will provide leadership, assist in managing all project assignments within the team and maintain and manage all business standards and documentation of a high standard, whilst coordinating with the Lead Senior Manager and Executive Branch Manager. In this role you will act on behalf of IDP to provide expert advice and direction on procurement, project development and delivery, support management of feasibility, design and other investigations on behalf of IDP.

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:

Required:

A Degree or Diploma in a relevant technical field (eg. Engineering, Architecture, Project Management or Construction Management) and 10-15 years' experience in engineering, project management or similar.

Desirable:

Specific expertise in civil infrastructure project delivery is highly desirable.

Experience in completing complex multi-disciplinary public infrastructure.

Note: This position is temporary position available 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit two pages addressing your suitability for the role against the capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Darren Smith (02) 6207 7431 Darren.Smith@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

Governance and Ministerial Services

Governance

Compliance Assurance Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 10320)

Gazetted: 12 June 2020

Closing Date: 19 June 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 Compliance Assurance Officer within the TCCS Governance team. This position provides an essential service to the Directorate by assessing operational compliance and performance against legislation, regulations and policies. The position assists in developing and implementing plans to assess compliance and make recommendations to strengthen and address identified weaknesses. The position is also responsible preparing reports, policies and procedures. This includes an annual compliance work plan, compliance scoping papers, draft and final compliance reports, submissions to the Director-General and Audit Committee as required.

The successful applicant will be able to demonstrate a high-level of analytical and conceptual skills with the ability to apply logical thinking to gain innovative and effective solutions. The occupant of the position will also have experience in compiling strategic reports and/or compliance assurance reports, understanding and interpreting legislation, regulations, policies, and processes associated with the operations of a complex service delivery organisation, demonstrated ability to negotiate with, liaise and coordinate stakeholders at all levels and classifications and write reports, briefings and board papers to a high standard. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications and/or demonstrated experience in audit, and assessing compliance against legislative, regulatory and policy frameworks is mandatory and experience in risk management, quality management, and or government investigations is highly desirable.

Notes: This is a temporary position available immediately until the 31 December 2020 with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on 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 a two page response to the required capabilities. Applicants are encouraged to speak to the Contact Officer to obtain additional information about the role and your application.

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

Transport Canberra and Business Services

Strategic Policy and Customer

Strategic Transport Policy and Active Travel

Assistant Director, Strategic Transport Policy

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 24805)

Gazetted: 15 June 2020

Closing Date: 1 July 2020

Details: Did you know that the Strategic Transport Policy Team solves complex policy problems and designs transport policies for ACT Government?

We are looking for someone who is a self-starter, has a passion for thinking outside the box and is looking for an opportunity to develop their career in policy development and advice. The successful person will be able to work on multiple projects simultaneously, is organised, have excellent writing skills, and will be experienced in policy work.

As Assistant Director, you will be responsible for the development of new transport policies for the ACT Government, including the analysis, drafting and negotiation of policy positions and the timely provision of policy advice to Government.

The Strategic Transport Policy team sits within Strategic Policy and Customer branch in TCCS and has responsibility for developing strategic transport policies to influence and guide transport future in the ACT and nationally. The team is responsible for developing and implementing whole of transport system policies, to create a seamless transport system which connects across public transport, cycling, walking, roads and emerging transport technologies. It is also responsible for advising ACT Government on developments in transport and related matters – such as the interface between transport and land use planning, climate change and emerging technologies. This position is for you if you are willing to work with creativity, commitment and drive to shape Canberra's future transport system.

The diverse nature of activities delivered by the role include, but are not limited to, gathering, analysing and interpreting data from various sources to support the provision of evidence-based policy advice, developing and drafting of Government policy documents, providing transport advice and briefing to ACT Government and stakeholders across the ACTPS.

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

Eligibility/Other Requirements: Qualifications in transport, planning or public policy are highly desirable.

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

How to Apply: Please provide responses, no more than two pages in total, to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sanzida Akhter (02) 6207 0224 Sanzida.Akhter@act.gov.au

APPOINTMENTS

ACT Health

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

Joshua Blundell, AGS- 86914718, Section 68 (1), 22 June 2020

Canberra Health Services

Health Service Officer Level 3 \$52,460 - \$54,165

Wah Mui (Theresa) Lam Cheung, Section 68(1), 17 June 2020

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

Kukku Babu: 85952405, Section 68 (1), 22 June 2020

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

Mae Tajale: 85952309, Section 68 (1), 22 June 2020

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

Nomajama Ganya: 86265789, Section 68(1), 22 June 2020

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

Gabrielle Crocker: 85742897 Section 68(1), 11 June 2020

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

Cassandra Caldwell: 84504694 Section 68(1), 12 June 2020

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

Elizabeth Jose: 85951250 Section 68(1), 11 June 2020

Health Professional Level 3 \$93,346 - \$98,359

Rosemarie Gorman: 86915614, Section 68 (1), 18 June 2020

Canberra Institute of Technology

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

Krysten Williams: 85378861, Section 68(1), 05 June 2020

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

Halie Nolen, Section 68(1), 16 June 2020

Chief Minister, Treasury and Economic Development

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

Halie Nolen: 85866427 Section 68(1), 16 June 2020

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

Philip Patterson 86915657, Section 68(1), 15 June 2020

Senior Officer Grade A \$147,006

Marcus Ganley: 865-55567, Section 68(1), 11 June 2020

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

Shujie Zhang: 85873563, Section 68(1), 11 June 2020

Community Services

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

Lisa Doble: 86830768: 845-04694 Section 68 (1), 18 June 2020

Justice and Community Safety

Prosecutor Associate \$71,309 - \$73,494

Tahlia Drumgold: 86341403 Section 68 (1), 15 June 2020

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

Carla Knight, 86554599, Section 68 (1), 11 June 2020

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

Sophie Harrison: 863-50772, Section 68 (1), 15 June 2020

Transport Canberra and City Services

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

Jasminka Simic: 85379661, Section 68 (1), 15 June 2020

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

Kanwal Gill: 86832536, Section 68 (1), 13 June 2020

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

Dean Hancock: 86831007, Section 68 (1), 13 June 2020

TRANSFERS

ACT Health

Luke Cartwright

From: Health Professional Level 5 \$128,286 - \$144,418

Canberra Health Services

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

ACT Health, Canberra (PN. 17487) (Gazetted 30 May 2019)

Canberra Health Services

Canberra Health Services

Anne Wilson: 79554507

From: Registered Nurse Level 3 \$108,237 - \$112,691

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29253) (Gazetted 01 July 2019)

Chief Operating Officer Clinical Services

Megan Mackenzie-Davies: 85815371

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

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

Canberra Health Services, Canberra (PN: 21868) (Gazetted 07 May 2020)

Chief Operating Officer Clinical Services

Tanya Wiesner: 84389147

From: Health Professional Level 3 \$94,606-\$99,687 (up to \$104,631 on achieving a personal upgrade)
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: 21868) (Gazetted 07 May 2020)

Canberra Health Services

Clinical Services

Karen Warner: AGS 85375660

From: Senior Officer Grade C \$107,475 - \$115,687
Canberra Health Services
To: Senior Officer Grade C \$107,475 - \$115,687
Canberra Health Services, Canberra (PN: 36837) (Gazetted 7 May 2020)

Transport Canberra and City Services

Carrie Mitchell

From: Bus Operator \$78,412
Transport Canberra and City Services
To: Administrative Services Officer Class 4 \$72,272 - \$78,254
Transport Canberra and City Services, Canberra (PN: 35990) (Gazetted 5 May 2020)

PROMOTIONS

ACT Health

Health System Policy and Research

Policy Partnership and Programs

Executive Support

Tenny Ramis

From: Administrative Services Officer Class 4 \$72,272 - \$78,254
Canberra Health Services
To: Administrative Services Officer Class 5 \$80,323 - \$85,020
ACT Health, Canberra (PN: 38090) (Gazetted 22 April 2020)

Canberra Health Services

Chief Executive Officer

Sarah Cooper

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: 26451) (Gazetted 7 May 2020)

Canberra Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Renee Cox

From: Health Professional Level 2 \$66,096 - \$90,737
Canberra Health Services
To: Administrative Services Officer Class 6 \$86,547 - \$99,051
Canberra Health Services, Canberra (PN: 28456) (Gazetted 24 October 2019)

Chief Operating Officer Clinical Services

Chloe Elliot

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

Canberra Health Services

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Canberra Health Services, Canberra (PN. 21301) (Gazetted 21 May 2020)

Canberra Health Services

Rhuel 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. 14273) (Gazetted 9 May 2019)

Canberra Health Services

Tracy Ingarfield-Harb: 85373753

From: Health Professional Level 3 \$93,346 - \$98,359

Canberra Health Services

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

Canberra Health Services, Canberra (PN: 28648) (Gazetted 18 June 2020)

Canberra Hospital and Health Services

Maureen O'Brien: 84287677

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: 41417) (Gazetted 26 March 2020)

Canberra Health Services

Clinical Services

Katherine Stevens, AGS 84820267

Canberra Health Services

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: 23758) (Gazetted 12 March 2020)

Canberra Institute of Technology

CIT Corporate Services

Human Resources

Corina Murphy: 82714348

From: Teacher Level 1 \$76,460 - \$102,020

Canberra Institute of Technology

To: Teacher Level 2 \$108,974

Canberra Institute of Technology, Canberra (PN: 37584)

Note Clause 41.6 states: The promotion of a teacher in accordance with Subclause 41.3 will be notified as a promotion to a non-advertised vacancy. Any suitable, qualified permanent teacher may lodge an appeal against the selection, with the appeal to be conducted in accordance with Section K (Appeal Mechanism) of this Agreement

Chief Minister, Treasury and Economic Development

Economic Development

Innovation, Industry and Investment

Stephen Grinter

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 48032) (Gazette d 18 March 2020)

Economic Development

Innovation, Industry and Investment

Rebecca Harman

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

Major Projects Canberra

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 27973) (Gazetted 18 March 2020)

Commercial Services and Infrastructure

ACT Property Group

Estate and Procurement Management

Rhys Husselbee

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39702) (Gazetted 11 March 2020)

Access Canberra

Construction, Utilities and Environment Protection

Strategic Compliance and Coordination

Nadimul Mandal

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

Canberra Health Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 17340) (Gazetted 19 March 2020)

Commercial Services and Infrastructure Group

Finance Services – Financial Applications Support

David McKay

From: Administrative Services Officer Class 4 \$72,272 - \$78,254

Chief Minister, Treasury and Economic Development

To: † Administrative Services Officer Class 5 \$80,323 - \$85,020

Chief Minister, Treasury and Economic Development, Canberra (PN. 47284) (Gazetted 1 May 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.

Community Services

Children Youth and Families

Child and Youth Protection Services

Operations

Belinda Buttress

From: Administrative Services Officer Class 4 \$72,272 - \$78,254

Justice and Community Safety

To: Child and Youth Protection Professional Level 2 \$72,125 - \$97,097

Community Services, Canberra (PN. 27448) (Gazetted 31 October 2019)

Education

Sally Ward: 84349313

From: Classroom Teacher 1 \$75,442 – \$100,661

Education Directorate

To: School Leader C \$122,856

Education Directorate, Canberra (PN: 15915) (Gazetted 27 February 2020)

Environment, Planning and Sustainable Development

Business, Governance and Capability

Finance, Information and Assets

Business Support Services

Giuseppe Erba

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

Chief Minister, Treasury and Economic Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 43157) (Gazetted 27 February 2020)

Planning Delivery

Development Assessment

Jyoti Pradhan

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 17695) (Gazetted 12 March 2020)

Justice and Community Safety

ACT Government Solicitor

Government Law

Catherine Allingham

From: Government Solicitor 1 \$76,601 - \$114,705

Justice and Community Safety

To: † Government Solicitor 2 \$120,214 - \$144,246

Justice and Community Safety, Canberra (PN. 18139) (Gazetted 26 June 2019)

Legislation, Policy and Programs

Justice, Planning and Programs

Simon Matuzelski

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42772) (Gazetted 19 March 2020)

ACT Government Solicitor

Government Law

Laura Pierce

From: Government Solicitor 1 \$76,601 - \$114,705

Justice and Community Safety

To: † Government Solicitor 2 \$120,214 - \$144,246

Justice and Community Safety, Canberra (PN. 48103) (Gazetted 26 June 2019)

Major Projects Canberra

Light Rail

Casey-Lee Campbell, AGS 847-25956

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

ACT Health

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

Major Projects Canberra (PN: 46363) (Gazetted 15 April 2020)

Transport Canberra and City Services

City Services
City Operations
City Presentation/Urban Treescapes

Patrick Burt

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 45585) (Gazetted 20 March 2020)

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

City Services
City Operations
City Presentation/Urban Treescapes

Kai-Lee Chan

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 48061) (Gazetted 20 March 2020)

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

City Services
City Operations
City Presentation/Urban Treescapes

Joshua Drew

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 13173) (Gazetted 20 March 2020)

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

City Services
City Operations
City Presentation/Urban Treescapes

Peter Martin-Henry

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 56987) (Gazetted 20 March 2020)

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

City Services
City Operations
City Presentation/Urban Treescapes

Kevin Olsson

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 21345) (Gazetted 20 March 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

City Services

City Operations

City Presentation/Urban Treescapes

Gavin Stewart

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39074) (Gazetted 20 March 2020)

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