



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 29 November 2018**

## VACANCIES

### ACT Electoral 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](mailto:jobs@act.gov.au)**

#### **Elections Operations ICT Systems Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 43027)**

Gazetted: 29 November 2018

Closing Date: 10 December 2018

Details: The ACT Electoral Commission (Elections ACT) is an independent statutory authority with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice and services to a wide range of clients. Elections ACT provides interesting and challenging work and being part of a small and dynamic team, responsible for the delivery of important democratic services to the ACT Community, is a uniquely satisfying and rewarding experience. The successful applicant will be required to have demonstrated technical competence and experience in managing specific ICT systems projects and setting ICT project priorities. The successful application will also need to have the ability to create detailed test plans and conduct extensive testing, including end-to-end and UAT testing of the Commission's ICT election systems. The successful applicant will be tasked with liaising with ICT service providers and contractors to coordinate testing activities, resolve system defects and implement the ICT election systems in preparation for an ACT Legislative Assembly election. It is highly desirable for the successful applicant to demonstrate experience in carrying out project activities, including electoral administration and polling place policy, procedures and practices, either independently or as a member of a team. Elections ACT staff are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcome focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. The ACT Electoral Commission is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and/or Torres Strait Islander background, or People with Disability, and those who identify as LGBTIQ to apply for any position. Further information relating to Elections ACT can be found at:

<https://www.elections.act.gov.au>

Eligibility/Other requirements: As an electoral officer the person occupying this position will be required to perform duties on election and referendum days and weekends. As a staff member of a small office, the person occupying this position will also undertake or assist with other tasks as required and directed. Professional qualifications in Information and Communications Technology are highly desirable. Knowledge and understanding of the *Electoral Act 1992* and the *Referendum (Machinery Provisions) Act 1994* will also be highly regarded.

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

How to Apply: Applications are sought from potential candidates and must include: 1) a completed Shared Services Application Coversheet including the contact details of at least two referees; 2) a written response to the Selection Criteria; 3) outlining experiences and/or ability; and 4) a current resume. A response should be made against each individual Selection Criteria. Applicants should address the numbered Selection Criteria only. Please limit your response to one A4 page (maximum) against each of the Selection Criteria. Given there are six Criteria, your written response to the Selection Criteria should not exceed a total of six A4 pages. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au) All vacancies close at 11:59pm on the advertised closing date.

Contact Officer: Trisha Benson (02) 6205 0046 [trisha.benson@act.gov.au](mailto:trisha.benson@act.gov.au)

**Calvary Health Care ACT (Public)**

**Clare Holland House**

**Registrar**

**Executive Level Registrar \$98,704 - \$123,327, Canberra (PN: Expected)**

Gazetted: 04 December 2018

Closing Date: 9 December 2018

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

Reference Number: 20776

Contact Officer: Kylee Gardiner [kylee.gardiner@calvary-act.com.au](mailto:kylee.gardiner@calvary-act.com.au)

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

**Peri-operative Unit**

**Reception in the Peri-operative Unit**

**Theatre Receptionist**

**Executive Level Administration Service Officer \$66,656 - 72,175, Canberra (PN: Expected)**

Gazetted: 04 December 2018

Closing Date: 9 December 2018

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

Reference Number: 20676

Contact Officer: Karen Burgan [karen.burgan@calvary-act.com.au](mailto:karen.burgan@calvary-act.com.au)

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

**Canberra Institute of Technology**

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

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

**Industry Engagement and Strategic Relations**

**Business Growth and Development**

**Business and Industry Engagement Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15519)**

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: Canberra Institute of Technology (CIT) Business Growth and Development Team has an opportunity available for future focused individual to contribute to growing our engagement with business and industry. As part of an energetic and dynamic team you will work collaboratively with our teaching Colleges to market CIT's Vocational Education and Training (VET) programs to businesses/customers in the ACT and region. If you have a passion for supporting accessible and relevant education and an ability to communicate across all levels, we would welcome an application from you. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Business and Market Engagement experience will be considered favourably.

Experience in industries relevant to CIT such as building and construction (all trade areas); management and commerce; food, hospitality and personal services; health care and social assistance; early childhood; and public administration and safety will be considered favourably.

Note: This is a temporary position available from 14 January 2019 to 13 January 2020. Selection may be based on application and referee reports only.

How to Apply: Applicants will be required to respond to the Selection Criteria and applications are to be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au). Contact Officer: James Latimore (02) 6207 3222 [james.latimore@cit.edu.au](mailto:james.latimore@cit.edu.au)

**Student and Academic Services**

**Education Services**

**Senior Project Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 54563)**

Gazetted: 05 December 2018

Closing Date: 12 December 2018

Details: Canberra Institute of Technology (CIT) Education Services is seeking a Senior Project Manager with the ability to lead complex education projects, contributing to CIT's ongoing improvement. You will have experience and knowledge of academic governance in tertiary education. You will also have exceptional communication and influencing skills as well as detailed knowledge of the Vocational Education and Training (VET) Quality Framework. You will have the ability to model the CIT cultural traits and ACT Public Service values. If you have any questions in relation to the job please contact the Contact Officer. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This position is for temporary filling from 3 January 2019 to 31 December 2019 with the possibility of extension up to five years. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.' Selection may be based on application and referee reports only or application and demonstration of skill. An order of merit will be created from this recruitment from which future vacancies may be temporarily or permanently filled.

How to Apply: Applicants to provide a one page pitch, a resume and contact details of two referees who are willing to be interviewed.

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

**Chief Minister, Treasury and Economic Development**

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

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

**Shared Services**

**Partnership Services**

**Website Developer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37220)**

Gazetted: 04 December 2018

Closing Date: 18 December 2018

Details: We have an immediate vacancy available for a Website Developer to join our team. The role contributes to the maintenance and further development of the Shared Services Website. We are ideally looking for someone who has a strong focus on user experience and can introduce new ideas with strategic alignment.

Eligibility/Other Requirements: Experience with ServiceNow and experience in the development of forms and workflows is desirable.

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

How to Apply: Provide a current resume, Application Coversheet and a maximum two page pitch against the Selection Criteria listed on the attached Position Description.

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

Contact Officer: Cynthia Chen (02) 6207 8934 [cynthia.chen@act.gov.au](mailto:cynthia.chen@act.gov.au)

**Access Canberra**

**Customer Coordination**

**Contact Centre**

### **Team Leader**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 55725, several)**

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: Are you looking for a career in providing high level customer service across multiple agencies? Can you lead, manage and support a diverse workforce? Are you someone who can coach others, develop skills and motivate a group of meet specific goals? Can you get the most out of your team? If you have said yes to all of the above then submit a two page pitch by the due date. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: These are temporary positions available for six months with the possibility of extension less than 12 months and/or permanency. These positions are in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit may be established to fill future vacancies at level over the next 12 months. Access Canberra Contact Centre works extended hours seven days a week and these positions have a requirement to assist outside these business hours for State Emergency Services (SES) and other emergency events in the ACT.

Contact Officer: Karl Spulak (02) 6205 3949 karl.spulak@act.gov.au

### **Shared Services**

#### **Technical Services**

##### **ICT Security**

#### **ICT Security Business Support Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39761)**

Gazetted: 30 November 2018

Closing Date: 7 December 2018

Details: Cyber Security is seeking a self-motivated and adaptable Administrative Services Officer Level 5 - Business Support Officer. You will have effective communication skills, and have good work management and organisational skills including the ability to effectively manage your own workload. You will be working independently and as part of a team to deliver high quality service to clients in Shared Services and directorates. Chief Minister, Treasury and Economic Development supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available 10 December 2018 until 29 March 2019 and is open to current ACTPS employees only.

How to Apply: Applications should include a supporting statement of no more than two pages outlining your qualifications and experience against the required capabilities. Please also provide contact details of at least two referees and a current Curriculum Vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Caley Callahan (02) 6207 1145 caley.callahan@act.gov.au

### **Access Canberra**

#### **Regulatory Solutions and Compliance**

##### **Traffic Camera Operations**

#### **Team Leader**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 41250)**

Gazetted: 04 December 2018

Closing Date: 11 December 2018

Details: Access Canberra Regulatory Solutions and Compliance is seeking a dynamic and dedicated person to fill the role of Team Leader. The successful applicant will have an exceptional understanding of or experience in a range of traffic camera operations and systems including a working knowledge of the regulatory and legislative requirements for the area. The successful applicant will be given conflicting priorities and deadlines as well as being responsible for the successful supervision of staff. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of

this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please review the Position Description and Job Advertisement 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. Please submit a written application, of no more than two pages, responding to the two statements below, contact details of at least two referees and current Curriculum Vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties. 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. Applications should be emailed to [jobs@act.gov.au](mailto:jobs@act.gov.au)  
Contact Officer: Cassandra Keppell (02) 6205 9876 [kassandra.keppell@act.gov.au](mailto:kassandra.keppell@act.gov.au)

## **Access Canberra**

### **Licensing and Registrations**

#### **Senior Manager**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 15452, several)**

Gazetted: 05 December 2018

Closing Date: 13 December 2018

Details: Access Canberra is recruiting for a Senior Manager, Senior Officer Grade B. If you think you've got what it takes to deliver high quality customer service in a regulatory environment, whilst leading teams, managing projects and influencing policy improvements across a variety of functions at Access Canberra – then we'd like to hear from you. As a Senior Manager you will need to be a good communicator with excellent skills in negotiation and the management of multiple high level and complex tasks. You should value and be committed to personal development and improvement. As Senior Manager you will be responsible for delivering against Access Canberra's business plan for tomorrow. To be successful you should embrace 'change as being the new normal', support and nurture innovation and collaboration with a renewed focus on outcomes. All these roles require a willingness to work hard, lead by example and provide customer centric services. The roles are supported by great teams within a progressive agency, who look up to you to provide them with strategic direction and arming them with the skills to build the Access Canberra of the future. 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: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available for six months with the possibility of extension up to less than 12 months. An order of merit 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: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your skill, knowledge and behaviour with reference to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please submit a Curriculum Vitae and the contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievement in the last five years and how it relates to this position and the duties. 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Tyler Penfold (02) 6207 9012 [tyler.penfold@act.gov.au](mailto:tyler.penfold@act.gov.au)

**Access Canberra  
Projects, Governance and Support  
Policy, Research and Implementation  
Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36060, several)**

Gazetted: 04 December 2018

Closing Date: 18 December 2018

Details: Do you enjoy working in a team to find new ways to deliver results? Are you looking for an opportunity to make real change in the community? Does the opportunity to think about the big picture, play with data and run evaluation make you jump out of bed in the morning? If the answer to these questions is yes, then Access Canberra has an opportunity for you within the Policy, Research and Implementation team. Access Canberra and the ACT Gambling and Racing Commission (the Commission) has the aspiration of achieving a Canberra free from gambling harm, and has adopted a public health approach to realising this vision; and Access Canberra needs a special person to help it deliver. The Policy, Research and Implementation team is responsible for supporting the Commission and is after a Manager to assist in overseeing a small team to deliver Access Canberra's and the Commission's projects, including working with key stakeholders to design, implement and evaluate new gambling harm prevention strategies based on the latest research and evidence. To be successful you should embrace 'change as being the new normal', support and nurture innovation and collaboration with a renewed focus on outcomes. As a Manager you will need to be a good communicator with excellent interpersonal skills and the management of multiple tasks and projects. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: There is one permanent position and several temporary positions available for a period of less than 12 months. An order of merit may be established to fill future vacancies at level over the next 12 months.

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

Suitability for this position will be assessed on your skill, knowledge and behaviour with reference to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to two statements below. Please submit a Curriculum Vitae and the contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties. 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Natalie Maclean (02) 6207 0704 [natalie.maclean@act.gov.au](mailto:natalie.maclean@act.gov.au)

**Shared Services ICT**

**Strategic Business**

**Project Front Door**

**Project Front Door Analyst**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41831, several)**

Gazetted: 30 November 2018

Closing Date: 18 December 2018

Details: Strategic Business Branch delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. Key focus areas include optimising investment through change initiatives; identifying, supporting and enabling multi-directorate solutions; and delivering quality services that enable business areas to realise significant benefits. The Shared Services, The Projects Front Door team assists Act Government Directorates identify ICT related solutions to address business needs. The service provides preliminary scoping and assessment, assisting clients to decide on next steps and advising on how to best move forward considering the outcomes of the assessment. The Project Front Door Analyst position is responsible for preliminary scoping and assessment of customer's business requirements. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please review the Position Description and Job Advertisement 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. The applications should include a Curriculum Vitae and a two page pitch detailing your most relevant achievements in the last five years and how they relate to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role.

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

## **Shared Services**

### **Strategic HR and Corporate**

#### **Workforce Analytics Specialist**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41920)**

Gazetted: 03 December 2018

Closing Date: 18 December 2018

Details: The Shared Services, Strategic HR and Corporate Branch, Workforce and Business Planning section are seeking a highly skilled and experienced Workforce Analytics Specialist to join their team. The person we are seeking will be responsible for the delivery, leadership and management of the HR Data Analytics function within Strategic HR and Corporate, so it is expected that they will possess strong analytical and problem resolution skills. The role will be critical in providing insight into organisational and people challenges and identification of solutions through a variety of analytical expertise including the use of predictive modelling. Additionally, the successful applicant will be highly experienced in developing and maintaining relationships with internal and external stakeholders to ensure the consistent delivery and articulation of dataset findings to support operational decision making. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please provide a completed Application Coversheet; a two page pitch outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Tracy Vickers (02) 6207 7296 [tracy.vickers@act.gov.au](mailto:tracy.vickers@act.gov.au)

## **Policy and Cabinet and Communications Divisions**

### **Policy and Cabinet / Communications**

#### **Executive**

##### **Business Manager**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34805)**

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: The Policy and Cabinet, and Communications Divisions are looking for a Business Manager. The Business Manager will be responsible for supervising and mentoring the Executive and Business Support team. Providing high level advice and executive support to the Deputy Director-General and Senior Executive staff and undertake the financial management of division budgets, including Creating the Branch Budget, maintaining the budget, monthly reporting, End of Financial year reporting, monthly accruals and full-time employee (FTE) performance. The Executive and Business Support team works collaboratively across the Policy and Cabinet and Communication and Engagement division. The team provides strategic, operational and administrative support to senior executives and is also responsible for the overarching business and financial management across the two divisions. 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.

Notes: The Divisions is an activity-based working environment (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide application addressing the Selection Criteria, Application Coversheet and resume to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Sara Burns (02) 6205 5347 [sara.burns@act.gov.au](mailto:sara.burns@act.gov.au)



## **Community Services**

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

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

### **Inclusion and Participation**

#### **Community Relations and Funding Support**

##### **Senior Manager**

**Senior Officer Grade A \$137,415, Canberra (PN: 34890)**

Gazetted: 04 December 2018

Closing Date: 18 December 2018

Details: The Community Relations and Funding Support Unit are seeking suitable applicants for the role of Senior Manager. The Community Relations and Funding Support Unit brings together a range of functions that support the Community Services Directorate in building and maintaining partnerships with the community through providing advice in regards to, and the administrative support associated with grant programs, contracts and procurement processes. Please review the attached Position Description for further details about the position. Eligibility/Other Requirements: Essential: Demonstrated experience in leading public sector procurement and contracting processes, including experience in the human services sector; and demonstrated relationship management experience, preferably in the human services sector. Desirable but not essential: An understanding and knowledge of issues related to policy and the human services portfolio, including children, young people and their families; and tertiary qualifications in a related discipline.

Contact Officer: Jacinta Evans (02) 6207 5046 [jacinta.evans@act.gov.au](mailto:jacinta.evans@act.gov.au)

### **Housing ACT**

#### **Infrastructure and Contracts**

##### **Procurement**

##### **Senior Manager, Procurement**

**Senior Officer Grade A \$137,415, Canberra (PN: 35532)**

Gazetted: 04 December 2018

Closing Date: 11 December 2018

Details: Housing ACT is looking for a Senior Manager who is a specialist in managing procurement across a wide range of activities and scale of contracting, with a particular focus on procurement of services in a human services context as well as procurement of goods and services and property related activities. The applicant should have extensive experience, skills and knowledge of procurement in a government context and particularly in the ACT Public Service.

Eligibility/Other Requirements: The applicant should be capable of managing all procurement processes, from inception through tendering, tender evaluation, contract negotiation and mobilisation of the new Contract, including stakeholder engagement, communications, probity and liaison with the ACT Government Solicitor and Procurement ACT. Formal qualifications would be an advantage.

Note: This is a readvertised position. Previous applicants need not apply. Selection may be based on application only. Contact Officer: Bob Hyland (02) 6207 1907 [bob.hyland@act.gov.au](mailto:bob.hyland@act.gov.au)

### **Housing ACT**

#### **Client Services**

##### **Tenant Experience**

##### **Senior Manager Tenant Experience**

**Senior Officer Grade A \$137,415, Canberra (PN: 31537)**

Gazetted: 03 December 2018

Closing Date: 17 December 2018

Details: Housing ACT has an exciting opportunity for a Senior Manager in their Client Services area. The position is the Senior Manager, Tenant Experience and is responsible for driving the delivery of a range of support services to public housing tenants to achieve integrated outcomes for clients. Operationally, the Senior Manager is responsible for providing leadership and managing the day to day activities of mainstream tenancies, including

managing human and financial resources, working collaboratively with government and community agencies and managing a range of diverse and often complex tenancy related matters. Strategically, the Senior Manger provides high level technical and strategic advice to the Executive on tenancy issues, identifies and delivers service improvements and undertakes business planning activities. The successful applicant will have proven managerial experience at a senior level and a record of achievement in leadership, change management, program and people management within a human services environment. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Significant experience working in a Human Services field is essential. Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

How to Apply: Applications should include an Application Coversheet, a current resume, a response to the Selection Criteria outlined in the Position Description, and the name and contact details of two referees.

Contact Officer: Fiona Barbaro (02) 6207 6043 [fiona.barbaro@act.gov.au](mailto:fiona.barbaro@act.gov.au)

## **Strategic Policy**

### **Policy and Performance**

#### **Strategic Portfolio and Data Excellence**

##### **Manager Strategic Portfolio and Data Excellence**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 19568)**

Gazetted: 05 December 2018

Closing Date: 26 December 2018

Details: The Strategic Policy Division is seeking a highly motivated Manager to join the Strategic Portfolio and Data Excellence team (SPaDE). SPaDE is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of Community Services Directorate's (CSD) innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The Manager for Performance and Accountability is responsible for providing leadership in assisting the team achieve across the following objectives: Data interpretation and insights; leveraging national and other data linkages; data and information governance; evidence-informed policy and projects; building data capability, literacy and accountability; facilitate business process improvements; digital transformation of services; developing outcomes and measurement frameworks; research and evidence generation (Innovation Lab); strategic reporting and analysis. The manager will also oversee and leading complex projects, including the preparation of Australian Early Development Census data collection and analysis as well as managing staff and resources to achieve outcomes against business objectives. This position requires a committed and hardworking individual that has demonstrated experience leading and managing staff, providing high-level advice and the ability to coordinate and prepare complex project plans. CSD is an inclusive employer where all people are respected and valued for the contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: Selection may be based on written application and references report only. The successful candidate will report to the Senior Manager.

How to Apply: Applicants should address the Selection Criteria and limit responses to 400 words against each of the Selection Criteria. Succinct applications that clearly demonstrate the applicant's contribution/s towards successful team projects will be viewed highly. An up to date resume and two referees should also be provided.

Contact Officer: Monica Kempster (02) 6205 1513 [monica.kempster@act.gov.au](mailto:monica.kempster@act.gov.au)

## **Strategic Policy**

### **Chief Information Office**

#### **Go Digital**

### **Senior Project Officer**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14817)**

Gazetted: 05 December 2018

Closing Date: 19 December 2018

Details: An opportunity exists for a Senior Project Officer to assist with the Community Services Directorate Information Digitisation Project - Go Digital. This position will provide support to the Project Manager while working as part of a small team to analyse work processes, develop solutions and aid the Directorate to move to digital solutions. This role requires excellent communication skills, the ability to work under pressure, think outside the box, and demonstrate attention to detail. A solid background in government records and information management is an advantage. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Notes: This is a temporary position for 24 months with the possibility of extension and/or permanency.

How to Apply: To apply for this position, applications will need to respond to the selection criteria, keeping in mind the duties and responsibilities outlined in the selection documents, and also include a current Curriculum Vitae. Please limit responses to 400 words per criteria.

Contact Officer: Katharine Stuart (02) 6207 4497 [katharine.stuart@act.gov.au](mailto:katharine.stuart@act.gov.au)

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

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

##### **Practice and Performance**

#### **Aboriginal and Torres Strait Islander Training and Development Officer**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41889)**

Gazetted: 03 December 2018

Closing Date: 17 December 2018

Details: Child and Youth Protection Services (CYPS) are seeking Aboriginal and Torres Strait Islander people to undertake the role of Aboriginal and Torres Strait Islander Training and Development Officer. The Senior Officer Grade C, Aboriginal and Torres Strait Islander Training and Development Officer Role is responsible for the delivery of a cohesive and structured approach to the design, development and delivery of the CYPS Cultural Development Program and other CYPS training programs and projects relevant to the Our Booris, Our Way Review. The Our Booris, Our Way review is focussing on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities. The Review seeks to understand the reasons for children and young people entering care and to then develop strategies to reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care. The Training and Development Officer is responsible for delivering tools and information packages that embed organisation policy into practice. The role will provide strong leadership and implement improvement strategies to enable CYPS to continue to grow capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience in Adult Training and Development; experience in preparation and delivery of online and face to face training modules; Expertise in the advanced use of business software applications including Excel, Word and PowerPoint are essential. Relevant tertiary qualifications and experience in project management, change management or related discipline are desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available for six months with possibility of extension of less than 12 months. 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. 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: All applications, including Application Coversheet, your written response to Selection Criteria, Curriculum Vitae must be submitted to Shared Services Applications should be sent to: [jobs@act.gov.au](mailto:jobs@act.gov.au) For more information on how to apply go to <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>

**Children, Youth and Families**

**Child and Youth Protection Services**

**Practice and Performance**

**Aboriginal and Torres Strait Islander Practice Leader Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41888)**

Gazetted: 03 December 2018

Closing Date: 17 December 2018

Details: Child and Youth Protection Services (CYPS) are seeking Aboriginal and Torres Strait Islander people to undertake the role of Aboriginal and Torres Strait Islander Practice Leader Officer. The Senior Officer Grade C, Aboriginal and Torres Strait Islander Practice Leader is an enabling role that operates at both a strategic and operational level to assist improve the cultural proficiency of CYPS Staff. The Aboriginal and Torres Strait Islander Practice Leader will have a key role in supporting the embedding of the Secretariat of National Aboriginal and Islander Child Care (SNAICC) Aboriginal and Torres Strait Islander Placement Principles into CYPS Practice and contributing to the ongoing implementation of recommendations relevant to the Our Booris, Our Way Review. The Our Booris, Our Way review is focussing on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities. The Review seeks to understand the reasons for children and young people entering care and to then develop strategies to reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care. The role allows for the identification of best practice and opportunities for improvement in practice and policy across CYPS. The Practice Leader is expected to use that information to continuously improve staff development, including mentoring operational staff. Practice Leaders are also responsible for staff induction and a broad range of staff development opportunities as well as making recommendations to others in relation to policy, practice or team management. Eligibility/Other Requirements: Current driver's licence is essential. Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline; five years' experience in Human Services fields; qualifications in Adult Learning and Development e.g. Certificate IV in Training and Assessment are desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available for six months with possibility of extension of less than 12 months. This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. 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: All applications, including Application Coversheet, your written response to Selection Criteria, Curriculum Vitae must be submitted to Shared Services. Applications should be sent to: [jobs@act.gov.au](mailto:jobs@act.gov.au) For more information on how to apply go to <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application>

Contact Officer: Julie Crane (02) 6205 0408 [julie.crane@act.gov.au](mailto:julie.crane@act.gov.au)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Practice and Performance**

**Aboriginal and Torres Strait Islander Policy Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41887)**

Gazetted: 03 December 2018

Closing Date: 17 December 2018

Details: Child and Youth Protection Services (CYPS) are seeking Aboriginal and Torres Strait Islander people to undertake the role of Aboriginal and Torres Strait Islander Policy Officer. The Senior Officer Grade C, Aboriginal and Torres Strait Islander Policy Officer is focussed on supporting the operation and continuous improvement of

CYPS through the development and implementation of policies and practice guidance for staff. The position will be responsible for reviewing and consolidation of policies and practice guides with a cultural lens and ensuring the Aboriginal and Torres Strait Islander Child Placement Principles are embedded in practice. The position will also support the implementation of any further policy related recommendations relevant to the Our Booris, Our Way Review. The Our Booris, Our Way review is focussing on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities. The Review seeks to understand the reasons for children and young people entering care and to then develop strategies to reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care.

Eligibility/Other Requirements: Current driver's licence is essential. Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline and Project Management or related discipline are desirable.

Note: This is a temporary position available for six months with possibility of extension of less than 12 months. 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. 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: All applications, including Application Coversheet, your written response to Selection Criteria, Curriculum Vitae must be submitted to Shared Services. Applications should be sent to: [jobs@act.gov.au](mailto:jobs@act.gov.au) For more information on how to apply go to <https://www.jobs.act.gov.au/how-we-hire/prepare-your-application> Contact Officer: Julie Crane (02) 6205 0408 [julie.crane@act.gov.au](mailto:julie.crane@act.gov.au)

## **Education**

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

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

### **School Performance and Improvement**

#### **Student Engagement**

##### **Director's Office**

##### **Executive Support Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 07278)**

Gazetted: 30 November 2018

Closing Date: 14 December 2018

Details: The Student Engagement branch provides support to schools and students through capacity building, program development and policy implementation advice, in collaboration with parents and the community. We are seeking a person with excellent communication skills, able to work in a small team within the Student Engagement branch. This position provides administrative support to the Director of Student Engagement and the branch, which is a fast paced and responsive environment.

Eligibility/Other Requirements: The successful applicant will have demonstrated ability to handle communication and correspondence of a confidential and sensitive nature and will have developed skills in using programs such as TRIM and Microsoft Office. The ability to conduct research and prepare draft briefs is also required and the successful applicant will also demonstrate the ability to manage competing priorities.

Note: This is a full-time permanent position commencing January 2019.

How to Apply: Please submit a detailed Curriculum Vitae and written statements against each Selection Criteria with no more than a one page response per criterion. Referee reports will be required later in the selection process so are not required with your written application. The selection process will most likely involve an interview, but may be decided on application and referee reports only (referee reports are required).

Contact Officer: Jane ShunWah (02) 6205 3312 [jane.shunwah@act.gov.au](mailto:jane.shunwah@act.gov.au)

### **School Improvement**

#### **Tuggeranong**

#### **Calwell High School**

**Classroom Teacher Science**

**Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 06409)**

Gazetted: 05 December 2018

Closing Date: 17 December 2018

Details: Calwell High School is a co-educational school in South Canberra, we deliver a rich curriculum to students in years 7-10. Applications are invited from dynamic, motivated and suitably qualified Classroom Teachers who are keen to promote Science learning in a secondary setting. Applicants need to have a strong knowledge of the Science curriculum, a proven track record in cultivating students' love of Science and demonstrated ability to integrate a range of explicit and effective teaching strategies into the classroom. You will work with a dynamic teaching team and the ability to form strong positive relationships with students, parents and the wider community will be required.

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

Note: This is a temporary position available from 29 January 2019 to 27 January 2020.

How to Apply: An application provides information to the selection committee about your knowledge, capabilities, skills, experience and potential and typically comprises a Curriculum Vitae, statement of claims based on the capabilities and details of three referees. Completed applications to be emailed to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Bruce McCourt (02) 6142 1933 [bruce.mccourt@ed.act.edu.au](mailto:bruce.mccourt@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.

**Office for Schools**

**Tuggeranong**

**Theodore Primary School**

**Classroom Teacher**

**Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 06698, several)**

Gazetted: 04 December 2018

Closing Date: 18 December 2018

Details: Theodore Primary is seeking Classroom Teachers with a passion for teaching and learning through inquiry, the commitment to collaborative practice, and the capacity to build positive productive relationships across the school community. The successful applicants should be able to work in an inclusive environment and demonstrate a commitment to developing a differentiated curriculum based on a conceptual framework for inquiry with effective classroom pedagogy and a commitment to meet the academic and social needs of a diverse range of learners.

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

Note: There are several positions available and an order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants should submit a Curriculum Vitae and application that addresses the Australian Institute for Teaching and School Leadership (AITSL) Teacher Professional Standards and send to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Kerri Clark (02) 6142 3100 [kerri.clark@ed.act.edu.au](mailto:kerri.clark@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.

**Office for Schools**

**North and Gungahlin Network**

**Amaroo School**

**Classroom Teacher - Secondary Learning Support Unit (Autism)**

**Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 37419)**

Gazetted: 04 December 2018

Closing Date: 18 December 2018

Details: Amaroo School is a Preschool-10 school located in the North/Gungahlin network. We are seeking a dynamic learning support Classroom Teacher to join our secondary Learning Support Unit (Autism) team. The successful applicant will need to have a range of explicit and effective teaching strategies and implement a differentiated learning program. They will demonstrate an ability to meet the needs of students with diverse learning requirements and be able to form strong positive relationships with students, parents, and external agencies. They will need to work as part of a team to support executive, teaching staff and educators across the P-10 setting.

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

Note: Applicants are encouraged to visit the school website for detailed information and make contact with the Contact Officer.

How to Apply: Applicants are required to submit a current Curriculum Vitae and a two page supporting statement based on the Australian Professional Standards as described in the Applicant Information Package.

Contact Officer: Diana Whymark (02) 6142 1298 [diana.whymark@ed.act.edu.au](mailto:diana.whymark@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 Improvement**

**Tuggeranong**

**Calwell High School**

**Classroom Teacher Languages**

**Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 21219)**

Gazetted: 05 December 2018

Closing Date: 18 December 2018

Details: Calwell High School is a co-educational school in South Canberra, we deliver a rich curriculum to students in years 7-10. Applications are invited from dynamic, motivated and suitably qualified classroom teachers who are keen to promote language learning in a secondary setting. Ability to teach Spanish or Korean is preferable but not essential. Experience in other languages will definitely be considered. You will work with a dynamic teaching team and the ability to form strong positive relationships with students, parents and the wider community will be required.

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

How to Apply: An application provides information to the selection committee about your knowledge, capabilities, skills, experience and potential and typically comprises a Curriculum Vitae, statement of claims based on the capabilities and details of three referees. Completed applications to be emailed to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Jennifer Nott (02) 6142 1946 [jennifer.nott@ed.act.edu.au](mailto:jennifer.nott@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.

**Office for Schools**

**Tuggeranong**

**Isabella Plains Early Childhood School**



## Classroom Teacher

### Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 05055)

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: Isabella Plains Early Childhood School is seeking an Early Childhood qualified Educator for a part-time Preschool Teacher position. The successful applicant will commit to providing a quality play-based learning program that is child-centered and responsive to developmental needs of children. The school has a focus on sustainability and embeds nature-based pedagogies. Our Preschool program shares the outdoor space with children enrolled in the Education and Care Service. We are seeking a dynamic person who is a team player and able to make positive contributions to the wider school community and build positive and purposeful partnerships with families.

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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). The successful applicant must hold appropriate Early Childhood qualifications that meet preschool licensing requirements.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position is part-time at 22.03 hours per week (60%) and the full-time salary noted above will be paid pro-rata.

How to Apply: An application provides information to the selection committee about your knowledge, capabilities, skills, experience and potential and typically comprises a Curriculum Vitae, statement of claims based on the capabilities and details of three referees. It is suggested to read the information about the position and speak with the contact officer; demonstrate, through your Curriculum Vitae and statement of claims, how your skills and experience suit the requirements of the capabilities; focus on relevant achievements rather than merely describing the duties of previous positions or providing details not related to the position of classroom teacher; be clear and concise; use a font and size that assists readability (such as Calibri or Arial font at 11 or 12 point). A Curriculum Vitae is your introduction to the selection committee and includes personal details, professional experience and qualifications. It may also contain a list of publications, presentations, teaching achievements, awards or honours, affiliations with professional associations and community interests relevant to the capabilities. The format may be chronological and/or functional. Usually, a chronological Curriculum Vitae starts with your most recent experience. A functional Curriculum Vitae concentrates on what has been achieved, rather than the positions held. Statement of claims based on the Australian Professional Standards for teachers: The statement of claims is integral to the application. The statement of claims are supported by descriptions of behaviour against; Professional Knowledge 1. Know students and how they learn 2. Know the content and how to teach it. Professional Practice 1. Plan for and implement effective teaching and learning 3. Create and maintain supportive and safe learning environments 4. Assess, provide feedback and report on student learning. Professional Engagement 6. Engage in professional learning 7. Engage professionally with colleagues, parents/carers and the community outlined in the Australian Professional Standards for Teachers (<https://www.aitsl.edu.au/teach/standards>). Your two page statement does not need to address each example of behaviour, but the general approach typified by these behaviours should be reflected in your response. Use examples of your past actions that are relevant to the standards and focus on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position. In choosing referees, consider how well they know your work and can speak about your professional knowledge, practice and engagement. Referees may be contacted at any time during the selection process. The focus may be in general terms relating to the capabilities, or a specific aspect for which clarification would assist the decision. It may also be necessary to contact a referee more than once and/or go to additional referees. The selection committee will assess applications, short list, call for interviews and/or contact referees. You can expect questions about how you have handled situations and tasks when teaching, the results achieved and your reflections of your approach and its outcomes. Try to engage with all members of the panel. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview. Completed applications to be emailed to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Katie Brown (02) 6142 3777 [katie.brown@ed.act.edu.au](mailto:katie.brown@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**

**Belconnen network**

**University of Canberra Senior Secondary College Lake Ginninderra**

**Classroom Teacher IT/Other**

**Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 19122)**

Gazetted: 03 December 2018

Closing Date: 17 December 2018

Details: The University of Canberra Senior Secondary College Lake Ginninderra are seeking applications for the role of Classroom Teacher IT/other areas. The successful applicant will be teaching IT at senior secondary level in the ACT. Other areas of the applicant's expertise to teach should be stated on their submitted Curriculum Vitae.

Depending on what these areas are the position may be a greater fraction than 60%.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

How to Apply: Please provide a Curriculum Vitae, an Application Coversheet and responses to Australian Institute for Teaching and School Leadership (AITSL) standards. Applicants should contact the Contact Officer prior to submitting an application.

Note: This is a temporary part-time position commencing 27 January 2019 until 19 December 2019, working 22:03 hours per week (60%). The full-time salary noted above will be paid pro rata.

Contact Officer: Gerard Barrett (02) 6142 0222 [gerard.barrett@ed.act.edu.au](mailto:gerard.barrett@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.

**Office for Schools**

**North and Gungahlin Network**

**Palmerston District Primary School**

**Preschool Assistant**

**School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 03322)**

Gazetted: 29 November 2018

Closing Date: 6 December 2018

**Details:** Palmerston District Primary School is situated at the entrance of the Gungahlin District and opened in 1995. The school is a harmonious mixture of families from different backgrounds and cultures and has approximately 670 students, in classes from preschool to year 6. This position will be in the Preschool setting. This Preschool assistant will work closely with teaching staff to participate in the implementation of the educational program. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Note: The position is full-time school hours, 6:15 hours per day or 31:15 hours per week. Selection may be based on application and referee reports only.

How to Apply: All applications are to be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au). Please do not send applications directly to the school.

Contact Officer: Haeley Simms (02) 6142 1440 [haeley.simms@ed.act.edu.au](mailto:haeley.simms@ed.act.edu.au)

**Office for Schools**

**North and Gungahlin Network**

**Palmerston Primary District School**

**Learning Support Assistant**

**School Assistant 2/3 \$45,058 - \$54,947, Canberra (PN: 00210)**

Gazetted: 29 November 2018

Closing Date: 6 December 2018

Details: Palmerston District Primary School is situated at the entrance of the Gungahlin District and opened in 1995. The school is a harmonious mixture of families from different backgrounds and cultures and has approximately 670 students, in classes from preschool to year 6. This position will be primarily in our Learning Support Unit. This classroom support may include working with individual or small groups of students in the Learning Support Unit. Support Teachers in addressing behavioural issues in learning environments. Support Teachers to provide basic physical, emotional, hygiene and healthcare for students. 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: Experience in a similar setting is highly desirable and prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804) .

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

How to Apply: All applications are to be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au). Please do not send applications directly to the school.

Contact Officer: Haeley Simms (02) 6142 1440 [haeley.simms@ed.act.edu.au](mailto:haeley.simms@ed.act.edu.au)

**School Improvement**

**Belconnen Network**

**Belconnen High School**

**School Leader C - Arts/Technology**

**School Leader C \$117,515, Canberra (PN: 03678)**

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: Belconnen High School is seeking a School Leader C to lead the Arts/Technology Faculty, to support staff with the on-going implementation of the Australian Curriculum, 21st Century pedagogy and student learning. The applicant, as a member of the Executive team, will provide leadership in the development, implementation and achievement of school and system priorities as a Professional Learning Community school. The applicant will also be required to undertake a teaching load commensurate with skills and abilities and perform other cross-school roles as directed 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Contact Officer: David McCarthy (02) 6142 1690 [david.mccarthy@ed.act.edu.au](mailto:david.mccarthy@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.

**Office for Schools**

**Belconnen Network**

**Fraser Primary School**

**Executive Teacher**

**School Leader C \$117,515, Canberra (PN: 36941)**

Gazetted: 03 December 2018

Closing Date: 17 December 2018

Details: Fraser Primary School is seeking an innovative and dynamic School Leader to join the leadership team. The successful applicant will: Support the Principal with strategic and operational leading and managing of the school,

including the implementation of the whole school plan; have excellent interpersonal skills and demonstrate an ability to build strong, quality relationships at the system, school and community levels; demonstrate expert knowledge and proven ability to bring together a community of learners; demonstrate success in working alongside others to implement whole school initiatives; be a leader of learning with a deep knowledge of curriculum and high level skills in supporting staff.

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

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

How to Apply: Applicants must submit a current Curriculum Vitae, supporting statement and Application Coversheet. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the Position - Leading, learning and teaching; - Developing self and others; - Leading improvement, innovation and change; - Leading the management of the school; and - Engaging and working with the community.

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: Mark Deeker (02) 6142 0520 [mark.deeker@ed.act.edu.au](mailto:mark.deeker@ed.act.edu.au)

## **System, Policy and Reform**

### **Early Childhood Policy and Regulation**

#### **Team Leader, Quality Assurance**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 25823)**

Gazetted: 05 December 2018

Closing Date: 4 January 2019

Details: The Early Childhood Policy and Regulation Branch is responsible for regulating Early Childhood Education and Care Services under the National Quality Framework, including quality assessment and rating against the National Quality Standard. Early Childhood Policy and Regulation is looking for an experienced and highly motivated professional to fill the role of Team Leader, Quality Assurance. The successful applicant will be responsible for the leadership and management of the Quality Assurance team, ensuring quality assessment and rating is carried out in accordance with the Education and Care Services National Law, and providing advice to stakeholders about the National Quality Framework.

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

Note: This is a temporary position available from 25 February 2019 to 24 December 2019 with possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should address each Selection Criteria in no more than one page per criteria.

Applications should include a current Curriculum Vitae and the names and contact details for two referees.

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

Contact Officer: Susan Sullivan (02) 6207 1093 [susan.sullivan@act.gov.au](mailto:susan.sullivan@act.gov.au)

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

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

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

## **Business, Governance and Capability People and Capability**

## **Workplace health and safety**

### **Workplace Health and Safety Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41926)**

Gazetted: 04 December 2018

Closing Date: 18 December 2018

Details: This role is located in the Work Health and Safety (WHS) and Wellbeing team located in the People and Capability Branch. We are seeking an experience WHS professional that is operationally focused and can work across field and office based environments. The successful applicant will work within a small WHS and Wellbeing team with a focus on achieving successful outcomes in delivering a range of WHS tasks, including Risk Assessment, Incident and Accident reporting and contribute to the develop of policies and safe work practices.

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

How to Apply: Please provide a current resume, Application Coversheet and answers addressing the Selection Criteria.

Contact Officer: Bec Smith (02) 6207 4637 bec.smith@act.gov.au

## **Environment**

### **Parks and Conservation Services**

#### **Parks and Reserves**

#### **Education Programs Manager**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39543)**

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: ACT Parks and Conservation service is looking for a motivated individual to lead the Education Program with a strong focus on visitor experience, edu-tourism and business management. The successful applicant will need to demonstrate excellent project management and organisational skills, including the ability to effectively coordinate teams of people to deliver education products and services.

Eligibility/ Other Requirements: Applicant must hold a manual Driver's licence; be prepared to wear a uniform; be prepared to work some shift work for key events. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

How to Apply: Applications should include a supporting statement outlining ability, skills and experience against the Selection Criteria. Please also include details of at least two referees and a current Curriculum Vitae. Please send applications to jobs@act.gov.au

Contact Officer: Mikaela Jade (02) 6205 9544 mikaela.jade@act.gov.au

## **Sustainability and the Built Environment**

### **Planning Delivery**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35301)**

Gazetted: 04 December 2018

Closing Date: 11 December 2018

Details: The Division exercises the statutory Planning Assessment functions on delegation from the Chief Planning Executive. It provides high quality and value services across Government and the community in the areas of Merit Assessment and Deed Management, Impact Assessment, Leasing, Office of the Surveyor General and Planning Support. This position works directly to the Executive Director, Planning Delivery and the Director, Development Assessment. The position will provide a range of high level confidential administrative support functions to the Executive including diary management, arranging and scheduling appointments and meetings, screening telephone calls, travel and accommodation arrangements and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently.

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. Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

How to Apply: Please provide a response to the Selection Criteria, limited to 350 words per criterion. Please include Curriculum Vitae and details of two referees.

Contact Officer: Brett Phillips (02) 6207 3520 [brett.phillips@act.gov.au](mailto:brett.phillips@act.gov.au)

## **Planning, Land and Building Policy**

### **Land Strategy**

#### **Land and Housing**

##### **Senior Manager**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 41846)**

Gazetted: 29 November 2018

Closing Date: 13 December 2018

Details: The position of Senior Manager, Land and Housing manages a small team that provides advice to Government on policy relating to land, development and housing matters. The team is responsible for the new Housing Strategy as well as reforms to strata titling and policies relating to the land investigations. This is a great opportunity for an organised, proactive, and motivated individual to make a significant contribution to the development of some high profile Government initiatives. The successful applicant should be flexible and able to provide leadership and collaboration across on tasks the whole division. The successful applicant will have experience in delivering complex policy outcomes, be highly motivated and organised, be able to produce written material for a wide range of audiences, have excellent interpersonal skills, and have a proven experience in leading and managing a team.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field would be advantageous.

Note: This is a temporary vacancy available for six month, with a possibility of an extension less than 12 months 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 are requested to address the Selection Criteria and include a supporting statement outlining their experience and/or ability relating to the role. Contact details of at least two referees and a current Curriculum Vitae are also required.

Contact Officer: Kathy Cusack (02) 6205 0204 [kathy.cusack@act.gov.au](mailto:kathy.cusack@act.gov.au)

## **Land Supply and Building Policy**

### **Building Policy**

#### **Building Audit Reform**

##### **Project Officer - Building Surveying**

##### **Senior Officer Grade C/Senior Officer Grade B \$100,461 - \$133,197, Canberra (PN: 41872)**

Gazetted: 30 November 2018

Closing Date: 18 December 2018

Details: The Building Policy Audit team are seeking a Project Officer – Building Surveying to join its small team that has a wide range of work and responsibilities. You will have a chance to work on the delivery of a number of building regulatory reform projects in the ACT including work to improve standards of design and building practice and to assist in the design and implementation of a new audit program for building. The position requires excellent project management and written communication skills, and experience in developing policy and regulatory reforms for the building and construction sector. For further information on the position and required skills and experience please see the duty statements for the positions.

Eligibility/Other Requirements: Applicants are required to have relevant tertiary Building and Surveying qualifications and are eligible for Level 1 accreditation under the National Accreditation Framework or equivalent and has experience in all classes of buildings covered by the ACT *Building Act 2004*. The position requires someone with comprehensive knowledge of Australian design standards that apply to structures of Building Code of Australia (BCA) classifications 2-9 and an excellent working knowledge of the ACT's building approval process and the BCA. Applicants should also provide an example of their building application assessment and approval work including a checklist for a building with any classification within the BCA classification 2-9 range.

Note: This is a temporary position available for a period of six months with the possibility to extension of up to less than 12 months. This position will be filled at either the Senior Officer Grade C or Senior Officer Grade B level, dependant on the skills and experience of the successful applicant. 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.

Contact Officer: David Middlemiss (02) 6207 7397 [david.middlemiss@act.gov.au](mailto:david.middlemiss@act.gov.au)

How to Apply: Applicants are requested to address the Selection Criteria and include a supporting statement outlining their experience and/or ability relating to the role. Contact details of at least two referees and a current Curriculum Vitae are also required.

## **Land Supply and Building Policy**

### **Building Policy**

#### **Building Audit Reform**

##### **Project Officer - Design**

##### **Senior Officer Grade C/Senior Officer Grade B \$100,461 - \$133,197, Canberra (PN: 41851)**

Gazetted: 30 November 2018

Closing Date: 18 December 2018

Details: Applications are sought for the role Project Officer – Design. You will be part of our Building Policy Audit team. It's a small team – but with a wide range of work and responsibilities. You will have a chance to work on the delivery of a number of building regulatory reform projects in the ACT including work to improve standards of design and building practice and to assist in the design and implementation of a new audit program for building. The position requires excellent project management and written communication skills, and experience in developing policy and regulatory reforms for the building and construction sector. For further information on the position, required skills and experience please see the duty statement listed on the Position Description.

Eligibility/Other Requirements: Relevant tertiary qualifications in in Architecture, Design or other related drafting fields with a good working knowledge of the Building Code of Australia (BCA). The position requires someone with comprehensive knowledge of Australian design standards that apply to structures of Building Code of Australia (BCA) classifications 2-9 and an excellent working knowledge of the ACT's building approval process and the BCA. Applicants should also provide an example of their design work for a building with any classification within the BCA Class 2-9 range with your submission.

Note: This is temporary position available for a period of six months with the possibility of extension of up to less than 12 months. This position will be filled at either the Senior Officer Grade c, or Senior Officer Grade B, dependant on the skills and experience of the successful applicant. Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are requested to address the Selection Criteria and include a supporting statement outlining their experience and/or ability relating to the role. Contact details of at least two referees and a current Curriculum Vitae is also required.

Contact Officer: David Middlemiss (02) 6207 7397 [david.middlemiss@act.gov.au](mailto:david.middlemiss@act.gov.au)

## **Land Supply and Policy**

### **Building Policy**

#### **Project Officer- Structural**

##### **Senior Professional Officer Grade A/B/C \$100,462 - \$137,415, Canberra (PN: 41854)**

Gazetted: 30 November 2018

Closing Date: 18 December 2018

Details: Applications are sought for the role of Project Officer - Structural. You will be part of our Building Policy Audit team. It's a small team – but with a wide range of work and responsibilities. You will have a chance to work on the delivery of a number of building regulatory reform projects in the ACT including work to improve standards of design and building practice and to assist in the design and implementation of a new audit program for building. The position requires excellent project management and written communication skills, and the ability to bring current experience and knowledge of building structural engineering to a team of professionals developing local building reforms. For further information on the position, required skills and experience please see the duty statement listed on the Position Description.

Eligibility/Other Requirements: A minimum of a bachelor's degree in Structural Engineering or a Civil Engineering degree with a major in Structural Engineering and experience with, or strong working knowledge of post-tension and reinforced concrete, steel and timber design. The position requires someone with excellent knowledge of Australian design standards that apply to structures of Building Code of Australia (BCA) classifications 2-9 and a good working knowledge of the ACT's building approval process and the BCA. Applicants should also provide an example of their work for a building with any classification within the BCA classification 2-9 range. The successful applicant will have extensive experience in designing structural details using a relevant electronic engineering drafting tool.

Note: This is temporary position available for a period of six months with the possibility of extension. This position will be filled at either the Senior Professional Officer Grade C, Senior Professional Officer Grade B or Senior Professional Officer Grade A, dependant on the skills and experience of the successful applicant.

How to Apply: Applicants are requested to address the Selection Criteria and include a supporting statement outlining their experience and/or ability relating to the role. Contact details of at least two referees and a current Curriculum Vitae are also required.

Contact Officer: David Middlemiss (02) 6207 7397 david.middlemiss@act.gov.au

### **Justice and Community Safety**

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

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

#### **Courts and Tribunals**

##### **Sheriff's Office and Court Services**

##### **Security and Intelligence Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41295)**

Gazetted: 03 December 2018

Closing Date: 17 December 2018

Details: Applications are being sought for a Security and Intelligence Officer (Administrative Service Officer Grade 6) position within the ACT Courts and Tribunal Sheriff's Office and Court Services Unit. This position will provide courts with an intelligence lead security service, undertake and promote the implementation of appropriate security, intelligence and safety awareness across the Courts and Tribunal. The Sheriff's Office and Court Services Unit is seeking a motivated person who possesses excellent interpersonal and communication skills. The successful applicant will be required to perform a wide variety of tasks including: maintain effective relationships with external agencies, security agencies and key stakeholders, including ACT Policing and ACT Corrective Services, in relation to security, intelligence and security awareness; implement organisational and process initiatives which ensure the security of the courts and tribunal facilities; implement security reporting and assist with information flow to stakeholders concerning the prevailing threat environment and operational response activities; implement physical, procedural and dynamic security arrangements to mitigate risk. The ACT Courts and Tribunal supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. If you require any further information please contact the Contact Officer.

Eligibility/Other Requirements: The occupant of this position is required to hold a current driver's licence; completion of formal training in Law Enforcement, Security or Criminal based Intelligence is required. The position documentation is available for further information and guidance. The Security and Intelligence Officer will hold the appointment of Deputy Sheriff and may be required, from time to time, to undertake the functions of a Sheriff's Officer. The occupant of the position will also be required to wear a uniform and conform to dress code and personal appearance guidelines.

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

How to Apply: Please submit your application addressing the Selection Criteria, a copy of your current Curriculum Vitae and the name and contact details of two referees.

Contact Officer: Peter Robertson (02) 6205 1855 peter.robertson@courts.act.gov.au

#### **ACT Government Solicitor**

### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 26862)**

Gazetted: 05 December 2018

Closing Date: 13 December 2018

Details: The ACT Government Solicitor is seeking applications from motivated and committed self-starters to fill the position of Executive Assistant to Sky Sim, Deputy Chief Solicitor in the Litigation and Dispute Resolution (LDR) team. The position provides high level administrative support to the Deputy Chief Solicitor, which includes assisting the Deputy Chief Solicitor and Section Managers with the management and oversight of the Government Law and Litigation sections. The successful applicant will be required to manage the office of the Deputy Chief Solicitor and take responsibility for diary management, the preparation of draft correspondence and reports together with contracts and court documents and monitoring and management of the sections' performance measurement. Competitive candidates will demonstrate excellent organisational and interpersonal skills, the ability to provide excellent support to executives and work flexibly within a team environment. If you possess these skills and exhibit strong attention to detail, as well good judgement in a variety of situations you should consider this role. To find out more about ACT Government Solicitor (ACTGS) visit our website at [www.actgs.gov.au](http://www.actgs.gov.au).

Eligibility/Other Requirements: Demonstrated experience is essential; knowledge of legal terminology, legal research methods and procedures and knowledge of Open Practice is desirable.

Note: This is a temporary position available as soon as possible until 13 September 2019 with the possibility of extension up to less than 12 months. Salary is dependent on relevant qualification, experience and demonstrated ability against the Selection Criteria. Employment conditions are detailed in the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017 (see link below). Selection may be based on application and referee reports only.

How to Apply: Interested applicants should submit a two page pitch outlining your motivation for applying for this role and what skills, experience and attributes you would bring to the role. Applications must enclose a current Curriculum Vitae and indicate their availability to commence.

Contact Officer: Maria Batzogiannis (02) 6205 3734 [maria.batzogiannis@act.gov.au](mailto:maria.batzogiannis@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](mailto:jobs@act.gov.au)**

#### **Finance, Legal and Sustainability**

##### **Finance**

##### **External Budgets and Reporting**

##### **Assets Support Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41849)**

Gazetted: 04 December 2018

Closing Date: 18 December 2018

Details: The Finance Branch is led by the Chief Financial Officer (CFO) and is responsible for facilitating the management of the Directorate's budget and providing financial advice to the Minister, the Executive Leadership Team, Executives and line managers. This position is part of the Asset Accounting Unit which is responsible for the management of the Directorate's asset register which holds over \$9 billion worth of assets, the asset accounting and reporting function as well provision of advice on asset related issues to stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or related discipline and CA/CPA qualification or progress towards are highly desirable. Experience with TM1 and the Oracle financial management information system would be an advantage.

Note: This is a temporary position available for six months with the possibility of extension. All applications to be emailed to [jobs@act.gov.au](mailto:jobs@act.gov.au)

A Selection Advisory Committee will be used as the selection panel for this recruitment process.

Contact Officer: Nada Kos (02) 6207 7237 [nada.kos@act.gov.au](mailto:nada.kos@act.gov.au)

### **City Services**



**City Operations**

**Infrastructure Planning**

**Manager Asset Management**

**Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 41427)**

Gazetted: 04 December 2018

Closing Date: 18 December 2018

Details: Infrastructure Planning is responsible for supporting the operational areas of City Presentation and Roads ACT in the planning and management of our open space and public municipal infrastructure assets. Key responsibilities include strategic asset planning and data management, services planning, contract management, project management, forward works planning, technical design review and providing Directors with support, advice, guidance and direction on all assets associated with City Presentation and Roads. This position is the single point of contact for Asset Management and capital upgrade programmes across City Presentation and Roads 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 Civil Engineering (or similar), or suitable equivalent experience recognised by the Institution of Engineers Australia. Minimum of eight years' experience in civil engineering or public/municipal infrastructure design and construction. Competent in Microsoft Office Suite. Knowledge or experience with Geographic Information Systems desirable. Permanent Resident of Australia. Current Australian Class C driver's license essential.

How to Apply: Send you completed application including responses to the Selection Criteria and resume to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Karl Cloos (02) 6207 6871 [karl.cloos@act.gov.au](mailto:karl.cloos@act.gov.au)

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

**City Services**

**City Operations**

**Infrastructure Planning**

**Manager Capital Works Planning**

**Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 41428)**

Gazetted: 03 December 2018

Closing Date: 18 December 2018

Details: Infrastructure Planning is responsible for supporting the operational areas of City Presentation and Roads in the planning and management of our open space and public municipal infrastructure assets. Key responsibilities include strategic asset and data management, services planning and understanding deficiencies in the road network, contract management, project management, forward capital works planning, technical design review and providing Directors with support, advice, guidance and direction on all assets associated with City Presentation and Roads. This position is the single point of contact for forward Capital Works programmes across City Presentation and Roads 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 Civil Engineering (or similar), or suitable equivalent experience recognised by the Institution of Engineers Australia. Minimum of eight years' experience in civil engineering or public/municipal infrastructure design and construction. Competent in Microsoft Office Suite. Knowledge or experience with Geographic Information Systems desirable. Permanent Resident of Australia. Current Australian Class C driver's license essential.

How to Apply: Send your application addressing the Selection Criteria, resume and Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Karl Cloos (02) 6207 6871 [karl.cloos@act.gov.au](mailto:karl.cloos@act.gov.au)

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

**City Services**

**Roads ACT**

## **Road Maintenance**

### **Contract Manager**

#### **Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 29018)**

Gazetted: 04 December 2018

Closing Date: 18 December 2018

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community. Within Roads ACT, Road Maintenance (RM) undertakes a diverse range of maintenance work on various ACT assets. These include roads and pavements, bridges, cycle paths, footpaths, car parks, signage, roadside furniture, street lighting, street sweeping, dams and the stormwater drainage network. Roads ACT is seeking expressions of interest from candidates for the Contracts Manager position within the Road Maintenance unit. The primary responsibilities of this role is to: Plan and organise the infrastructure maintenance services program to ensure timeliness of service delivery and optimise efficiency and resource allocation; manage a range of contracts that enables the delivery of quality and timely services and resources; manage the operations of the Section. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary vacancy available for an eight month period with possibility of extension up to less than 12 months.

How to Apply: If this role sounds like a good fit for your skills, submit your Curriculum Vitae, the names of two referees and claims against the Selection Criteria in the Position Description to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Brett Parsons (02) 6207 3141 [brett.parsons@act.gov.au](mailto:brett.parsons@act.gov.au)

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

## **Suburban Land Agency**

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

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

### **Office of the Chief Executive Office**

#### **Deputy Chief Executive Officer**

#### **Executive Level 3.2 \$336,228 - \$351,246 depending on current superannuation arrangements, Canberra (PN: E1045)**

Gazetted: 03 December 2018

Closing Date: 17 December 2018

Details: Visionary and Strategic Leadership Opportunity; Lead Innovation, Collaboration and Organisational Performance Attractive Executive Package The ACT Government is passionate and committed to continuing to grow and develop the ACT Region with strategic and well-designed land and estate development, affordable housing solutions and strong social outcomes to support the future growth of our vibrant region into the 21st century. The Suburban Land Agency is responsible for the encouragement and promotion of inclusive communities, suburban development through delivering all Government land sales and acquisitions, including undertaking estate development and urban renewal projects, and delivering operational effectiveness through value for money risk based practices. The ACT's land release program is one of the largest commercial valued programs in Australia. This role will provide the opportunity to deliver exceptional executive management and leadership to land-use planning and property development, business management, governance, risk management, collaborative partnerships and community engagement. This is an incredible opportunity to support the CEO, Board and Executive Team to continue to shape Canberra's development which has been recognised by the OECD as one of the best cities in the world to live. This role will provide the opportunity for a highly motivated executive with exceptional leadership skills, commercial acumen, and a sound understanding of estate or land development to make a mark in the future growth and diversification of the ACT. Candidates will be visionary, strategic thinkers with demonstrable capabilities in organisational leadership, good governance, financial

management, and fostering a high performance culture across the organisation. To satisfy the demands of this role, candidates will need to have extensive experience at an executive level with proven ability to balance commercial, public policy and governance objectives within a highly strategic and diverse environment. You will demonstrate that you can achieve results, act decisively, and recognise and harness diversity and differing points of view. Your communication and stakeholder management skills support your proven record of building and sustaining effective working relationships. Enquiries and requests for an information pack on the Deputy CEO position can be made to Matthew Smee – Managing Consultant - Hudson Global Resources Canberra on (02) 6229 1522 or email [matthew.smee@hudson.com](mailto:matthew.smee@hudson.com).

Applications close on cob 17 December 2018

Your application will be treated in the strictest of confidence.

Note: This position is available for two years with the possibility of extension for up to five years.

Remuneration: The position attracts a remuneration package ranging from \$336,228 to \$351,246 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$273,057.

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

### **Office of the Chief Executive**

#### **Executive Director, Built Form and Divestment**

**Executive Level 2.2 \$266,202 - \$277,760 depending on current superannuation arrangements, Canberra (PN: E1036)**

Gazetted: 03 December 2018

Closing Date: 17 December 2018

Visionary and Strategic Leadership Opportunity Lead Innovation and Collaboration in Built Form, Asset Divestment and Rural Management Attractive Executive Package. The ACT Government is passionate and committed to continuing to grow and develop the ACT Region with strategic and well-designed land and estate development, affordable housing solutions and strong social outcomes to support the future growth of our vibrant region into the 21st century. The Suburban Land Agency is responsible for the encouragement and promotion of inclusive communities, suburban development through delivering all Government land sales and acquisitions including undertaking estate development and urban renewal projects, and delivering operational effectiveness through value for money risk based practices. The ACT's land release program is one of the largest commercial valued programs in Australia. This role will provide the opportunity to deliver exceptional executive management and leadership to the programs of Built Form, Asset Divestment, and Rural Land Management. This is an incredible opportunity to support the CEO, Board and Executive Team to continue to shape Canberra's development and the economic and social vision for Canberra and the ACT. Candidates will be visionary, strategic thinkers with demonstrable capabilities in organisational leadership, good governance, financial management, and fostering a high performance culture across the organisation. To satisfy the demands of this role, candidates will need to have extensive experience at an executive level with proven balance commercial, program management and governance objectives within a highly strategic and diverse environment. You will demonstrate that you can achieve results, act decisively, and recognise and harness diversity and differing points of view. Your communication and stakeholder management skills support your proven record of building and sustaining effective working relationships. Enquiries and requests for an information pack on the Executive Director Built Form and Divestment can be made to Matthew Smee – Managing Consultant - Hudson Global Resources Canberra on (02) 6229 1522 or [matthew.smee@hudson.com](mailto:matthew.smee@hudson.com) Applications close on cob 14 December 2018. Your application will be treated in the strictest of confidence. Remuneration: The position attracts a remuneration package ranging from \$266,202 to \$277,760 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$266,202. Contract: The successful applicant will be engaged under a performance based contract for a period of five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

### **Governance**

#### **Agency Secretary and Governance Manager**

**Executive Level 1.2 \$202,703 - \$211,125 depending on current superannuation arrangements, Canberra (PN: E1076)**

Gazetted: 03 December 2018

Closing Date: 17 December 2018

The ACT Government is passionate and committed to continuing to grow and develop the ACT Region with strategic and well-designed land and estate development, affordable housing solutions and strong social outcomes to support the future growth of our vibrant region into the 21st century.

The Suburban Land Agency is responsible for the encouragement and promotion of inclusive communities, suburban development through delivering all Government land sales and acquisitions, including undertaking estate development and urban renewal projects, and delivering operational effectiveness through value for money risk based practices. The ACT's land release program is one of the largest commercial valued programs in Australia. This role will provide exceptional support to the Suburban Land Agency Board and its Committees and act as the liaison between the Executive and the Board to facilitate advice, implement good governance practices and assist the Board with information to make informed decisions.

This is an incredible opportunity to support the CEO, Board and Executive Team to continue to align the organisational performance to the vision of the organisation. This role is a fantastic opportunity for a highly motivated manager with exceptional governance experience, board support experience and an ability to manage critical stakeholder relationships.

To satisfy the demands of this role, candidates will need to have extensive experience in governance standards and processes, an ability to work well with a highly experienced board and executive with proven ability to balance public policy and governance objectives within a highly strategic and diverse environment. You will demonstrate that you can achieve results, act decisively, and recognise and harness diversity and differing points of view. Your communication and stakeholder management skills support your proven record of building and sustaining effective working relationships.

How to apply: Enquiries and requests for an information pack on the Agency Secretary and Governance Manager can be made to Matthew Smee – Managing Consultant - Hudson Global Resources Canberra on (02) 6229 1522 or email [matthew.smee@hudson.com](mailto:matthew.smee@hudson.com).

Applications close cob 17 December 2018.

Your application will be treated in the strictest of confidence.

Remuneration: The position attracts a remuneration package ranging from \$202,703 to \$211,125 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,125.

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

## **Finance**

### **Management**

#### **Senior Manager, Business Systems**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 40738)**

Gazetted: 03 December 2018

Closing Date: 18 December 2018

Details: The Suburban Land Agency is searching for a forward thinking Business Systems Manager to take one of the ACT Government's most exciting agencies into the digital future. This interesting role offers a unique opportunity to work in an organisation that crosses the Government and Commercial Sectors. This position will be key to delivering a comprehensive campaign of driving organisational change and business improvements in systems and reporting. The position would suit a Systems Professional who enjoys a fast paced, dynamic environment and has the capacity to inspire staff, both within and external to their team. If you are a confident professional who is capable of leading and influencing others and thrives on challenges, we would like to hear from you.

Eligibility/Other Requirements: The ideal candidate will hold a degree qualification in a relevant field, with experience in defining requirements, evaluating solutions and implementing system and process change. It is essential that you have well developed communication skills with a strong focus on stakeholder management.

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

How to Apply: Applications should include a supporting statement outlining ability, skills and experience against the Selection Criteria. Please also include details of at least two referees and a current Curriculum Vitae. Please send applications to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Nicole Munyard (02) 6207 2981 [nicole.munyard@act.gov.au](mailto:nicole.munyard@act.gov.au)

### Canberra Health Services

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

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

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

#### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Office of the Chief Psychiatrist**

#### **Adult Community Mental Health Services**

#### **Career Medical Officer \$197,201 - \$211,643, Canberra (PN: TBA)**

Gazetted: 06 December 2018

Closing Date:

Overview of the work area and position: Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: o Rehabilitation and Specialty Services (RSS) o Adult Community Mental Health Services (ACMHS) o Adult Acute Mental Health Services (AAMHS) o Alcohol & Drug Services (ADS) o Child & Adolescent Mental Health Services (CAMHS) o Justice Health Services (JHS), incorporating the Forensic Mental Health Service (FMHS). The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the Clinical Director - Adult Acute Mental Health Services through an Individual Learning and Development Plan. MHJHADS aims to be socially inclusive and operates within a recovery-focused and/or harm minimisation approach. The successful applicant will have broad experience in General Psychiatry in both inpatient and community settings. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Evidence of satisfactory participation in postgraduate general practice education. o Be registered with the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Dr Llew Lewis, Clinical Director - Adult Community Mental Health Services (02) 5124 1716 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

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

#### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Office of the Chief Psychiatrist**

#### **Adult Acute Mental Health Services**

#### **Career Medical Officer \$197,201 - \$211,643, Canberra (PN: TBA)**

Gazetted: 06 December 2018

Closing Date:

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

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

- o Rehabilitation and Specialty Services (RSS)
- o Adult Community Mental Health Services (ACMHS)
- o Adult Acute Mental Health Services (AAMHS)
- o Alcohol & Drug Services (ADS)
- o Child & Adolescent Mental Health Services (CAMHS)
- o Justice Health Services (JHS), incorporating the Forensic Mental Health Service (FMHS).

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the Clinical Director - Adult Acute Mental Health Services through an Individual Learning and Development Plan. MHJHADS aims to be socially inclusive and operates within a recovery-focused and/or harm minimisation approach. The successful applicant will have broad experience in General Psychiatry in both inpatient and community settings. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. Eligibility/Other Requirements:

- o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.
- o Evidence of satisfactory participation in postgraduate general practice education.
- o Be registered with the Working for Vulnerable People Act.

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

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

Contact Officer: Dr Sam Calvin, Clinical Director - Adult Acute Mental Health Services (02) 5124 1700 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Renal**

#### **Renal Staff Specialist**

#### **Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 34258)**

Gazetted: 06 December 2018

Closing Date:

Overview of the work area and position: The Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Renal staff specialist will be required to provide tertiary renal services (including dialysis and transplantation care) to patients under the governance of the Renal Network at Canberra Health Services and the regional hospitals, dialysis clinics and outpatient clinics across the Renal Network. The position is based at the Canberra Hospital in the ACT and reports to the Director of Renal Services. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,494 - \$330,464 Eligibility/Other Requirements:

- o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.
- o Fellowship of the Royal Australasian College (FRACP) or equivalent specialist qualifications in Nephrology.
- o Be registered under the Working for Vulnerable People Act.
- o Current Driver's License.

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

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

Note: This is a Temporary Full time position for 5 years. Contact Officer: Dr Giles Walters (02) 5124 2821 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services**

**Pathology**

**Anatomical Pathology**

**Anatomical Pathologist**

**Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 32405)**

Gazetted: 06 December 2018

Closing Date:

Overview of the work area and position: ACT Pathology is a division of 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, the Anatomical Pathologist plays a key role in the day to day operations of the laboratory and providing diagnostic reporting, leads and is involved in research projects, participates in teaching and training of registrars and students, participates in quality assurance activities and promotes a commitment to high quality customer service. Salary, Remuneration and

Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,494 - \$330,464 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications. o Be registered under the Working for Vulnerable People Act. o Current Drivers License. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is an expected vacancy temporary full time for 6 months, with the possibility of extension. Contact Officer: Tracey Farrar (02) 5124 2893 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services**

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

**Office of the Chief Psychiatrist**

**Adult General Psychiatrists**

**Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: TBA)**

Gazetted: 06 December 2018

Closing Date:

see attached word doc Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications. o Evidence of satisfactory participation in the RANZCP Continuing Professional Development program o Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Dr Llew Lewis, Clinical Director - Adult Community Mental Health Services (02) 5124 1716 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Pain Service**



### **Pain Specialist**

#### **Visiting Medical Officer (VMO) Sessional & Fee for Service rates, Canberra (PN: n/a)**

Gazetted: 06 December 2018

Closing Date:

Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Applications are invited for the above position of Pain Medicine Specialist to join the Department of Pain Management at Canberra Hospital in the Australian Capital Territory. This position is part time. Applicants for this position should be qualified medical graduates with Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA) or equivalent. The Pain Management Unit is well established, serving the Territory and the surrounding region. It is a truly multidisciplinary team consisting of Medical Specialists in Pain, Anaesthesia and Rehabilitation Medicine, Clinical Psychologists, Physiotherapists, Occupational Therapists and well experienced and dedicated nursing staff. The opportunity for procedural work may be available to an appropriately skilled applicant within their scope of practice. The Pain Management Unit runs a range of multidisciplinary educational sessions as well as an established medium and high intensity pain management program. The Unit takes part in the undergraduate and postgraduate training program of the Australian National University and University of Canberra. Salary, Remuneration and Conditions: Visiting Medical Officer Sessional & Fee For Service Rates: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online:

<http://www.legislation.act.gov.au/ni/2013-381/default.asp> Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetist (FFPMANZCA) or an equivalent specialist qualifications. o Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Melanie Applebee (02) 5124 3207 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 4, 4 Bowes Street PHILLIP ACT 2605

### **Executive Director – Strategic Infrastructure and Procurement**

#### **Executive Level 2.4 \$324,854 - \$339,331 depending on current superannuation arrangements, Canberra (PN: E452)**

Gazetted: 4 December 2018

Closing Date: 18 December 2018

- Help Shape and Build the Future of Health Infrastructure in the ACT
- Lead Collaborative Major Design and Construct Programs
- Senior Executive Role with Attractive Executive Package

Details: The ACT Government is committed to continuing to provide the best possible health services for the community, supported by designing and building infrastructure that is aligned to these needs and the territory wide health services planning. The Strategic Infrastructure and Procurement division focuses on the commissioning and procurement for the planning, design, and construction of major strategic capital works projects with values over \$50 million. Reporting to the Deputy Director-General of Corporate Services within ACT Health Directorate, this position will lead a small team to manage Strategic Procurement and Infrastructure Programs focusing on a number of critical major projects committed to by ACT Government. The role will provide high level advice on strategic infrastructure in the context of health facilities master planning and service demand modelling. The position will work closely with a range of stakeholders to continue to deliver strategic procurement framework and service for these major projects. This is an opportunity for an experienced and well credentialed executive seeking to establish and steer robust and complex infrastructure and procurement activity to support the future of health service delivery in the ACT.

Eligibility/Other Requirements: To be successful in this role, you will have demonstrated experience in leading and managing similar strategic procurement and infrastructure programs and understand the complexities in



navigating and incorporating through critical health facilities planning and design. You will bring an established record in providing strategic project management on related matters for government infrastructure projects, ideally within the health sector. Your passion, energy and respected leadership qualities in contract management, procurement and infrastructure will be critical to this role, as will be your commitment to structured program management.

Remuneration: The position attracts a remuneration package ranging from \$324,854 to \$339,331 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,216.

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

Note: Interested candidates are requested to submit an application addressing the executive selection criteria, as well as a current Curriculum Vitae and the name and contact details of two referees to the contact Officer.

Applications will be treated in the strictest of confidence.

Request for information can be made to: Matthew Smee, Managing Consultant - Hudson Canberra on 02 6229 1522 or email [matthew.smee@hudson.com](mailto:matthew.smee@hudson.com).

## **Clinical Services**

### **Surgery and Oral Health**

#### **Operating Room**

##### **Post Anaesthetic Care Unit Nurse**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22260)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Our Perioperative Unit consists of a Day of Surgery Admissions (DOSAs) Unit, 13 Operating Theatres covering a wide range of surgical specialties, The Post Anaesthetic Care Unit and a 12 Bed Extended Day Surgery Unit. The Post Anaesthetic Care Unit (PACU) Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and students and take on Team Leadership responsibilities in the absence of the Clinical Nurse Consultant. The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role at the Unit based level covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Three years full time experience in PACU; Postgraduate qualification or working towards in Perioperative Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health; comply with ACT CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Emma Riley (02) 6244 3201 [emma.riley@act.gov.au](mailto:emma.riley@act.gov.au)

## **Clinical Services**

### **Women, Youth and Children**

#### **Women and Babies**

##### **Registered Midwife**

##### **Registered Midwife Level 2 \$88,249 - \$93,533, Canberra (PN: 23513, several)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist

between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas, providing specialised maternity care to all risk women and babies. The service provides two models of Midwifery Group Practice. The Canberra Midwifery Program (CMP) is a continuity midwifery model, providing maternity care for low risk women planning to birth in the Birth Centre environment. The CMP also currently offers publically funded homebirth to women meeting eligibility requirements. The Continuity at Canberra Hospital (CatCH) program provides continuity of midwifery care to all risk women. The advertised position is for case load midwives to provide continuity of midwifery care to 35 - 40 women per year, throughout pregnancy, birth and the postnatal period.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); eligible for membership of the Australian College of Midwives; current drivers licence. Desirable: Completion of Midwifery Practice Review or equivalent. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several permanent full-time positions available within the two models.

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

## **Clinical Services**

### **Mental Health, Justice Health and Alcohol and Drug Services**

#### **Adult Acute Mental Health**

##### **Registered Nurse (Adult Mental Health Unit)**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 14111, several)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. There are permanent and temporary positions within the Adult Mental Health Unit (AMHU). AMHU is a 35 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. Mental Health Short Stay Unit (MHSSU) is a sub-acute six bed inpatient unit in the Emergency Department (ED) for people requiring extended mental health assessment and or treatment initiation. At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the Registered Nurse Level 1 (RN1) level and support the Unit Manager and Clinical Nurse Consultant in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of 12 months recent nursing experience in a mental health facility. Desirable: Approved Tertiary/or equivalent qualifications in Nursing; Post Graduate qualification in

Mental Health Nursing and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several permanent positions for filling across both AMHU and MHSSU. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Monique Fielder (02) 6174 5452 monique.fielder@act.gov.au

## **Clinical Services**

### **Women, Youth and Children**

#### **Neonatal Clinical Support Services**

##### **Neonatal Care Coordinator**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 41652)**

Gazetted: 06 December 2018

Closing Date: 13 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Women, Youth and Children delivers a wide range of neonatal, obstetric and paediatric inpatient and community services through the Centenary Hospital for Women and Children (CHWC). Overview of the work area and position: The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. As the Neonatal Care Coordinator you will lead and manage the coordination and discharge of neonates with complex care needs and their families in the Department of Neonatology. In the role you will be pivotal in supporting families through the journey from antenatal care to discharge while supporting staff to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post-graduate qualifications in Neonatal Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: While this is a full time position job sharing may be considered.

Contact Officer: Janine McEwan (02) 6142 6331 janine.mcewan@act.gov.au

## **Clinical Services**

### **Rehabilitation Aged and Community**

#### **Clinical Development Nurse**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22687)**

Gazetted: 06 December 2018

Closing Date: 13 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre in Weston and University of Canberra Hospital (UCH). The main priorities of this position are to coordinate education and promote a learning culture within the Sub-Acute Geriatric Unit and Geriatric Assessment and Planning Unit. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Certificate IV in Training and Assessment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU). Contact Officer: Mercy Lukose (02) 5124 2624 mercy.lukose@act.gov.au

## **Clinical Services**

### **Mental Health, Justice Health and Alcohol and Drug Services**

#### **Justice Health**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 14273)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Justice Health Services Primary Health is part is a part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality care. Primary Health provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be based at the Bimberi Youth Justice Centre however you may, at times be required to work at various JHS sites. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurse Level 1 and Enrolled Nurses. You will also be responsible for a portfolio that has delegated in agreement with the Clinical Nurse Consultant (CNC) and Assistant Director of Nursing (ADON).

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Desirable: Previous experience in child and youth health; previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Amanda Chase (02) 6207 2841 amanda.chase@act.gov.au

## **Clinical Services**

### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Mental Health Services**

#### **Occupational Therapist/Social Worker/Psychologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17590)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and position: The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service. The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. This is a senior clinical position that will sit within any of the three sub teams providing direct person-centred care. At this level the Health Professional Level 3 (HP3) will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The HP3 will contribute their expertise to the multidisciplinary team, provide

supervision to staff at Levels HP2 and 1 and support the Team Leader in change processes. The HP3 will undertake quality initiatives to promote service delivery at a standard of best practice.

**Eligibility/Other Requirements: Mandatory:** Applicants must have at least three years but preferably at least five years of paid, professionally relevant work and completed all other relevant professional requirements. For professionals bound by professional registration, all registration requirements must be fulfilled and registration awarded. For Occupational Therapy (OT): Registration as an OT with Australian Health Practitioner Regulation Agency (AHPRA). For Psychology: Registration with Australian Health Practitioner Regulation Agency (AHPRA). For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers. **Desirable:** Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Note:** This is a temporary position available for a period of 10 months with the possibility of extension.

Contact Officer: Kylie Henson (02) 6205 1957 [kylie.henson@act.gov.au](mailto:kylie.henson@act.gov.au)

## **Clinical Services**

### **Mental Health, Justice Health and Alcohol and Drug Services**

#### **Dialectical Behaviour Therapy**

#### **Dialectical Behaviour Therapy Clinician**

**Health Professional Level 3 \$87,257 - \$93,671 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23775)**

Gazetted: 06 December 2018

Closing Date: 13 December 2018

**Details:** About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). **Overview of the work area and position:** Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. The Dialectical Behaviour Therapy (DBT) program provides evidenced based DBT therapy for young people between the ages of 13 and 18 in the ACT who are experiencing moderate to severe mental health issues. The program has a recovery focus with the aim of reducing the severity of mental health symptoms and increasing skills to manage distress. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

**Eligibility/Other Requirements: Mandatory:** For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA); eligibility for professional membership of Occupational Therapy Australia; must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA); must hold a current driver's licence. **Highly Desirable:** Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011* and must hold a current driver's licence. **Highly desirable for all disciplines:** Minimum of three years (ideal five years) post qualification and experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with

CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of six months with the possibility of extension. This is a part-time permanent position available at 29.04 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jessica Ross (02) 6205 1128 [jessica.ross@act.gov.au](mailto:jessica.ross@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Acute Support**

##### **Casual Audiologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: C08879)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

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Eligibility/Other Requirements: Mandatory: A Degree or Diploma in Audiology from a recognised tertiary institution. Desirable: Eligible for full practicing membership with Audiology Australia; current certificate in clinical practice; experience with Auditory Brainstem Response assessments. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a casual position and hours may vary. Selection to this position may be based on written application alone.

Contact Officer: Tim Tooke (02) 5124 2193 [timothy.tooke@act.gov.au](mailto:timothy.tooke@act.gov.au)

## **Clinical Services**

### **Mental Health Services, Alcohol and Drug Services, Justice Health**

#### **Police and Court Drug Diversion Clinician**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 20213, several)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Alcohol and Drug Service is a multidisciplinary service within the CHS providing a range of specialist services for people affected by alcohol and other drug use. The Police and Court Drug Diversion Service, Alcohol

and Drug Service is a part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation. The Alcohol and Drug Service's Police and Court Drug Diversion Service are seeking health professionals to work with clients referred by ACT Policing and ACT Courts for assessment and referral to treatment to address alcohol and drug use and associated issues. The successful applicants will be required to provide assessment and treatment to people referred by the ACT Police and ACT Magistrate, Supreme and Children's Courts. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services and other stakeholders. Successful applicants require recent clinical experience, knowledge of AOD sector and issues impacting on this client group, excellent communication skills and ability to work as part of a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Certificate IV in Alcohol and Other Drug (AOD) Studies; or a tertiary Qualification with four core competencies in AOD studies or working towards this achievement required.

Desirable: Current driver's licence and previous experience working in AOD services. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Note:** There are two temporary positions available for a period of six months 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.

Contact Officer: Kate Gardner (02) 5124 1592 [kate.gardner@act.gov.au](mailto:kate.gardner@act.gov.au)

#### Clinical Services

Rehabilitation Aged and Community Care

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 09486)**

Gazetted 6 December

Closing Date: 13 December 2018

Weeks to Close: 1

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Minimum of two years' experience in geriatric setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Mercy Lukose (02) 5124 2624 [mercy.lukose@act.gov.au](mailto:mercy.lukose@act.gov.au)



## **Clinical Services**

### **Medicine**

#### **Academic Unit of General Medicine**

##### **Physician Education Administration Support Officer**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 25023)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

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Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Note:** This is a temporary position available for a period of six months until 29 May 2019. This is a part-time position available at 22:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Natalie Monkivitch (02) 5124 3035 natalie.monkivitch@act.gov.au

## **Quality, Safety and Governance**

### **Policy Advisory Team**

#### **National Standards and Policy Administration Support Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 04674)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Quality, Safety and Governance Division is focusing on Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services. Branches within the Quality, Safety and Governance Division are: Clinical Effectiveness; Patient Safety; Patient Experience; Governance. The role of the Quality, Safety and Governance Division is to support the improvements in person-centred, safe and effective care

delivery. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement. Overview of the work area and position: This role will provide administrative support across the Unit, including secretariat support for a number of key committees and leave support for senior administrative positions. The unit is located at CHS Bowes Street facility in Woden, ACT, and staff will occasionally be required to attend other Canberra Health Services facilities, including the Canberra Hospital campus.

Eligibility/Other Requirements: Desirable: Experience in an administrative role, preferably within a health related setting. 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 nine months with the possibility of extension.

Contact Officer: Felicity Martin (02) 6205 0116 felicity.martin@act.gov.au

## **Clinical Services**

### **Mental, Health, Justice Health, Alcohol and Drug Services**

#### **Justice Health**

#### **Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 37315, several)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

Details: About Us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services; and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has five beds for community transition. Both units are managed by the Justice Health Services

(JHS) program in the MHJHADS Division. In this position it is expected you will complete assessments, planning, implementing and care of clients. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); minimum 12 months nursing experience within a forensic, acute or mental health setting and a current driver's licence. Desirable: Co-morbidity or Alcohol and Drug Service experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Tasha Lutz (02) 6207 9439 tash.lutz@act.gov.au

## **Clinical Services**

### **Women, Youth and Children**

#### **Maternal and Child Health**

##### **Maternal and Child Health Midwife**

##### **Registered Midwife Level 1 \$63,548 - \$84,888, Canberra (PN: 38466, several)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); extensive experience in both nursing and midwifery practice including current midwifery practice; current driver's licence; enrolment in a postgraduate child and family health nursing program with CHS Partner University (Western Sydney University) required once appointment confirmed.

Desirable: International Board Certified Lactation Consultant. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Note:** There are several temporary positions available for a period of 11 months with the possibility of extension. This is a part-time position available at 20:00 hours per week and the full-time salary noted above will be paid pro-rata.

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

### **Clinical Services**

#### **Mental Health, Justice Health and Alcohol and Drug Services**

##### **Justice Health Services**

##### **Enrolled Nurse Level 2 \$62,564, Canberra (PN: 31801)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Amanda Chase (02) 6207 2841 [amanda.chase@act.gov.au](mailto:amanda.chase@act.gov.au)

### **Clinical Services**

#### **Rehabilitation, Aged and Community Care**

##### **Mental Health, Women's Youth and**

##### **Social Worker**

##### **Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 19475, several)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

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services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: CHS is seeking dynamic new graduates (graduating in 2018) to fill several positions- within Mental health, acute hospital, oncology, Rehabilitation and Aged Care and Women's Youth and Children-(Women's health and community health rotation). CHS offers a twelve-month, structured program that provides orientation, supervision and support for social work graduates to further develop their knowledge for social work practice in health. Under professional supervision you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas by: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; providing individual or group service delivery; applying knowledge, skills, and professional judgement in the delivery of routine services.

Eligibility/Other Requirements: Mandatory: Degree in social work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several temporary positions available for a period of 12 months and an order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Alison McDonald (02) 5124 7023 [alison.mcdonald@act.gov.au](mailto:alison.mcdonald@act.gov.au)

## **Clinical Services**

### **Critical Care**

#### **Emergency Department**

##### **Patient Billing Officer**

#### **Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 23451)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

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Eligibility/Other Requirements: Mandatory: The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster. Desirable: Knowledge of ACT Patient Administration System (ACTPAS) and knowledge of the Emergency Department Information System (EDIS). Prior to commencement successful candidates will be

required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of 12 months until 31 December 2019. This is a part-time position available at 25.73 hours per week and the full-time salary noted above will be paid pro-rata.

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

## **Clinical Services**

### **Mental Health, Justice Health and Alcohol and Drug Services**

#### **Mental Health Services**

##### **Rostering and Recruitment Nurse**

##### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 41644)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); strong understanding of rostering and recruitment principles in accordance with Enterprise Agreement requirements; one year recent experience in a similar role and a current driver's licence. Desirable: Experience working within a Forensic Mental Health setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Tasha Lutz (02) 6207 9439 tash.lutz@act.gov.au

## **Clinical Services**

## **Clinical Operations**

### **Nursing**

#### **eRostering Nursing Information Management System (NIMS) Manager Support**

##### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 16407)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum three years of current experience in nursing clinical management. Desirable: Approved tertiary qualifications or equivalent in nursing and an understanding of best practice rostering processes and familiarisation with the current Nursing and Midwifery Enterprise agreement. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Note:** This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position is Full time working Mon-Friday and no shift work

Contact Officer: Chin Wong (02) 5124 2419 chin.k.wong@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Senior Diabetes Dietitian**

##### **Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 22078)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

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Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The CHS Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The diabetes nutrition team are an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Nurse Educators, Dietitians, Podiatrists, Social Workers, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of diabetes. Diabetes Nutrition services are offered to Canberra residents across the ACT and southern NSW from within the Canberra Hospital and community health centres. The position requires working within a multidisciplinary team to provide a range of nutrition services including dietary assessment, care planning, counselling and the planning and delivery of education programs to staff and client groups. The Senior Diabetes Service Dietitian will be responsible operationally to the Director CHS Diabetes Service and professionally to the Nutrition and Dietetics Lead Professional of CHS.

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) status. Desirable: A minimum of two years post-graduate experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Note:** This is a temporary position available for a period of two months with the possibility of extension for up to two years. Selection may be based on written application and referee reports only.

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

## Clinical Services

### BreastScreen ACT

#### Promotions

#### Promotions and Quality Manager

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 29175)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

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Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in Health Promotion. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until 30 June 2021. This is a part-time position available at 14.42 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Christy Fox (02) 6205 1917 [christy.fox@act.gov.au](mailto:christy.fox@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Academic Unit of General Medicine**

##### **Medical Education Support Officer**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 25144)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

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Contact Officer: Jean Robertson (02) 6244 3659 [jean.i.robertson@act.gov.au](mailto:jean.i.robertson@act.gov.au)

## **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>**

### **Executive Branch Manager, Office of the Director-General**

#### **Executive Level 1.2 \$202,703 - \$211,125 depending on current superannuation arrangements, Canberra (PN: E845)**

Gazetted: 6 December 2018

Closing Date: 13 December 2018

Applications from suitably qualified and experienced candidates are now being sought for the role of Executive Branch Manager, Office of the Director-General, ACT Health Directorate.

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT and building a strong research and population health capability. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations and that the health system is innovative, effective and sustainable now and in the future.

The Executive Branch Manager, Office of the Director-General (ODG) provides overall leadership, direction and management of ACT Health's communications, engagement and marketing strategies; provision of timely, responsive and accurate Ministerial and Government services; and high quality support to the Director General. The position will be expected to lead by example, have a healthy risk appetite approach, effective interpersonal skills and the ability to motivate others. The Executive Branch Manager, Office of the Director-General will be expected to apply due diligence to processes and decisions, promote accountability and implement strategies to support business goals.

To be successful in this role, you will have a detailed understanding of leadership, governance, strategic direction setting, leadership and management experience with a record of achievement in a similar role and knowledge and experience in best-practice and contemporary management.

Remuneration: The position attracts a remuneration package ranging from \$202,703 to \$211,125 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,125.

Contract: The successful applicant will be engaged under a performance based contract for a period of five years.

Contact Officer: Enquiries can be sent to Mr De'Aths', office by email to [alice.west@act.gov.au](mailto:alice.west@act.gov.au).

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

### **Policy, Partnerships and Programs**

#### **Mental Health Policy**

#### **Lifespan Project Engagement Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41884)**

Gazetted: 06 December 2018

Closing Date: 13 December 2018

Details: About us: ACT Health is a values-led Directorate. Our values of Care, Excellence, Collaboration and Integrity guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Overview of the work area and position: The Policy Partnerships and Programs Branch (PPPB) is responsible for providing policy advice to ACT Health and the ACT Government to meet the health and well-being needs of the community. This includes, and is not limited to the provision of strategic health policy advice, project development and management, procurement of non-government services, and liaison with government, nongovernment and private sector stakeholders. The PPPB comprises of the Strategic Health Policy Unit, the Mental Health Policy Unit, and the Aboriginal and Torres Strait Islander Practice Centre. The Health Policy Unit and the Mental Health Strategic Policy Unit lead the Branch's engagement with the policy cycle and are the first point of response for matters referred to the Branch for action and advice for the Minister for Health and Wellbeing and the Minister for Mental Health respectively. The LifeSpan Project Officer role sits within Mental Health Strategic Policy and is focused on contributing to policy development and projects under the LifeSpan Integrated Suicide Prevention Framework that work towards reducing the incidence of suicide amongst Aboriginal and Torres Strait Islander peoples, through a range of health and well-being initiatives, funding agreements and relationship management.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in a relevant field or appropriate experience at level. Applicants with policy and relationship management experience are encouraged to apply. 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. This position is designated 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.

Contact Officer: Ros Garrity (02) 6207 5469 [ros.garrity@act.gov.au](mailto:ros.garrity@act.gov.au)



## APPOINTMENTS

### Canberra Institute of Technology

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616**  
Bradley Turner 858-51014, Section 68(1), 28 November 2018

### Chief Minister, Treasury and Economic Development

**Information Technology Officer Class 1 \$64,616 - \$73,554**  
Kirby Anderson 858-56050, Section 68(1), 22 November 2018

**Administrative Services Officer Class 5 \$74,081 - \$78,415**  
Ashleigh Barnes 858-62880, Section 68(1), 26 November 2018

**Information Technology Officer Class 2 \$79,824 - \$91,356**  
Miriam Dencio 858-56341, Section 68(1), 22 November 2018

**Senior Officer Grade C \$100,462 - \$108,140**  
Nicole Hayes 858-62717, Section 68(1), 26 November 2018

**Administrative Services Officer Class 4 \$66,656 - \$72,175**  
Nancy Kristianto 853-78271, Section 68(1), 3 December 2018

**Administrative Services Officer Class 4 \$66,656 - \$72,175**  
RACHEL LEE MALEGANEAS 858-62338, Section 68(1), 26 November 2018

**Administrative Services Officer Class 4 \$66,656 - \$72,175**  
Heather Elizabeth Mason 858-56157, Section 68(1), 4 December 2018

**Senior Officer Grade C \$100,462 - \$108,140**  
Robert Miller 853-59927, Section 68(1), 5 December 2018

**General Service Officer Level 3/4 \$47,087 - \$51,420**  
Minh Nguyen 858-57459, Section 68(1), 3 December 2018

**Information Technology Officer Class 1 \$64,616 - \$73,554**  
Michael Ovchinnikov 858-55971, Section 68(1), 29 November 2018

**Information Technology Officer Class 1 \$64,616 - \$73,554**  
Tim Prothero 858-55998, Section 68(1), 22 November 2018

**Information Technology Officer Class 1 \$64,616 - \$73,554**  
Maxim Rusanov 858-56069, Section 68(1), 29 November 2018

### Community Services

**Administrative Services Officer Class 5 \$74,081 - \$78,415**  
Anne Flynn 779-12374, Section 68(1), 27 November 2018

### Education

**Information Technology Officer Class 1 \$64,616 - \$73,554**

Grant Robinson 843-26867, Section 68(1), 23 November 2018

**School Assistant 2 \$45,058 - \$49,757**

Sharyn Tyler 849-18512, Section 68(1), 23 November 2018

**Health**

**Registered Midwife Level 1 \$63,548 - \$84,888**

Laura Tieppo 857-44403, Section 68(1), 3 December 2018

**Justice and Community Safety**

**Administrative Services Officer Class 3 \$60,039 - \$64,616**

Carly Hayes 853-69615, Section 68(1), 3 December 2018

**Administrative Services Officer Class 6 \$79,824 - \$91,356**

Isabel McCormick 858-61829, Section 68(1), 26 November 2018

**Transport Canberra and City Services**

**Capital Linen Service Band 1 \$44,583 - \$46,370**

Mehm Maw 848-65799, Section 68(1), 23 November 2018

**General Service Officer Level 5/6 \$52,198 - \$57,445**

Erin Nugent 858-57141, Section 68(1), 22 November 2018

**Administrative Services Officer Class 5 \$74,081 - \$78,415**

Carolina Ross 858-61634, Section 68(1), 5 December 2018

**Senior Officer Grade C \$100,462 - \$108,140**

Kelly Strike 824-80967, Section 68(1), 3 December 2018

**Canberra Health Services**

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616**

Pamela Baker 850-41628, Section 68(1), 1 December 2018

**Administrative Services Officer Class 6 \$79,824 - \$91,356**

Adrian Baxter 853-64347, Section 68(1), 29 November 2018

**Registered Nurse Level 1 \$63,548 - \$84,888**

Jean-Christophe Chatelin 858-61378, Section 68(1), 3 December 2018

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616**

Ellannah Finch 857-92499, Section 68(1), 1 December 2018

**Health Professional Level 2 \$61,784 - \$84,816**

Nikki Harvey 859-52528, Section 68(1), 6 December 2018

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616**

Acacia Hoy 857-42774, Section 68(1), 1 December 2018

**Allied Health Assistant 3 \$61,115 - \$67,825**

Carol Manga 858-62864, Section 68(1), 6 December 2018

**Registered Nurse Level 1 \$63,548 - \$84,888**

Gyana Rana 858-62688, Section 68(1), 29 November 2018

**Health Professional Level 1 \$57,941 - \$73,823**

Astrid Viviana Socha Hernandez 858-62389, Section 68(1), 3 December 2018

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

Anuradha Thirupathy 859-54144, Section 68(1), 27 November 2018

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

Peta Pentony 861-30366, Section 68(1), 6 December 2018

**ACT Health**

**Administrative Services Officer Class 5 \$74,081 - \$78,415**

Linda De Ridder 857-93299, Section 68(1), 6 December 2018

## TRANSFERS

### Education

**Tammi O'Callaghan: 827-60256**

From: Senior Officer Grade C \$100,462 - \$108,140

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$100,462 - \$108,140

Education, Canberra (PN. 41534) (Gazetted 8 October 2018)

### Canberra Health Services

**Georgina Pepper: 786-88378**

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 17041) (Gazetted 27 September 2018)

**Rebecca Quinn: 848-79170**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Canberra Health Services

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Canberra Health Services, Canberra (PN. 25101) (Gazetted 13 December 2018)

### ACT Health

**Anne-Maree Hughes: 848-78063**

From: Senior Officer Grade C \$100,462 - \$108,140

Health

To: Health Professional Level 4 \$100,462 - \$108,140

ACT Health, Canberra (PN. 23742) (Gazetted 1 November 2018)

## PROMOTIONS

### Canberra Institute of Technology

#### Education and Training Services

##### Education Services

###### Elizabeth Tomaras: 756-15691

From: Manager Education Level 1 \$116,494

Canberra Institute of Technology

To: †Manager Education Level 2 \$138,031

Canberra Institute of Technology, Canberra (PN. 14848) (Gazetted 24 October 2018)

### Education

#### Business Services Division

##### People and Performance

##### Workforce Strategy

###### Kate Bartlett: 853-73462

From: Graduate Administrative Assistant \$66,656 - \$68,699

Education

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Education, Canberra (PN. 33470) (Gazetted 1 January 2000)

This promotion is made in accordance with the Public Sector Management Standards 2016, Section 22 Direct promotion - Graduate Training Office.

#### School Performance and Improvement

##### Belconnen Network

##### Evatt Primary School

###### Danielle Maree Castley: 787-45918

From: School Assistant 2 \$45,058 - \$49,757

Education

To: School Assistant 3 \$51,053 - \$54,947

Education, Canberra (PN. 39934) (Gazetted 24 October 2018)

### Education

#### School Performance and Improvement

##### Student Engagement

##### Student Wellbeing

###### Thomas Vandyk: 853-73489

From: Graduate Administrative Assistant \$66,656 - \$68,699

Education

To: †Administrative Services Officer Class 5 \$74,081 - \$78,415

Education, Canberra (PN. 41627)

This promotion is made under the Public Sector Management Standards 2016, Section 22 Direct promotion Graduate Training Office.

#### Business Services

##### People and Performance

##### Workplace Health and Safety

###### Nicole Stokes: 853-73470

From: Graduate Administrative Assistant \$66,656 - \$68,699

Education

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Education, Canberra (PN. 41505) (Gazetted 1 January 2000)



This promotion is made under the Public Sector Management Standards 2016, Section 22 Direct promotion Graduate Training Office.

**School Performance and Improvement**

**Tuggeranong Network**

**Erindale College**

**Vicki Lynn VINCE: 729-17854**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Education

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Education, Canberra (PN. 40794) (Gazetted 8 November 2018)

**School Performance and Improvement**

**Learning and Teaching**

**Curriculum**

**Christopher Warren: 853-73454**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Education

To: †Administrative Services Officer Class 5 \$74,081 - \$78,415

Education, Canberra (PN. 41842) (Gazetted 1 January 2000)

This promotion is made under the Public Sector Management Standards 2016, Section 22 Direct promotion Graduate Training Office.

**Environment, Planning and Sustainable Development**

**Suburban Land Agency**

**Program Solutions**

**Sustainability and Release Coordination**

**Jessica Linette Hillcrest: 827-61929**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Environment, Planning and Sustainable Development Directorate

To: †Senior Officer Grade B \$118,319 - \$133,197

Environment, Planning and Sustainable Development, Canberra (PN. 41560) (Gazetted 17 October 2018)

**Justice and Community Safety**

**Emergency Services**

**ACT Fire and Rescue**

**Operations**

**Patrick David Brennan: 754-05029**

From: FB6 (Station Officer) \$102,025

Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 02294) (Gazetted 1 January 2000)

This Promotion is made in accordance with ACT Fire and Rescue Enterprise Agreement 2013 - 2017, Section D Clause 22.

**Emergency Services**

**ACT Fire and Rescue**

**Operations**

**Samuel Rhys Evans: 754-05424**

From: FB6 (Station Officer) \$102,025

Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 47303) (Gazetted 1 January 2001)

This Promotion is made in accordance with ACT Fire and Rescue Enterprise Agreement 2013 - 2017, Section D Clause 22.

**ACT Corrective Services**

**Corporate Services**

**Business Services Unit**

**Quyen Le: 858-56739**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Justice and Community Safety

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Justice and Community Safety, Canberra (PN. 44667) (Gazetted 24 October 2018)

**Transport Canberra and City Services**

**Finance, Legal and Sustainability**

**Legal and Contracts**

**Elita Barrett: 786-92545**

From: Senior Officer (Technical) Grade B \$118,319 - \$133,197

Transport Canberra and City Services

To: †Senior Officer Grade A \$137,415

Transport Canberra and City Services, Canberra (PN. 34312) (Gazetted 25 October 2018)

**Chief Operatin Officer**

**Innovation and Customer Experience**

**Angus Bailey McIntyre: 853-60450**

From: Administrative Services Officer Class 1 \$47,088 - \$51,800

Transport Canberra and City Services

To: †Administrative Services Officer Class 2 \$52,991 - \$58,513

Transport Canberra and City Services, Canberra (PN. 38424) (Gazetted 1 January 2000)

This promotion is made under section C6(e) Graduate and Cadet Program Traineeships and Apprenticeships of the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017.

**Canberra Health Services**

**Elizabeth Campbell: 762-83721**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Canberra Health Services

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Canberra Health Services, Canberra (PN. 10949) (Gazetted 1 January 2000)

**Canberra Hospital and Health Services**

**Dragana Petreski: 741-13702**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Canberra Health Services

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Canberra Health Services, Canberra (PN. 13502) (Gazetted 6 December 2018)

**Canberra Hospital and Health Services**

**John Rummery: 839-25585**

From: Health Service Officer Level 4/5 \$49,958 - \$55,221

Canberra Health Services

To: Senior Stores Supervisor Level 1 \$60,039 - \$61,540

Canberra Health Services, Canberra (PN. 14981) (Gazetted 6 December 2018)

**Canberra Hospital and Health Services**

**Wendy Tuson-Bates: 741-03117**

From: Registered Nurse Level 2 \$88,249 - \$93,533

Canberra Health Services

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Canberra Health Services, Canberra (PN. 16030) (Gazetted 6 December 2018)