



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 07 February 2019**

## VACANCIES

### ACT Audit Office

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)

#### Performance Audit

##### Assistant Director, Performance Audit

##### Audit Band 2 - Audit Manager \$103,575 - \$111,677, Canberra (PN: 16026)

Gazetted: 13 February 2019

Closing Date: 28 February 2019

Details: The Audit Office is seeking a person with the highest levels of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills to join the Performance Audit team as an Assistant Director. The Assistant Director is responsible for planning, managing, conducting and reporting the results of performance audits and other reviews and investigations of the operations of ACT public sector entities; supporting the Assistant Auditor-General, Performance Audit and other senior members of the Performance Audit Team managing staff, including providing mentoring and support; managing relationships with auditees and other stakeholders; and providing professional and technical advice on a range of performance audit issues. The Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. The Assistant Director should have an awareness, understanding and commitment to the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. 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: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. All ACT employees are required to undergo pre-employment Police check. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Note: As an Assistant Director you will receive a salary between \$103 576 to \$111 677 (plus an employer superannuation contribution) depending on your skills and experience. Please note that this will increase when the proposed Enterprise Agreement is implemented, expected in the next six months. More information is available at <https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements>

How to Apply: Interested applicants are asked to send a copy of their Curriculum Vitae, and a written response of no more than three pages addressing the Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au). Should your application be shortlisted you will be invited to attend an interview, where a written exercise will form part of the selection process. A referee's report may also be sought.

Contact Officer: Elizabeth Cusack (02) 6207 0819 [elizabeth.cusack@act.gov.au](mailto:elizabeth.cusack@act.gov.au)

### Calvary Health Care ACT (Public)

#### Mission

#### Aboriginal Liaison

**Aboriginal Liaison Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: Expected)**

Gazetted: 12 February 2019

Closing Date: 14 February 2019

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

Reference Number: 21240

Contact Officer: Frances Brown (02) 6201 6106 frances.brown@calvary-act.com.au

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

**Critical Care**

**SRMO**

**SRMO 1 - SRMO 3 \$87,410 - \$106,957, Canberra (PN: Expected)**

Gazetted: 12 February 2019

Closing Date: 6 March 2019

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

Reference Number: 21197

Contact Officer: Harith Al-Rawi (02) 6201 6252 hariath.al-rawi@calvary-act.com.au

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

**Critical Care**

**SRMO**

**SRMO 1 - SRMO 3 \$87,410 - \$106,957, Canberra (PN: Expected)**

Gazetted: 12 February 2019

Closing Date: 3 March 2019

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

Reference Number: 21187

Contact Officer: Harith Al-Rawi (02) 6201 6252 hariath.al-rawi@calvary-act.com.au

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

**Critical Care**

**Registrar**

**SNR Reg - Reg 1 - Reg 4 \$98,704 - \$138,667, Canberra (PN: Expected)**

Gazetted: 12 February 2019

Closing Date: 3 March 2019

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

Reference Number: 21186

Contact Officer: David Banfield (02) 6201 6252 david.banfield@calvary-act.com.au

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

**Finance**

**Business Manager**

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

Gazetted: 12 February 2019

Closing Date: 17 February 2019

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

Reference Number: 21117

Contact Officer: Jarrad Nuss (02) 6201 6818 jarrad.nuss@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)**

#### **Corporate Services**

##### **Executive Branch Manager, Finance**

**Executive Level 1.3 \$220,110 - \$229,398 depending on current superannuation arrangements, Canberra (PN: E1069)**

Gazetted: 11 February 2019

Closing Date: 25 February 2019

Details: Canberra Institute of Technology is seeking an experienced and motivated executive for the position of Executive Branch Manager, Finance to play a pivotal and significant leadership role as CIT adopts and organisation-wide shift in new thinking and practices to meet the training needs of the new world of work. CIT is a trusted, iconic feature of Canberra's vocational education and training landscape, offering a unique value proposition benefiting the ACT region and the nation as a whole. At CIT we are 'evolving together' to transform CIT to meet local, regional, national and global training needs. It is complex, challenging and exciting. Business systems and processes need to also be transformed to meet the need of the ACT community. The Executive Branch Manager, Finance will work closely with the senior executive team in leading Corporate Finance, Performance and Reporting and Records Management.

Eligibility/Other Requirements: The position requires specialist qualifications including a relevant tertiary qualification in Accounting and full membership of CPA Australia or the Chartered Accountants Australia and New Zealand or equivalent. Applicants should have an established record in developing and implementing public sector policy and excellent leadership credentials. Experience in CFO or related roles is required. You should have a strong focus on results, business improvement and be experienced in maintaining effective working relationships with stakeholders.

Remuneration: The position attracts a remuneration package ranging from \$220,110 to \$229,398 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,878. Contract: The successful applicant will be engaged under a performance based contract for a period of five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: All applications, including application cover sheet, your written response to the Executive Capabilities and Resume must be submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Further information about the position is available from Andrew Whale, Executive Director Corporate Services, [andrew.whale@cit.edu.au](mailto:andrew.whale@cit.edu.au), (02) 6207 8960

### **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)**

#### **Enterprise Canberra**

##### **artsACT**

##### **Program Officer, Arts Support**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 13517)**

Gazetted: 08 February 2019

Closing Date: 22 February 2019

Details: artsACT is seeking an experienced Program Officer to join the team on a temporary basis. The successful applicant will have high-level program and project administrative skills, the ability to undertake analysis and policy

development, have high-level written and oral communications skills, a history of developing productive working relationships with internal and external stakeholders to achieve results in a government context, and a record of proactive contribution to improving business results through innovative approaches, within the context of the ACT Public Service values and signature behaviours. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Knowledge and understanding of arts issues is highly desirable.

Note: This is a temporary position available until 30 June 2019 with a possibility of extension and/or permanency.

Selection may be based on application and referee reports only.

How to Apply: Please submit an application responding to the position requirements in no more than two pages. A copy of your current Curriculum Vitae with contact details for at least two referees is also required.

Contact Officer: Robert Piani (02) 6207 2381 [robert.piani@act.gov.au](mailto:robert.piani@act.gov.au)

### **Policy and Cabinet Division**

#### **Social Policy and Commonwealth State Relations Branch**

#### **Wellbeing, Education and Commonwealth-State Relations Team**

#### **Policy Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37542)**

Gazetted: 12 February 2019

Closing Date: 26 February 2019

Details: This upcoming and anticipated position is available within the Wellbeing, Education and Commonwealth-State Relations Team within Policy and Cabinet Division. The matters the Policy and Cabinet Divisions business units deal with include regulation and productivity, housing, planning and environment, wellbeing, education and commonwealth-State relations, community support and safety and social inclusion. This position will involve providing high-quality policy advice and analysis on a variety of policy projects from a whole of government perspective. The role collaborates with a range of teams across Directorates to deliver projects, advise on the development of legislation, and to implement government priorities. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: An order of merit may be established to fill future vacancies at level over the next 12 months. This position is activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Chantel Potter (02) 6207 4780 [chantel.potter@act.gov.au](mailto:chantel.potter@act.gov.au)

### **Policy and Cabinet Division**

#### **Policy Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38638, several)**

Gazetted: 12 February 2019

Closing Date: 26 February 2019

Details: Various upcoming and anticipated positions are available across business units within Policy and Cabinet Division. The matters these business unit deal with include: regulation and productivity, housing, planning and environment, wellbeing, education and commonwealth-State relations, community support and safety and social inclusion. The position will involve providing high-quality policy advice and analysis on a variety of policy projects from a whole of government perspective. The role collaborates with a range of teams across Directorates to deliver projects, advise on the development of legislation, and to implement government priorities. 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: Tertiary qualifications required, with post-graduate qualifications would be an advantage but are not essential for this role.

Note: An order of merit may be established to fill future vacancies at level over the next 12 months. These positions are activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Chantel Potter (02) 6207 4780 chantel.potter@act.gov.au

## **Shared Services**

### **Partnership Services Group**

#### **Service Centre Service Desk**

#### **HR/Finance and Recruitment QA and Training Co-Ordinator**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14254)**

Gazetted: 11 February 2019

Closing Date: 26 February 2019

Details: Shared Services is currently seeking expressions of interest from suitably experienced applicants for the role of HR/Finance and Recruitment QA and Training Co-Ordinator within the Shared Services Service Centre. Core functions of this role is responsibility to Perform Quality Assurance checks, providing training and coaching to staff on the HR/Finance Service Desk/Recruitment teams and provide constructive feedback and coaching to improve services offered by Shared Services. Monitor and liaise with other stakeholder teams to ensure timely resolution of cases and participate in project work and assist the Team manager where required. Please review the position description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. 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: Applicants for the role should have a proven track record of providing customer focused frontline services, with a minimum 12 month experience in a similar environment as well as demonstrated experience in providing training and coaching to staff.

Note: A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written response of up to two pages, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role. Applications should be sent to jobs@act.gov.au

Contact Officer: Deanne Allum-Walsh (02) 6207 7075 deanne.allum-walsh@act.gov.au

## **Shared Services ICT**

### **Customer Engagement Services Branch**

#### **Business Applications and Strategy**

#### **DevOps Engineer**

#### **Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 16520)**

Gazetted: 07 February 2019

Closing Date: 26 February 2019

Details: We are looking for a DevOps Engineer to facilitate the delivery of services using Scrum and Agile methodologies including software application delivery, Application Lifecycle Management (ALM) and platform services to ACT Government Directorates. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this

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

Note: This is a temporary position available for an initial period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Along with your current resume, please submit an application of no more than two pages outlining your suitability against the Position Description and tell us what you will bring to the role and why you are interested in working for Business Applications and Strategy. If you have any questions about the position please call the Contact Officer.

Contact Officer: Narelle Raftery (02) 6205 4744 narelle.raftery@act.gov.au

## **Shared Services**

### **Finance and Payroll Services**

#### **Reporting**

##### **Accountant - Finance Services**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 07310, several)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: Applications are being sought from suitably experienced and qualified people to work as Accountants in a Finance Services Reporting Team in Shared Services Finance. The successful candidates will work with a team tasked with the provision of accounting and taxation services to ACT Government Directorates and Agencies. Duties include financial ledger and fixed assets register management, assisting with preparation of financial statements, and taxation duties including monthly BAS and annual FBT returns. Demonstrated technical and software skills in financial accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and collaboration skills. An ability to work effectively as part of a team is important.

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

How to apply: Please submit a written application of no more than three pages, addressing the capabilities and demonstrating your capacity to perform the duties and responsibilities of the role. Also, please supply your current Curriculum Vitae and the names and contact details of two referees.

Contact Officer: Lindsay Shaw (02) 6205 4625 lindsay.shaw@act.gov.au

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

## **Workplace Protection**

### **Utilities Technical Regulation**

#### **Project Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39771, several)**

Gazetted: 11 February 2019

Closing Date: 25 February 2019

Details: The Utilities Technical Regulation (UTR) team within Access Canberra supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. In a dynamic and rapidly changing environment, particularly within the energy sector and with the delivery of light rail, UTR is currently engaged in a range of exciting regulatory and policy initiatives. In addition to relevant experience, the successful candidate must have well developed communication skills and be able to work with a multi-disciplinary team to provide clear advice to the Technical Regulator, Minister and a range of stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a permanent vacancy. There is a possibility of an additional temporary position, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only, and where interviews are held there will be an assessment task.

How to Apply: Applications addressing responses to Selection Criteria and Curriculum Vitae are sought from applicants with suitable experience in government processes, particularly regulation, which is applicable to the regulation of licensed and/or unlicensed regulated utilities.

Contact Officer: Simon Grice (02) 6205 3078 [simon.grice@act.gov.au](mailto:simon.grice@act.gov.au)

### **Economic Management Division**

#### **ACT Insurance Authority**

#### **Office Manager/Executive Assistant**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 33550)**

Gazetted: 13 February 2019

Closing Date: 20 February 2019

Details: ACT Insurance Authority (ACTIA) is seeking an enthusiastic, driven and proactively organised person who thrives in a fast-paced environment and enjoys a challenge to fill the position of Executive Assistant to the General Manager, ACT Insurance Authority. Applicants will have high level organisational skills, have excellent attention to detail, be able to quickly adapt to a fast paced environment and have proven experience handling confidential material. Experience in the use of WIRE/TRIM and Objective would be considered advantageous. Please review the Position Description documentation 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 Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit a written Expression of Interest (EOI), of no more than two pages, outlining your motivation, skills, experience and attributes that you could bring to the role. Please include your Curriculum Vitae and the names of two referees. The EOI 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. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Lisa Manzoney (02) 6207 0268 [lisa.manzoney@act.gov.au](mailto:lisa.manzoney@act.gov.au)

### **Access Canberra**

#### **Transport Solutions and Enforcement**

#### **Public Transport and Audit**

#### **Regulatory Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23601)**

Gazetted: 13 February 2019

Closing Date: 27 February 2019

Details: The Public Transport and Audit Team is responsible for providing information to individuals, businesses and the community to ensure they are informed about their regulatory obligations to minimise any harm to individuals or the broader community. The team also conducts appropriate compliance and enforcement activities. The successful applicant will be responsible for managing the accreditation and licensing of public passenger services operating in the ACT and the compliance of those operators with the legislative requirements. So if you have excellent communication and people skills, the ability to provide great customer service in a regulatory environment, a good sense of humour and enjoy working in a small supportive team then this position may suit you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.



Note: Selection may be based on application and referee reports only. If you wish to find out more about the position, please call the Contact Officer.

How to Apply: Applicants are asked to supply a two page pitch detailing your ability, ingenuity, experience and qualifications and how they make you the best person for this role; a current Curriculum Vitae; and contact details of at least two referees. Applicants should send their applications through 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)

## **Shared Services**

### **Finance and Payroll**

### **Debt Management**

#### **Debt Management Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 07705, several)**

Gazetted: 12 February 2019

Closing Date: 27 February 2019

Details: Shared Services Debt Management is currently seeking an enthusiastic and organised individuals for the role of Debt Management Officer. The position is responsible for delivering efficient, timely collection of territory owed debt, a commitment to quality customer service, a high level of attention to detail, and the ability to exercise sound judgement, flexibility, tact and discretion. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Previous experience in a debt management/collection officer/recovery role or experience in a complaints, dispute resolution environment would be highly regarded.

How to Apply: Candidates are requested to review the duties outlined in the Position Description and submit an Expression of Interest (one page maximum), highlighting their skills in the areas of: Experience in debt recovery functions along with a Curriculum Vitae to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Robert Miller (02) 6207 8119 [robert.miller@act.gov.au](mailto:robert.miller@act.gov.au)

## **Access Canberra**

### **Licensing and Registration**

### **Construction and Workplace Licensing**

#### **Licensing Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 12523, several)**

Gazetted: 11 February 2019

Closing Date: 25 February 2019

Details: The Licensing and Registration Branch of Access Canberra are seeking motivated and capable individuals to join the Construction and Workplace Licensing Team to support the licensing and registration functions performed by the team. The Construction and Workplace Licensing Team is responsible for the assessment and issue of licences and registrations relating to construction, architects, items of plant, construction induction, asbestos and union entry permits. The Construction and Workplace Licensing Team perform their regulatory functions as delegates of the: Construction Occupations Registrar; the Regulator of Work Health and Safety; the Registrar of the ACT Architects Board. The team also works closely with the compliance teams of Access Canberra. The preferred candidate will be able to read, interpret and apply legislation as well as internal policies and procedures in carrying out their duties with limited supervision. It will also be necessary to have a great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high pressure environment whilst liaising with a diverse range of internal and external stakeholders. Access Canberra is a dynamic workplace with a changing workforce and the desire to adapt through ongoing personal and professional development is desirable quality of prospective candidates. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applications are to be in the form of a two page pitch, based on your greatest achievement in the last five years, outlining how your skills, qualifications and experience make you an ideal candidate for the role. Applicants are also required to provide a resume and contact details of two referees. Your application should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Kym Radic (02) 6207 8096 [kym.radic@act.gov.au](mailto:kym.radic@act.gov.au)

## **Shared Services**

### **Finance and Payroll Services**

#### **Payroll Services**

##### **Senior Manager Payroll Services**

###### **Senior Officer Grade A \$137,415, Canberra (PN: 09751)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: This senior leadership position within Shared Services is responsible for leading and managing payroll teams in a dynamic and fast paced environment. The role requires a HR leader who can inspire, energize and positively influence team outcomes, and who possesses an innate ability to model the values of the ACT Public Service. Effective employee and stakeholder engagement is a critical enabler in the performance of this role, as is a genuine values-based leadership style. This role requires a leader with a strong, considered and engaging people focus in order to build individual capability and successfully deliver, support and drive cultural change in times of disruption. The role requires a HR leader who has experience in managing payroll activities in a complex and large environment, is strategic in approach and has a desire to achieve customer service excellence. 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 and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a two-page pitch outlining your experience against the Selection Criteria and capabilities, including your most notable achievements, along with your current resume. Applications close at midnight 21 February 2019. Applications are to be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Calvin Robinson (02) 6205 3819 [calvin.robinson@act.gov.au](mailto:calvin.robinson@act.gov.au)

## **Access Canberra**

### **Assistant Director, WHS Compliance and Enforcement Reform Program (WHSCERP)**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42354)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: We are seeking a high performing Assistant Director for a position with the WHS Compliance and Enforcement Reform Program (WHSCERP) project team within Access Canberra. WHSCERP has been established to deliver a program of reforms to the management of compliance and enforcement of work health and safety (WHS) obligations in the ACT that will improve workplace safety standards and performance. To be successful in this position you will be highly motivated and possess high level knowledge, capacity and skills for formulating policy and strategies, well-developed communication skills, high level organisational skills and the ability to effectively plan and manage programs and projects. The Assistant Director is required to operate and deliver under limited supervision, exercise initiative in a dynamic work environment and work under pressure to meet tight deadlines. 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: Relevant tertiary qualifications are desirable but not essential.

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

Selection may be based on application and referee reports only.

How to Apply: Interested applicants are asked to send a copy of their Curriculum Vitae, contact details for at least two referees and a written response of up to two pages addressing the Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Maree Keft 0481 011 778 [maree.keft@act.gov.au](mailto:maree.keft@act.gov.au)

**Workplace Protection**

**Utilities Technical Regulation**

**Senior Engineer**

**Senior Professional Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38139, several)**

Gazetted: 11 February 2019

Closing Date: 25 February 2019

Details: The Utilities Technical Regulation (UTR) team within Access Canberra supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. In a dynamic and rapidly changing environment, particularly within the energy sector and with the delivery of light rail, UTR is currently engaged in a range of exciting regulatory and policy initiatives. In addition to relevant technical qualifications and experience, the successful candidate must have well developed communication skills and be able to work with a multi-disciplinary team to provide clear advice to the Technical Regulator, Minister and a range of stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a permanent vacancy. There is a possibility of an additional temporary position, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only, and where interviews are held there will be an assessment task.

How to Apply: Applications addressing responses to Selection Criteria and Curriculum Vitae are sought from engineers with suitable experience to deliver complex regulatory outcomes.

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

Contact Officer: Simon Grice (02) 6205 3078 [simon.grice@act.gov.au](mailto:simon.grice@act.gov.au)

**Access Canberra**

**Manager (Communications), WHS Compliance and Enforcement Reform Program (WHSCERP)**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42360)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: We are seeking a high performing Manager (Communications) for a position with the WHS Compliance and Enforcement Reform Program (WHSCERP) project team within Access Canberra. WHSCERP has been established to deliver a program of reforms to the management of compliance and enforcement of work health and safety (WHS) obligations in the ACT that will improve workplace safety standards and performance. To be successful in this position you will be highly motivated and have proven experience in sourcing, writing and editing communication materials for a range of channels, including print and online media, experience in developing and implementing high quality integrated communication strategies, and possessing the ability to interact efficiently and effectively with a range of internal and external stakeholders. The Manager (Communications) is required to operate and deliver under limited supervision, exercise initiative in a dynamic work environment and work under pressure to meet tight deadlines. The Manager (Communications), WHSCERP will manage communications for WorkSafe ACT as it is established as an independent entity. The role is not responsible for WorkSafe ACT's operational communications 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. Eligibility/Other Requirements: Relevant tertiary qualifications, and/or a minimum of five years' experience in a communications role are essential.

Note: This position is being re-advertised. Previous applicants need not reapply and will be considered. This is a temporary position available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Interested applicants are asked to send a copy of their Curriculum Vitae, contact details for at least two referees and a written response of up to two pages addressing the Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Maree Keft 0481 011 778 [maree.keft@act.gov.au](mailto:maree.keft@act.gov.au)

### **Access Canberra**

#### **Manager (Change Management), WHS Compliance and Enforcement Reform Program (WHSCERP) Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42355)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: We are seeking a high performing Manager (Change Management) for a position with the WHS Compliance and Enforcement Reform Program (WHSCERP) project team within Access Canberra. WHSCERP has been established to deliver a program of reforms to the management of compliance and enforcement of work health and safety (WHS) obligations in the ACT that will improve workplace safety standards and performance. To be successful in this position you will be highly motivated and have proven experience working in a change management environment, experience in developing and implementing high quality change management strategies and possessing the ability to interact efficiently and effectively with a range of internal and external stakeholders. The Manager (Change Management) is required to operate and deliver under limited supervision, exercise initiative in a dynamic work environment and work under pressure to meet tight deadlines. 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: Relevant tertiary qualifications are desirable but not essential.

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

How to Apply: Interested applicants are asked to send a copy of their Curriculum Vitae, contact details for at least two referees and a written response of up to two pages addressing the Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Maree Keft 0481011778 [maree.keft@act.gov.au](mailto:maree.keft@act.gov.au)

### **Property and Venues**

#### **Venues Canberra**

##### **Manager - Major Events and Projects**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41912)**

Gazetted: 08 February 2019

Closing Date: 22 February 2019

Details: Venues Canberra is responsible for hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, Manuka Oval, and Stromlo Forest Park. The position of Manager - Major Events and Projects reports to the Chief Operating Officer and will lead the development of Venues Canberra's responses to major event opportunities. The successful applicant will have experience working on major sporting events and be able to report on budget and risk and engage with stakeholders. Excellent communication skills are required to negotiate, manage relationships and to ensure cross government coordination. 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 resume, Application Coversheet and address the Selection Criteria and send the application to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Matthew Elkins (02) 6256 6708 [matthew.elkins@act.gov.au](mailto:matthew.elkins@act.gov.au)

### **Community Services**

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

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

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

### **Child Development Service**

#### **Speech Pathologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36129 several)**

Gazetted: 13 February 2019

Closing Date: 1 March 2019

Details: The Child Development Service focuses on identifying developmental delays for children 0-6 years and autism assessment to age 12 years. The Speech Pathologists in these positions will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will screen children to identify those at risk of developmental delay, and support their movement through the service system. They may also be involved in the provision of autism assessments within a multidisciplinary team.

Community Services 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 a 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: Essential Tertiary qualification in Speech Pathology; eligible for Membership of Speech Pathology Australia; and have current drivers licence. 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: There are several positions available, permanent and temporary with the possibility of extension up to less than 12 months and/or permanency. Part-time hours will be considered. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Sophia Hehir (02) 6205 5199 [sophia.hehir@act.gov.au](mailto:sophia.hehir@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.

### **Inclusion and Participation**

#### **Manager, Service Funding Support**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 12081)**

Gazetted: 13 February 2019

Closing Date: 27 February 2019

Details: The Community Services Directorate is seeking a Manager for the Service Funding Support team. The Manager is responsible for the direct operation of the Service Funding Support unit and will supervise team performance to ensure accurate and timely delivery of business unit commitments. The successful applicant will have strong experience in public sector procurement and contracting processes, including experience in the human services sector. They will hold a high level of knowledge and understanding of procurement principles, policies, legislation and administration, including analytical skills for investigating procurement problems and providing solutions. The position involves working under limited supervision, and reports to the Director, Community Relations and Funding Support. 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: Applicants are required to submit 4 items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current Curriculum Vitae; and 4) the names and contact details of two referees.

Contact Officer: Sarah Conway (02) 6207 1048 [sarah.conway@act.gov.au](mailto:sarah.conway@act.gov.au)

### **Cultural Facilities Corporation**

#### **Canberra Museum and Gallery**

##### **Curator Social History**

**Professional Officer Class 1 \$64,616 - \$78,414, Canberra (PN: 13973)**

Gazetted: 07 February 2019

Closing Date: 14 February 2019

Canberra Museum and Gallery (CMAG) is seeking an experienced curator to join our Social History team for a fixed term until 21st July 2019.

We're looking for an enthusiastic museum professional with the skills to research and write about the history of the Canberra region and communicate that history through exhibitions and associated activities. You will be experienced in the planning and delivery of exhibitions and have a sound knowledge of collection management systems. An interest in, and understanding of Aboriginal and Torres Strait Islander peoples and their contribution to the history and cultural life of the ACT is desirable.

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

Note: Applicants must submit a written statement addressing the selection criteria.

Contact Officer: Rowan Henderson 6207 2182 rowan.hensersonl@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

### **ACT Historic Places**

#### **Caretaker**

#### **General Services Officer Class 7 \$59,230 - \$62,549, Canberra (PN: 9008)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

ACT Historic Places is looking for a skilled trade's person to assist with management, conservation, repairs and maintenance at three historic sites, Lanyon, Calthorpes' House and Mugga. The role encompasses a variety of tasks and knowledge and experience of heritage management in the preservation, repairs and daily maintenance of the three sites, including liaising with contractors is required. You will be required to undertake repairs and maintenance to buildings and grounds as required and in accordance with appropriate schedules and Conservation Management Plans and undertake pest and weed control measures as required. The successful candidate will possess a proven ability to work independently and as part of a high performing team.

Eligibility/Other Requirements: Experience with or ability and willingness to undertake training in the use of chemicals, farm and building equipment. Unrestricted C Class Australian state/territory driver's licence.

Note: This is a part-time position at 24 hour per week. Salary will be pro rata for part-time hours. Applicants must submit a written statement addressing the Selection Criteria.

Contact Officer: Greg Roberts 0409 405 753 greg.roberts@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

### **Education**

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

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

#### **Business Services Division**

#### **Infrastructure and Capital Works**

#### **Repairs and Maintenance**

#### **Project Officer**

#### **Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 36860)**

Gazetted: 12 February 2019

Closing Date: 26 February 2019

Details: The Education Directorate is seeking an experienced Project Officer to join a highly skilled and diverse team in the Repairs and Maintenance team of the Infrastructure and Capital Works branch. The successful applicant will manage the planning and delivery of minor works in schools and assist schools with their asset management obligations. Good oral and written communication skills, project management experience (including financial management) and the ability to work within a diverse and flexible team will be required in this role. The



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

Eligibility/Other Requirements: Prior to commencing 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); a current drivers licence, building knowledge or project management experience; a White Card (or ability to obtain) and Asbestos Awareness Training (or ability to obtain).

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

How to Apply: Interested applicants should send their Curriculum Vitae, Application Coversheet and Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Ilona Wickham (02) 6207 0071 [ilona.wickham@act.gov.au](mailto:ilona.wickham@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.

### **System Policy and Reform**

#### **Office of the Deputy Director-General, System Policy and Reform**

#### **Executive Support Intergovernmental Relations**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37070)**

Gazetted: 07 February 2019

Closing Date: 19 February 2019

Details: We are looking for a self-motivated, highly organised person with excellent interpersonal skills and a capacity to negotiate and liaise with a range of people and organisations within the Directorate and nationally. Also critical is the ability to work autonomously, and maintain focus and prioritise competing demands in periods of peak workload. If this sounds like you then we welcome your application to join our high performing team in this important position. 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: Knowledge of the Council of Australian Government's Education Council and associated governance and processes, or equivalent, would be an advantage. 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 commencing March 2019 for a period of up to less than 12 months. Selection may be based on application and referee reports only.

How to Apply: All applications should include the Application Coversheet, resume and a two page document addressing the Selection Criteria. Applications should be send to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Brooke Jermyn (02) 6205 9172 [brooke.jermyn@act.gov.au](mailto:brooke.jermyn@act.gov.au)

### **Business Services**

#### **Executive Support Officer to Executive Group Manager**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40199)**

Gazetted: 13 February 2019

Closing Date: 18 February 2019

Details: The position of Executive Support Officer provides high level executive administrative support to the Executive Group Manager, Business Services. The position occupant will require excellent oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders. The position requires a flexible and adaptable approach to tasking to ensure the work of the Executive Group Manager progresses in a timely and efficient manner. The successful applicant will be required to manage electronic work flow systems and record keeping. The ACT Public Service supports workforce diversity and is committed to

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

Note: This is a temporary position available as soon as possible until 31 May 2019 with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Applicants are to submit a one to two page Expression of Interest and a current Curriculum Vitae.

Contact Officer: Christina Myers (02) 6205 5062 christina.myers@act.gov.au

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Gungahlin College**

##### **Information Technology Officer**

##### **Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 21057)**

Gazetted: 12 February 2019

Closing Date: 28 February 2019

Details: Love working in IT in a fast-paced environment? Gungahlin College is looking for an Information Technology Officer to be the first point of contact for staff and students. You must have excellent communication skills, experience in troubleshooting IT issues and the ability to work well in both large and small teams.

Note: This is a temporary position available for a period of 12 month period with the possibility of extension and/or permanency. This position works 8.30am-4.51pm daily (some flexibility may be negotiated), including school holidays.

How to Apply: Please submit an application (Curriculum Vitae, Statement Addressing the Criteria and Cover Page) to jobs@act.gov.au

Contact Officer: Stephannie Dormer (02) 6142 1000 stephannie.dormer@ed.act.edu.au

## **Office for Schools**

### **Tuggeranong Network**

#### **Namadgi School**

##### **Classroom Teacher - Food Technology**

##### **Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 20774)**

Gazetted: 08 February 2019

Closing Date: 22 February 2019

Details: Namadgi School is seeking a motivated, relationship driven Classroom Teacher to join our secondary sector. This position is for a qualified Food Technology Classroom Teacher with Hospitality Certification. Potential applicants should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build effective relationships with students and their families and have a commitment to meeting the academic and social needs of a diverse range of learners.

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)

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

How to Apply: Applications to be sent to jobs@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.

Contact Officer: Tiffany Mahon (02) 6142 0900 tiffany.mahon@ed.act.edu.au

## **Office for Schools**

### **South and Weston Network**

#### **Melrose High School**



### **Business Manager**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 00515)**

Gazetted: 13 February 2019

Closing Date: 27 February 2019

Details: Applications are sought for the position of Business Manager at Melrose High School. The Business Manager will support the Principal and school Executive with the School Strategic Plan, Financial Management, Human Resources, Risk and Compliance Management. The ideal candidate will have demonstrated high level management and coaching skills; ability to communicate effectively with all stakeholders ensuring high quality customer service and will lead change management processes with the administrative team. The position requires liaison with, and support for the Principal to ensure continuity in educational delivery across the school as it moves to a 21st century learning environment. The Business Manager has a key and collaborative role as a member of the executive team, responds to, interprets and provides strategic reporting, data and analysis, to both the Principal and School Board. Further duties include supervision responsibility for, and development of, administrative officers engaged in various designated roles and assist each with personal performance and professional development.

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

How to Apply: Applicants should submit their statement against the Selection Criteria, Application Coversheet, a current Curriculum Vitae and two signed referee reports to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Simon Vaughan (02) 6142 0700 [simon.vaughan@ed.act.edu.au](mailto:simon.vaughan@ed.act.edu.au)

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

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

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

#### **Planning Delivery**

##### **Planning Support and ACAT Coordination, Merit Assessment, Deed Management Development Assessment Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40230)**

Gazetted: 08 February 2019

Closing Date: 15 February 2019

Details: Planning Support and ACAT Coordination, and Merit Assessment is looking for a highly motivated person to undertake a range of development assessment and ACAT support. The positions require an ability to analyse and assess complex issues, liaise with stakeholders and the general public and provide recommendations to senior management. As a Senior Officer within the Planning Delivery Division, you will be responsible for assisting managers with the leadership of the Division and setting a positive example in providing exceptional customer service to the community and will actively contribute to a culture of innovation and improvement. You must be a team player, with the ability to work independently and identify and implement solutions to problems. The successful applicant will require: experience and/or a thorough understanding of development assessment and the leasehold system, and Tribunal process; well-developed written and oral communication skills; capacity to analyse issues and exercise sound judgement in making decisions; an ability to consistently meet deadlines; demonstrated ability to work effectively, both independently or as part of a team and to contribute to a positive team culture; and an ability to consistently display high quality customer service principles, practices and attributes.

Note: A merit pool will be established from this selection process and may be used to fill future similar vacancies based on skills and experience 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: An Application Coversheet, a written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details must be submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Jonathan Teasdale (02) 6207 0316 [jonathan.teasdale@act.gov.au](mailto:jonathan.teasdale@act.gov.au)

**Planning Delivery**

**Planning Support and ACT Coordination**

**Development Assessment Leasing**

**Assessment Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 31381, several)**

Gazetted: 08 February 2019

Closing Date: 15 February 2019

Details: Planning Support and ACAT Coordination, Merit Assessment and Deed Management are looking for highly motivated people to undertake a range of development assessment and ACAT support. The positions require an ability to analyse and assess complex issues, liaise with stakeholders and the general public and provide recommendations to senior management. As a Senior Officer within the Planning Delivery Division, you will be responsible for assisting managers with the leadership of the Division and setting a positive example in providing exceptional customer service to the community and will actively contribute to a culture of innovation and improvement. You must be a team player, with the ability to work independently and identify and implement solutions to problems. The successful applicants will require experience and/or a thorough understanding of development assessment, and Tribunal process; well-developed written and oral communication skills; capacity to analyse issues and exercise sound judgement in making decisions; an ability to consistently meet deadlines; demonstrated ability to work effectively, both independently or as part of a team and to contribute to a positive team culture; and an ability to consistently display high quality customer service principles, practices and attributes.

Note: There is one permanent position and one temporary position available as soon as possible until 30 April 2019 with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies based on skills and experience over the next 12 months. These positions 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 email to [jobs@act.gov.au](mailto:jobs@act.gov.au) an Application Coversheet, a written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Jonathan Teasdale (02) 6207 0316 [jonathan.teasdale@act.gov.au](mailto:jonathan.teasdale@act.gov.au)

**Planning, Land and Building Policy**

**Land Supply and Policy**

**Land Economics and Strategy**

**Senior Manager**

**Senior Officer Grade A \$137,415, Canberra (PN: 18985)**

Gazetted: 13 February 2019

Closing Date: 27 February 2019

Details: Are you passionate about sustainable land development? Are you seeking an opportunity in which you'll make a critical and positive contribution to the ACT's economy? The position of Senior Manager, Land Economics and Strategy needs a passionate and dedicated individual, committed to working collaboratively with Government policy and a wide range of stakeholders to deliver and monitor a pipeline of land and development opportunities for the ACT. The position's main responsibility is to lead the development and implementation of the Government's Land Release Program. The position also involves the management of a small team of talented individuals who take on a wide range of tasks, including: the development of policy for land development, working with the Planning Policy team and wider inter-governmental stakeholders to deliver outcomes in response to Government policy and commitments, the provision of strategic advice on complex land use and land development issues and site identification for a range of purposes in line with Government policy and commitments. The successful applicant for this position must demonstrate experience in providing high quality research, analysis and advice on land use issues; the preparation of complex briefings and correspondence on a range of matters related to land economics and land delivery or release, lead the development of Cabinet Submissions focused on a range of matters; and deliver major policy and project outcomes. We are seeking a dynamic and enthusiastic person who has a passion for land economics and demonstrates strong skills and experience suitable for a wide-ranging, multi-stakeholder land use, planning and policy development environment. Eligibility/Other Requirements: Tertiary qualifications in economics, land economics or a related field would be advantageous.

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 asked to provide an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details to [jobs@act.gov.au](mailto:jobs@act.gov.au).

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

## **Sustainability and the Built Environment**

### **Urban Renewal**

#### **Asbestos Response Taskforce**

#### **Finance Manager**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 34864)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: The Urban Renewal Branch is a delivery arm of the Environment, Planning and Sustainable Development Directorate (EPSDD). In line with the ACT Government's broader urban renewal agenda, the Urban Renewal Branch is responsible for undertaking significant programs relating to the renewal and revitalisation of the ACT's urban areas, along with delivering smaller projects to renew parts of the city's existing suburbs. The Asbestos Response Taskforce within the Urban Renewal branch is seeking expressions of interest from highly motivated individuals to undertake the finance functions of the Loose Fill Asbestos Insulation Eradication Scheme and Urban Renewal branch more generally. The successful applicant will be required, under limited direction, to: Develop economic/financial models to assess financial feasibility and provide strategic financial advice for developing budget bids, business cases, Cabinet submissions, etc; provide finance assurance services for the Asbestos Response Taskforce and Urban Renewal; develop and manage internal cost centre budgets; monitor and provide advice to Senior Executives on Urban Renewal's financial position, undertaking ongoing reconciliation, investigation and detailed analysis of Oracle financial management reports, taxation treatment and overseeing financial processing; coordinate complex financial management tasks including preparing monthly financial reports, management of transfers of assets between entities and ensuring the provision of quality assurance, maintenance of records, and timely flow of financial information to Strategic Finance; manage projects and property sales, including monitoring and reporting on project progress and administration of contracts; build effective relationships with key stakeholders including Treasury, EPSDD Strategic Finance and clients, both internal and external, to deliver optimal solutions in line with ACT Government strategic priorities; maintain records in accordance with the *Territory Records Act* and other finance and project management duties as directed.

Eligibility/Other Requirements: Management background in finance/accounting is highly desirable.

Note: This is a temporary position available asap until 31 July 2019 with the possibility of extension up to less than 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

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

How to apply: Please email an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Chloe Howorth (02) 6205 0402 [chloe.howorth@act.gov.au](mailto:chloe.howorth@act.gov.au)

## **Independent Competition and Regulatory Commission**

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

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

### **Finance Manager**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42407)**

Gazetted: 13 February 2019

Closing Date: 6 March 2019

Details: The ACT's economic regulator, the Independent Competition and Regulatory Commission, is seeking a part-time finance manager to undertake a range of budget and financial management functions, including financial analysis and reporting, budget preparation and monitoring, cash flow management, internal financial controls and financial risk management, GST and FBT calculations, and provision of financial advice and support as required. The finance manager will report directly to the Chief Executive Officer and will regularly present to the Commission on budget and financial issues. The Commission offers a flexible, collaborative and collegiate working environment. The Commission undertakes a broad range of functions to promote competition and protect the interests of ACT consumers, including setting regulated prices for retail water and electricity services, ensuring non-discriminatory access to monopoly infrastructure, providing economic advice to the ACT Government, licensing utility services and ensuring compliance with licence conditions. You will have relevant qualifications and experience, strong verbal and written communication skills, a professional and collaborative working style, and the ability to work effectively under minimal supervision within a small specialist agency. 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 accounting, finance or commerce are highly desirable. Experience in, or a good understanding of, public sector budgeting and financial requirements will be an advantage.

Note: This is a part-time position, standard hours are 12 hours per week (November to February) and 16 hours per week (March to October), reflecting the budget and annual reporting cycles. The full-time salary noted above will be paid pro rata. Additional hours may be required during busy periods.

How to apply: Please submit a completed application form with your resume and a response (of no more than one A4 page) to each of the selection criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Annette Weier (02) 6207 3150 [annette.weier@act.gov.au](mailto:annette.weier@act.gov.au)

## **Justice and Community Safety**

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

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

### **Emergency Services Agency**

#### **ACT Rural Fire Service**

#### **Membership Support Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 07615)**

Gazetted: 12 February 2019

Closing Date: 19 February 2019

Details: Are you passionate about data? Do you have an incredible eye for detail? Are you someone who loves dealing with people and is interested in the volunteer workforce? If so, you could be exactly the person we are looking for. Applications are sought from energetic, positive and highly motivated people to temporarily fill the vacancy of Membership Support Officer with the ACT Rural Fire Service. The successful candidate will be responsible for a range of administrative functions related to supporting our volunteer membership, including but not limited to facilitating new member recruitment and registrations, maintaining training records, data entry and analysis, and processing service related awards and medals. To be successful in this role you will be an experienced and accurate record keeper, have excellent communication skills and be accustomed to working in a fast paced, rapidly changing environment.

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). Relevant qualifications and experience in Training and Education and experience supporting a volunteer workforce is desirable; a current driver's licence.

Note: This is a temporary position available for an immediate start until 16 August 2019 with the possibility of extension. This position is based at the Emergency Services Agency (ESA) Headquarters located at Fairbairn and requires the successful applicant to undertake duties outside normal business hours and on weekends.

How to Apply: Applications should include: 1) A Curriculum Vitae which provides a summary of work history and qualifications (no longer than two pages). 2) A three page statement of achievements outlining your capability to meet the six Selection Criteria listed in the Position Description for the Membership Support Officer role with the ACT Rural Fire Service.

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

Contact Officer: Kirsten Galafassi (02) 6207 8473 [kirsten.galafassi@act.gov.au](mailto:kirsten.galafassi@act.gov.au)

## **ACT Corrective Services**

### **Corporate Services**

#### **People and Culture**

##### **People and Culture Team Leader**

###### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38631)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the position of People and Culture Coordinator (Senior Officer Grade C). The successful applicant will be responsible for delivering all facets of Human Resource (HR) activities for the agency including recruitment, roster, bulk recruitment and the provision of award information. You will also provide line management of the roster staff and generalist human resource staff and excellent customer service, ensuring a high level of support, guidance and advice to all levels of the organisation in managing their HR needs. Further to this, you will support a full range of HR services including Health and Safety, Worker's Compensation and Return to Work, employee relations, recruitment administration, payroll enquiries and change initiatives. The successful applicant will be expected to demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Note: This is a temporary vacancy available ASAP for up to 12 months.

How to apply: Applicants are required to submit four items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; and 4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Megan Vincent (02) 6205 1754 [megan.vincent@act.gov.au](mailto:megan.vincent@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)**

### **Transport Canberra**

#### **Public Transport Operations**

##### **Fleet Services**

###### **Maintenance Planner - Belconnen Workshop**

###### **EGSO9.1 - EGSO9.7 \$83,111 - \$93,924, Canberra (PN: NMW002)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: Transport Canberra is seeking an experience person to fill the role of Maintenance Planner. This position is based at Belconnen Workshop and is required to work under the direction of the North Region Maintenance Manager. The successful applicant will be responsible for supporting the operations of Transport Canberra's bus fleet, oversee daily maintenance tasks on vehicles and equipment, allocating, supervising, and monitoring maintenance tasks allocated to staff in order to meet bus peak requirements and provide supervisory and technical advice as required to workshop staff. The position will be required to liaise with both internal and external customers and service providers to ensure consistent delivery and at times is required to work under time pressures.

Eligibility/Other Requirements: Relevant trade qualifications and/or certificates are mandatory. Permanent Resident of Australia. Possession of a current driver's licence and the ability to obtain and hold an Transport Canberra yard licence. The ability to work rotating shifts. Successful applicants will be subject to successful completing a language, literacy and numeracy test, pre-employment medical and Police Consent form.

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

How to Apply: Applicants are requested to submit an application addressing the Selection Criteria, current Curriculum Vitae and completed Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Paul Mascord (02) 6205 8278 [paul.mascord@act.gov.au](mailto:paul.mascord@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.

## **Finance Legal and Sustainability**

### **Finance**

#### **Finance Business Partners**

##### **Senior Finance Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33120)**

Gazetted: 07 February 2019

Closing Date: 14 February 2019

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. The Finance Branch is led by the Senior Finance Officer (CFO) and is a branch within the Finance, Legal and Sustainability Division. We are seeking a motivated and well organised person to fill the role of CFO. This position provides financial management support to the City Operations business units. The successful applicant will have strong communication skills and high level of computing skill and demonstrate the ability to perform a range of finance duties.

Note: This is a temporary role available ASAP until the end of September 2019 with the possibility of extension.

Selection may be based on application and referee reports only.

How to Apply: Please apply with a Curriculum Vitae and a brief statement (maximum two pages) outlining your suitability for the role.

Contact Officer: Manoj Duraibabu (02) 6205 4815 [manoj.duraibabu@act.gov.au](mailto:manoj.duraibabu@act.gov.au)

## **City Services**

### **Licensing and Compliance**

#### **Public Land Use**

##### **Public Use Officer**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 25884)**

Gazetted: 13 February 2019

Closing Date: 27 February 2019

Details: Expressions of Interest are sought to undertake the role of Bookings Officer based at the Fyshwick Office. City Services (CS) is a Branch within Transport Canberra and City Services (TCCS), responsible for the planning and management of public places, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and places, and maintains the look of the city scape. TCCS is seeking expressions of interest from suitably qualified applicants to fill a temporary position within the Land Use Unit. This position will be the initial point of contact for public and agency enquiries relating to the use of unleased territory land on the TCCS estate. It will also be responsible for processing applications using an Access database for events such as construction / community activities and private functions within the estate. The position will work within a small team and report directly to Public Use Coordinator.

Eligibility/Other Requirements: Current driver's licence and knowledge of the TCCS estate land is desirable.

Experience in working in a customer service environment is highly desirable, but not essential.

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

Selection may be based on application and referees only.

How to Apply: Candidates should include a supporting statement of no more than two pages addressing the Selection Criteria and the contact details of at least two referees.

Contact Officer: Pamela Ellis (02) 6205 8538 [pamela.ellis@act.gov.au](mailto:pamela.ellis@act.gov.au)

**Transport Canberra**  
**Public Transport Operations**  
**Flexible Transport Office**  
**Special Needs Transport Coordinator**  
**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 34458)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: Are you an energetic person who enjoys helping others? Keen to deliver outstanding customer service? Able to communicate with all types of people? Able to deal with difficult situations? Have a basic understanding of the National Disability Insurance Scheme (NDIS)? Transport Canberra is currently seeking to fill a permanent vacancy within the Flexible Transport Office (FTO). The FTO operates the ACT Government specialised passenger transport services including Special Needs Transport (SNT) school services, the Flexible Bus Service and the Aboriginal and Torres Strait Islander Community Bus. Based in Tuggeranong, the office provides specialised transport to people who cannot access regular bus services because of their age or disability, and provides door to door school transport to students with either a physical or intellectual disability that prevents them accessing regular bus services. Under the supervision of the SNT Manager, the SNT Coordinator assists with the effective administration service delivery of school and specialised transport across the Territory using a fleet of wheelchair equipped mini buses. You will be required to liaise with a diverse range of people from the ACT community including the elderly, people with disability, school staff, healthcare professionals and other directorate officers and be confident in conflict resolution. 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: An understanding of the NDIS and the ACT public school system would be beneficial and 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: The position requires someone who is flexible with start and finishing times from as early as 7.15am on any given day and finishing time as late as 4.30pm. No weekend work is required.

How to Apply: Applicants should provide a Resume, Application Coversheet and responses to the Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Kim Bryant (02) 6205 9383 [kim.bryant@act.gov.au](mailto:kim.bryant@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 Operations**  
**City Presentation**  
**Place Management**  
**Team Leader**  
**General Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 42301)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: The Team Leader City Centre will report directly to the Supervisor City depot and will work cooperatively with the city centre place manager in the City Renewal Authority's city activation team. The Team Leader will act as the go between the City Renewal Authority and Place Management Section of City Presentation ensuring that improved city presentation standards as outlined in the City Presentation/City Renewal Authority's memorandum of understanding (MOU) are delivered in addition to current baseline service provided by existing TCCS teams. The successful applicant will provide a full time presence in the City Centre and Braddon Precinct and will be responsible for assisting with event set-up, programming work and arranging for timely place maintenance and repairs to public assets and infrastructure. The successful applicant will work closely with the City Renewal Authority's city centre place manager and will liaise as required across agencies with Roads ACT, Icon, City shop holders, Action and Tele-communications companies as required. The ACT Public Service supports workforce



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

Eligibility/Other Requirements: Preparedness to wear a uniform; current drivers licence is mandatory, medium rigid (MR-class) preferred; Workplace Health and Safety Induction (White Card); ability to undertake the physical requirements of the tasks listed above and ability to lift weight up to 10kg.

Note: This is a temporary position commencing late March 2019 for a period of 12 months with the possibility of extension for a further two years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applications must include a written response to the Selection Criteria, a Resume and names and contact details of at least two referees. Applications must be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Julie Garbode (02) 6207 2283 [julie.garbode@act.gov.au](mailto:julie.garbode@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**

### **Yarralumla Nursery**

#### **Wholesale Nursery Worker**

#### **General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: 46040, several)**

Gazetted: 12 February 2019

Closing Date: 26 February 2019

Details: Yarralumla Nursery is the largest wholesale production plant nursery in the Capital Region. We are currently seeking an innovative, motivated and suitably experienced persons to fill several positions for a nursery worker in our production and sales teams. The successful applicants must also be able to demonstrate the ability to contribute positively within a team environment and work independently with limited supervision where required. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: It is desirable but not essential that the successful applicants have experience in the plant nursery or landscape industry and display high quality customer service practices. It is highly desirable that the successful applicant hold a manual drivers licence.

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

How to Apply: Please send your application addressing the Selection Criteria and other relevant documents to [jobs@act.gov.au](mailto:jobs@act.gov.au). For further information on how to submit your application, please go to

[www.jobs.act.gov.au/how-we-hire/submit-your-application](http://www.jobs.act.gov.au/how-we-hire/submit-your-application)

Contact Officer: Belinda Ryan (02) 6207 8230 [belinda.ryan@act.gov.au](mailto:belinda.ryan@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.

## **Finance, Legal and Sustainability**

### **Finance**

#### **Finance Business Partners**

#### **Finance Analytics Specialist**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14141)**

Gazetted: 07 February 2019

Closing Date: 21 February 2019

Details: The Finance Analytics Specialist is responsible for providing management and Finance team with financial management analysis and information to make business operational and strategic decisions. The position is responsible for developing information driven insights on services and infrastructure maintenance activities of City Services branch to help identify trends and opportunities and provide solutions based on these insights. This



position is allocated a nominal business unit portfolio to provide finance business support but portfolios may change depending on business needs.

Note: This is a temporary position available ASAP until 30 September 2019 with the possibility of extension.

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

Contact Officer: Manoj Duraibabu (02) 6205 4815 [manoj.duraibabu@act.gov.au](mailto:manoj.duraibabu@act.gov.au)

### **Suburban Land Agency**

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

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

#### **Program Solutions and Business**

##### **Community Development**

##### **Senior Manager, Community Development**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 55550)**

Gazetted: 11 February 2019

Closing Date: 25 February 2019

Details: The Suburban Land Agency is seeking an experienced Senior Manager, Community Development to lead a small team servicing the Agency's Development Delivery groups for greenfield estates and urban redevelopment sites. This is a unique and challenging role that will see you leading a range of community development services, including: identifying and developing innovative strategic community development activities in collaboration with other Suburban Land Agency teams; developing and executing campaigns to drive new resident participation awareness and engagement with their new communities across Canberra; overseeing the implementation of community development activities for a range of land development activities for a range of land development projects, managing external stakeholders; providing advice, negotiating, liaising and consulting with a broad range of internal stakeholders to ensure cross-functional input into community development plans, budgets and project management to deliver high quality and creative outcomes. You will have a key role in delivering the Agency's vision of creating "Great places, where communities thrive".

Eligibility/Other Requirements: Qualifications in Community Development/Marketing or a related discipline.

Drivers Licence. 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 position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to submit an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Neil Bulless (02) 6207 0264 [neil.bulless@act.gov.au](mailto:neil.bulless@act.gov.au)

#### **Finance**

##### **Management**

##### **Senior Manager, Management Accounting**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36974)**

Gazetted: 11 February 2019

Closing Date: 20 February 2019

Details: An exciting opportunity has become available within one of the ACT Government's most interesting agencies. This diverse role offers a unique opportunity to work in a hybrid commercial and government setting. The Suburban Land Agency is going through a period of change and is looking to bolster its capability in the Finance, Valuations and Systems team. We are looking for finance professionals who enjoys a fast paced, dynamic environment. This is a great opportunity for an experienced Management Accountant to take the lead in driving improvements within our management and project accounting space. The ideal candidate will be degree and

CPA/CA qualified, with experience in providing strategic financial advice and driving business improvements. It is essential that you have well developed communication skills with a strong focus on stakeholder management. 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: Degree qualified in a related field and completion or substantial progression towards full membership of CPA Australia or Chartered Accountants Australia and New Zealand.

Note: 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: Please submit an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

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)**

#### **Clinical Services**

##### **Critical Care**

##### **Emergency Department**

##### **Assistant Director of Nursing**

##### **Registered Nurse Level 4.3 \$130,586, Canberra (PN: 14192)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

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

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

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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

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

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services and the Capital Region Retrieval Service.

Overview of the work area and position: The Assistant Director of Nursing (ADON) for the Emergency (ED) Department holds a Senior Nursing Leadership position within the Division of Critical Care. The ADON in consultation with the ED Clinical Director provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within the ED. The ADON for the ED reports to the Director of Nursing within the Division of Critical Care.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency and have experience working at a senior management level

Desirable: An appropriate qualification or experience in the specialty area of Emergency and/or Critical Care Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Carly Silberberg (02) 5124 3077 carly.silberberg@act.gov.au

## **Clinical Services**

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

#### **Department of Neonatology**

##### **Clinical Nurse Manager**

##### **Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22395)**

Gazetted: 14 February 2019

Closing Date: 8 March 2019

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 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 CHS which includes ensuring the delivery of CHS'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. 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 Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community based sectors. The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised maternity and neonatology services for the ACT and surrounding regional areas. As Clinical Nurse Manager you will be leading an exceptional team of neonatal nurses who are passionate about striving to improve outcomes for all neonates and their families. The Department of Neonatology is a tertiary level 6 neonatal service for the ACT and Southern NSW including Intensive Care (NICU), Special Care (SCN) and the retrieval service (ACT NETS). The department is supported by an extensive team of expert clinicians including our unique early discharge program (Neonatal and Parent Support Service), Growth and Development follow up program as well as a Neonatal Lactation Consultant, Neonatal Care Coordinator and an award winning nurse led research team. There are approximately 3,500 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. Reporting to the Assistant Director of Nursing (Neonatology and Paediatrics) the Clinical Nurse Manager will provide nursing leadership and support staff of the Neonatal Intensive Care Unit to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate qualification in Neonatal Nursing

Post graduate qualification in Management and/or Leadership

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Contact Officer: Alison Moore (02) 6142 6351 alison.moore@act.gov.au

**Adult Community Mental Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Canberra Hospital and Health Services  
Therapist - Therapies Team**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 40925)**

Gazetted: 14 February 2019

Closing Date: 21 February 2019

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services 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 Canberra Health Services Quality Strategy and government priorities, and aligning them with Canberra Health Services Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services 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. Mental Health, Justice Health and Alcohol, Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Dhulwa Mental Health Unit; Justice Health Services, and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The successful applicant of the HP3 Therapist position is responsible for conducting skilled clinical assessments and delivering high-intensity psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants). The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

Eligibility/Other Requirements: For Psychology - Mandatory: Hold General Registration with the Psychology Board of Australia; and minimum of 3 years (ideal 5 years) post qualification. Desirable: Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor; and a current driver's licence. For Social Work - Mandatory: Degree in Social Work; Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); Registration under the ACT *Working with Vulnerable People Act 2011*; and a minimum of 3 years (ideal 5 years) post qualification. Desirable: Current driver's licence; and Accreditation as a Mental Health Social Worker with the AASW. For Occupational Therapy - Mandatory: Hold registration with the Occupational Therapy Board of Australia; Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA); and a minimum of 3 years (ideal 5 years) post qualification. Desirable: Current driver's licence; and endorsement as a Better Access to Mental Health Occupational Therapist with OTA. Prior to commencement successful candidates will be required to: Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals; comply with Canberra Health Services occupational screening requirements related to immunisation, and undergo a pre-employment Police check.

Contact Officer: Nikki O'Dwyer (02) 5124 1750 nikki.o'dwyer@act.gov.au

## **Clinical Services**

### **Medicine**

### **Chronic Disease**

### **Dietitian**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 39634)**

Gazetted: 14 February 2019

Closing Date: 21 February 2019

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 Canberra Hospital and Health Services (CHHS) which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. 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 position entails working as part of a Chronic Disease Management inter-disciplinary team to promote positive patient outcomes through the provision of high quality clinical services, case management, health promotion and quality improvement activities and education.

Clinical service delivery may include group and individual therapy for people with morbid obesity.

Interventions provided by the Dietitian within the service may include counselling to improve diet quality, placing patients on closely monitored Very Low Energy Diets, supporting pharmacotherapy and guiding diet post bariatric surgery.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS credentialing requirements for allied health professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Note: This is a temporary position available from March 2019 to October 2019. This position is part-time at 22:03 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Ana O'Rourke (02) 6205 5297 ana.o'rourke@act.gov.au

**Clinical Support Services**

**Logistic Support Services**

**Sterilising Services**

**Business Manager**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 29394)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: About us:

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

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

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 which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with Canberra Health Service'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 Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

Overview of the work area and position:

The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including:

Biomedical Engineering

Clinical Records Service

Medical Physics and Radiation Engineering

Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services)

Pharmacy

Food Services

Domestic and Environmental Services

Sterilising Services

Supply

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

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Pre-Rinse Sterilising Unit (PRSU) at CH

Pre-Rinse Sterilising Unit (PRSU) at CPHB

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

Eligibility/Other Requirements:

Desirable:

Tertiary qualification (or equivalent) in Finance, Accounting, Business Administration or Project Management

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

Experience in working with healthcare setting

Current driver's licence

Please note 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 with the possibility of extension and/or permanency.

Contact Officer: Kavitha Kugathas 0423 296 689 kavitha.kugathas@act.gov.au

## **Clinical Services**

### **Surgery and Oral Health**

#### **Dental Health Program**

##### **Principal Dental Assistant**

##### **Principal Dental Assistant \$72,175, Canberra (PN: 14393)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: About us: Canberra Health Services (CHS) is a 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 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 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.

The Dental Health Program provides services from the ACT Community Health Centres as well as from the Mobile Dental Clinic to eligible adults, children and Youths.

The Principal Dental Assistant is responsible for the supervision and training of Dental Assistants and the provision of high quality infection control protocols as part of a multidisciplinary team. This involves the application of knowledge, skills, professional judgment and initiative in the delivery of routine and complex Dental services, whilst promoting and delivering positive patient outcomes.

Eligibility/Other Requirements:

Mandatory:

Certificate 3 in Dental Assisting

Desirable:

Current driver's licence

Certificate IV in Dental Assisting

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

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*  
Contact Officer: Carmen Connellan 0438 286 944 carmen.connellan@act.gov.au

### **Clinical Services**

#### **Cancer Ambulatory and Community Health Support**

##### **Canberra Region Cancer Centre (CRCC)**

##### **Administration Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 22941)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

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.

An exciting opportunity exists for highly motivated and organised individuals with a high passion for high quality administrative support and customer service, with the possibility of extension or permanency. The Service Coordinator will form part of the Cancer Administrative Leadership Team and will be responsible for coordinating support to one of four clinical streams within the Cancer Services.

Overview of the work area and position: Cancer Services are divided into four clinical streams: Medical Oncology, Radiation Oncology, Haematology and Immunology. Each of the clinical streams is supported by a Service Coordinator. The Service Coordinator will be responsible for leading a small team in providing director support to the clinical director and stream and liaising with other relevant administration staff across the Centre in ensuring the provision of high quality administrative support to clinicians in achieving customer focuses patient care.

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

Contact Officer: Caroline McIntyre (02) 5124 8536 caroline.mcIntyre@act.gov.au

### **Rehabilitation and Specialty Mental Health Services**

#### **Alcohol and Drug Services**

##### **Mental Health, Justice Health**

##### **Registered Nurse, Adult Mental Health Rehabilitation Unit**

##### **Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 27147)**

Gazetted: 14 February 2019

Closing Date: 21 February 2019

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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. The Mental Health, Justice Services, Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within Canberra Health Services and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services; Justice Health Services; and Dhulwa Mental Health Unit. Overview of the work



area and position. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is the largest rehabilitation centre in the ACT and surrounds, with capacity for 140 inpatient beds, 75 day places and additional outpatient services. The hospital will bring together rehabilitation services and specialist staff from many locations across Canberra into one purpose-built location—making it easier for people to access the services they need. On 17 July 2018 two services within Specialty Mental Health services opened at the University of Canberra Hospital; a 20 beds Adult Mental Health Rehabilitation Unit (AMHRU) and a 25 day places Adult Mental Health Day Services (AMHDS). AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. Under the general direction of the AMHRU Clinical Nurse Consultant, the Registered Nurse role within AMHRU is responsible for the provision of individual and group rehabilitation and healthy lifestyle programs with the aim of graduated community re-integration. This involved completing assessments, providing pharmacotherapy, and evidence based and person centred care within a recovery orientated and therapeutic environment. The Registered Nurse role is required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists. This position(s) is required to participate in afterhours, on call and/or rotation roster.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post Graduate Qualification (or equivalent) in Mental Health Nursing, or working towards; previous experience of working in a mental health setting and a 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* and comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (Category A position).

Contact Officer: Susan Jacques (02) 5124 0220 susan.jacques@act.gov.au

## **Clinical Services**

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

#### **Alcohol and Drug Program**

##### **Counsellor**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 28450)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

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 Counselling and Treatment Service (CTS), Alcohol and Drug Service is a part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation. CTS is a free outpatient government service that provides central telephone intake assessment services for all programs offered by Alcohol and Drug Services as well as information and referral to other local and interstate alcohol and other drug treatment services. The core business of CTS is the provision of counselling, psychotherapy and a range of psycho educational and therapeutic groups. Services are offered to people from 12 years throughout the lifespan, with hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders. CTS also offers treatment for a range of psychosocial problems that either result in or derive from the presenting substance use difficulties. Brief interventions are available for people affected by the substance use of a loved one.

CTS utilises a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals.

Client centred care appreciates that clients have the right to set their own goals, draw their own conclusions and make their own choices about treatment.

CTS are a multi skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, counselling and group work to adults. Training and experience in providing Dialectical Behaviour Therapy (DBT) counselling and facilitating DBT groups would be an advantage.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Previous clinical experience is essential

Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy

Current driver's licence

Mandatory:

For Psychology:

Be registered or be eligible for general 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

Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*

For Counselling:

Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

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

Highly desirable for all disciplines:

Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS credentialing requirements for allied health professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Note: This is a temporary position available for a period of six months with the possibility of extension. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Kate Soulsby (02) 5124 1590 kate.soulsby@act.gov.au

## **Clinical Services**

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

**Adult Community Mental Health Services  
Access Mental Health, Health Professional  
Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 40900, several)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

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

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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 (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Rehabilitation and Specialty 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 Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24 hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life threatening risks for people calling the service.

The successful candidate will work under the supervision of senior clinicians to conduct phone and office based triage assessments, of persons who require mental health care. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community.

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

Eligibility/Other Requirements:

Mandatory Qualifications:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

Current driver's licence

For Psychology:

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

Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

Current driver's licence

For Social Work:

Degree in Social Work

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

Registration under the *Working with Vulnerable People Act 2011*

Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS credentialing requirements for allied health professionals

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Note

There may be some driving involved in this role and the successful candidate will be expected to work on a 38 hour, seven day per week 24 hour rotating roster.

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

## Clinical Services

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

#### Office of the Chief Psychiatrist

#### Administration and Tribunal Liaison Assistant

#### Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 36468)

Gazetted: 14 February 2019

Closing Date: 20 February 2019

Detail: About us

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

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

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 Canberra Health Service'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 Canberra Health Services 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

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 people's homes. These services include:

- Rehabilitation and Specialty Services (RSS)
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol & Drug Services (ADS)
- Child & Adolescent Mental Health Services (CAMHS)
- 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 Administration and Tribunal Liaison Assistant provides support to the Director of Training and the Tribunal Liaison Officer including administrative support and attendance at tribunal hearings.

The position will be accountable and responsible to the Director of Clinical Services through an Individual Learning and Development Plan.

MHJHADS aims to be socially inclusive and operates within a recovery-focussed and/or harm minimisation approach.

Eligibility/Other Requirements

Please note 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*

Note

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

Contact Officer: Giorgi Gesini (02) 5124 1730 [giorgi.gesini@act.gov.au](mailto:giorgi.gesini@act.gov.au)

## **Clinical Services**

**University of Canberra Hospital**

**Customer Service Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40234, several)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: About us:

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

Overview of the work area and position

The University of Canberra Hospital (UCH) – Specialist Centre for Rehabilitation, Recovery and Research, is a 140 bed sub-acute care facility providing rehabilitation, aged care and mental health services.

UCH operates under an integrated facility wide administration model delivering administration support to Rehabilitation, Aged and Community Care (RACC) and Mental Health services including reception, booking, scheduling, referral management, ward support and general office administration duties.

Under the direction of the RACC Office Manager, the Customer Service Officer is responsible for the provision of administrative support and customer service functions to support the effective and efficient delivery of UCH services.

Customer Service Officers report directly to the RACC Office Manager and to the respective Clinical Lead for any clinical matters. Customer Service Officers will be required to work in both the Inpatient and Ambulatory Services administration teams.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note:

There are two positions available. One position is permanent full-time and one position is temporary full-time for 10 months with the possibility of extension. These positions may be required to work rotating shifts including weekends, evenings and public holidays.

Contact Officer: Lydia Thomas (02) 5124 8303 [lydia.m.thomas@act.gov.au](mailto:lydia.m.thomas@act.gov.au)

## **Clinical Services**

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

#### **Paediatrics**

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

##### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 19752)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: About us:

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

Overview of the work area and position

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

Paediatrics at Canberra Hospital (PatCH), collocated within the Centenary Hospital for Women, Youth and Children, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department.

There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney.

Under broad direction of the Operations Manager, the Administrative Support Officer role provides administrative support for a number of stakeholders and services within the department of Paediatrics. The Administrative Support Officer is responsible for preparing a range of correspondence, diary and inbox management, providing secretariat support to committees manage meeting room bookings, assisting with human resource and financial management functions as well as other general administrative duties.

Eligibility/Other Requirements:

Desirable:

Previous experience working in the health sector.

Please note 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*.

Contact Officer: Tarryn Guinard (02) 5124 7941 [tarryn.guinard@act.gov.au](mailto:tarryn.guinard@act.gov.au)

## **Clinical Services**

### **Cancer, Ambulatory and Community Health Support**

#### **Canberra Region Cancer Centre Operational Management**

##### **Administration Officer**

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 34363, several)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: About us:

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

The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across Canberra Health Services.

Overview of the work area and position

Cancer services are divided into four clinical streams: medical oncology, radiation oncology, haematology and immunology. Each of the clinical streams is supported by a Service Coordinator. The Administration Officer will be part of a team providing administrative support within the Canberra Region Cancer Service (CRCC).

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes:

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

Contact Officer: Caroline McIntyre (02) 5124 8309 caroline.mcintyre@act.gov.au

**Infrastructure Management and Maintenance**

**Fire Safety and Transport**

**Fire Safety and Transport Support Officer**

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 20249)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 Canberra Health Services 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 Canberra Health Services 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: The Infrastructure Management and Maintenance Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Client Services Security and Emergency (CSSE) is a section of Infrastructure Management and Maintenance Division. CSSE is responsible for the provision of a range of client services, including security, emergency response, fire safety, parking, fleet, and strategic support services to all acute and non-acute activities, including mail services and the delivery of volunteer programs involving the general public, staff, students and medical practitioners.

Reporting to the sub section coordinators, this position will undertake various administration tasks that support the section.

Eligibility/Other Requirements

Mandatory:

A current unencumbered driver's licence.

Desirable:

A sound understanding of parking compliance and enforcement, Fire Training arrangements and fleet management activities.

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

Undergo a pre-employment Police check.

Note: New employees will commence as an Administrative Services Officer Class 2. After 12 months full-time equivalent employment officers may apply to be assessed to be paid at the Administrative Services Officer Class 3. This is a part-time position working 22.55 hours a week over 3 to 4 days per week and the full-time salary noted above will be paid pro-rata. Selection may be based on application only. An order of merit may be established to fill future vacancies at level over the next 12 months. As this is an expected Vacancy, the successful applicant may be offered a temporary position until the position becomes permanently vacant.

Contact Officer: Michael Warylo (02) 5124 9797 michael.warylo@act.gov.au

## **Facilities Management**

### **Infrastructure Management and Maintenance**

#### **HVAC and Refrigeration Trade Assistant**

#### **Facilities Service Officer Level 5 \$52,606 - \$55,221, Canberra (PN: 28728)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

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 Health Services 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 Canberra Health Services 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 Canberra Health Services 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: At CHS we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. CHS is a smoke free environment, across all buildings, grounds and vehicles. CHS offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Infrastructure Management and Maintenance is responsible for the project delivery, maintenance and asset management of Canberra Health Services property portfolio. Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all Canberra Health Services properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs. Under the direction of the HVAC Supervisor and Senior, the Refrigeration Assistant is responsible for providing assistance to the HVAC trade staff, assisting with delivery of various planned and reactive maintenance tasks at The Canberra Hospital, reporting to the HVAC supervisor.

Eligibility/Other Requirements:

Desirable:

- Certificate III in Refrigeration and Air-Conditioning, or recognised equivalent.

Mandatory:

- Asbestos awareness training
- General induction white card



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

- Undergo a pre-employment Police check.

Note: Working hours are 38hrs per week with one rostered day off (RDO) per fortnight.

Contact Officer: Craig Lemon (02) 5124 4078 [craig.lemon@act.gov.au](mailto:craig.lemon@act.gov.au)

## **Clinical Services**

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

#### **Clinical Support and Projects**

##### **Access and Operations Co-ordinator**

##### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 42274, several)**

Gazetted: 14 February 2019

Closing Date: 21 February 2019

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 Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community based sectors.

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre for the ACT and surrounding regional areas. CHWC provides care to women and children across maternity, gynaecology, paediatric and neonatology services. The Nurse/ Midwife Access and Operations Co-ordinator (AaOC) positions are responsible for the coordination and management of clinical requirements and leadership after hours to facilitate capacity across CHWC clinical areas.

The role works closely with the Canberra Health Services Access Unit whilst providing operational support for CHWC Clinical Nurse/Midwifery Managers and team leaders. This position provides a central point of contact and escalation for CHWC. Reporting to the Assistant Director of Nursing and Midwifery (Clinical Support), the role contributes to the provision of safe effective care through coordinating responses to manage patient flow issues. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse and/or Midwife. Desirable: Post graduate qualification in a relevant Nursing or Midwifery field and holding or working towards a higher degree in a relevant field. 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.

Note: The role operates seven days per week, morning and evening shifts.

Contact Officer: Donna Cleary (02) 5124 7575 [donna.cleary@act.gov.au](mailto:donna.cleary@act.gov.au)

## **Clinical Services**

### **Pathology**

#### **Molecular Pathology**

##### **Chief Scientist Molecular Pathology**

##### **Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 29039)**

Gazetted: 14 February 2019

Closing Date: 14 March 2019

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: ACT Pathology is a department of CHS offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital.

The Molecular Pathology Department within ACT Pathology routinely operates Monday to Friday however expanded services are offered as required. The department performs a range of analysis predominantly for the disciplines of microbiology and haematology.

Under the direction of the Clinical Director(s) and the Principal Scientist the successful applicant will be responsible for the day to day management of the Molecular Pathology department. The successful applicant will liaise with

the leadership team (Clinical Directors, Principal Scientist and Chief Scientists) to provide leadership, strategic planning and optimal operational management. The successful applicant will liaise with other departments to develop and implement molecular techniques and participate in the ongoing performance monitoring of these tests.

Eligibility/Other Requirements:

Mandatory:

A Science Degree or equivalent relevant qualification. A relevant post Graduate or professional qualification would be an advantage.

Desirable:

A minimum of five years relevant management experience in a diagnostic laboratory

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

Note: The successful applicant will be required to participate in the out of hour's rosters and must be committed to personal development.

In addition to the advertised salary under the current enterprise agreement health professionals working in ACT Pathology, who are employed at or above the fifth pay point of the Health Professional 2 classification through to and including the second pay point on the Health Professional 4 classification will be eligible to be paid a Pathology Allowance.

Contact Officer: Monica Brady (02) 5124 2835 [monica.brady@act.gov.au](mailto:monica.brady@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, Culture Review Implementation**

**Executive Level 1.4, \$237,513 - \$247,667 depending on current superannuation arrangements (E1098)**

Gazetted: 11 February 2019

Closing Date: 26 February 2019

Applications are now being sought from suitably qualified and experienced candidates for the role of Executive Branch Manager, Culture Review Implementation. 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 the health system is innovative, effective and sustainable now and into the future. The Executive Branch Manager, Culture Review Implementation will be responsible for effectively leading the Review of Culture Implementation team to establish and deliver a territory wide project management approach to the implementation of recommendations arising from the Independent Review of Culture.

Eligibility/Other Requirements: The successful applicant will have exceptional leadership and executive management skills, and have the ability to shape and guide strategic decision making in line with organisational objectives. The successful applicant will also have high level project management, interpersonal and negotiation skills. Extensive experience in working in the public sector environment, with a particular focus on areas such as change management, organisational development, human resources, and workplace culture are highly desirable.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

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

How to Apply: Please submit an application outlining your experience against the Executive Selection Criteria in the attached Executive Capabilities, your curriculum vitae, and the contact details for two referees.

Contact Officer: Further information about the position is available from Vanessa Dal Molin, Executive Branch Manager, Office of the Director General, [vanessa.dalmolin@act.gov.au](mailto:vanessa.dalmolin@act.gov.au), (02) 5124 9401

**Corporate Services**

**Corporate and Governance**

**People and Culture**

**Employment Advisor**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42557)**

Gazetted: 14 February 2019

Closing Date: 21 February 2019

Details: About us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research. We are seeking a motivated and experienced person to join the newly established People and Culture team as an Employment Advisor. We're looking for someone with a strong focus on customer service, excellent interpersonal skills, and experience assisting business units to manage their workforce to meet their business needs. Ideally you will have recent experience working in a similar role and a solid understanding of employment related legislation, policy and guidelines, and be comfortable leading change initiatives to continually improve HR processes and practices. 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. Overview of the work area and position: The Corporate Services Group performs a critical enabling function for the long-term success and sustainability of the ACT Health Directorate and the ACT health system. This Group is responsible for financial planning, budgeting and reporting; commissioning and evaluating the performance of public health services; strategic human resource management; digital solutions; strategic infrastructure and planning; data management and activity-based performance; governance and risk management. The Employment Advisor is a key position within People and Culture and works closely with executive and management teams to deliver integrated HR and people development strategies, to assist in achieving an engaged and high performing workforce. Under broad direction, you will play a key role in providing day to day recruitment, human resource, and contract management support and advice to managers across ACT Health on matters relating to recruitment, establishments and employment conditions. You have a client focus and give high priority to building and maintaining client relationships and working in partnership with managers to meet their workforce needs. Eligibility/Other Requirements: Desirable: Experience in a similar role and a sound knowledge of ACT Public Service employment and recruitment related processes.

Note: Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This position is available for an initial six-month period, with the possibility of extension and/or permanency.

How to Apply: Please provide an application outlining your experience, using the selection criteria as a guide for your response, of no more than two pages.

Contact Officer: Julie Nolan (02) 5124 9835 [julie.nolan@act.gov.au](mailto:julie.nolan@act.gov.au)

**Corporate Services**

**Strategic Finance**

**Financial Reporting and Governance**

**Deputy Senior Manager - Financial Reporting**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38991)**

Gazetted: 14 February 2019

Closing Date: 21 February 2019

Details: About us: ACT Health 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: Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between Shared Services Finance for financial reporting, banking and taxation management. The Financial Reporting and Governance Unit provides Strategic Financial Support to the Directorate, ensuring effective efficient and accurate financial policy advice and financial reporting. This position will provide leadership to the statutory financial reporting function.

Eligibility/Other Requirements: Essential: A professional qualification in accounting (e.g. CPA/CA) or a degree from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Business or Economics. Desirable: Prior experience working in complex corporate finance or similar roles. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.  
Contact Officer: Sasith Wickramasinghe (02) 5124 9645 sasith.wickramasinghe@act.gov.au

**Aboriginal and Torres Strait Islander Practice Centre**

**Policy Partnerships and Programs Branch**

**Health Systems, Policy and Research**

**Senior Policy Officer - Aboriginal and Torres Strait Islander Practice Centre**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 02753)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: About us: ACT Health 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. 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 Aboriginal and Torres Strait Islander Practice Centre provides strategic policy advice to ACT Health, and to inform local and national Aboriginal and Torres Strait Islander health and wellbeing strategies, research, policy development and community based programs. The Aboriginal and Torres Strait Islander Practice Centre works closely with Aboriginal and Torres Strait Islander representatives, local Aboriginal Controlled Community Organisations, health services and community to achieve collective outcomes. The Senior Policy Officer role is focused on contributing to policy development and projects that work towards improving quality life outcomes of Aboriginal and Torres Strait Islander peoples through a range of health and well-being initiatives.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in a relevant field or management experience at level.

Applicants with policy and/or legislation development 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 with the possibility of extension and/or permanency. 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: Joanne Lesiputty (02) 5124 9793 joanne.lesiputty@act.gov.au

**Aboriginal and Torres Strait Islander Practice Centre**

**Policy Partnerships and Programs Branch**

**Health Systems, Policy and Research**

**Senior Policy Officer - Aboriginal and Torres Strait Islander Practice Centre**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34229)**

Gazetted: 14 February 2019

Closing Date: 28 February 2019

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 Aboriginal and Torres Strait Islander Practice Centre provides strategic policy advice to ACT Health to inform Aboriginal and Torres Strait Islander health and wellbeing strategies, research, policy development and community based programs. The Aboriginal and Torres Strait Islander Practice Centre works closely with Aboriginal and Torres Strait Islander representatives, local Aboriginal Controlled Community Organisations, health services and community to achieve collective outcomes. The Senior Policy Officer role is focused on contributing to policy development and projects that work towards improving quality life outcomes of 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 management 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 12 months with possibility of extension and/or permanency. 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: Joanne Lesiputty (02) 5124 9793 joanne.lesiputty@act.gov.au

## **APPOINTMENTS**

### **ACT Audit Office**

#### **Audit Band 2 - Principal \$143,264**

Matthew William Bowden 761-39869, Section 68(1), 11 February 2019

### **Canberra Institute of Technology**

#### **Manager Education Level 1 \$116,494**

Marianne Mann 775-27150, Section 68(1), 13 February 2019

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

#### **Senior Officer Grade B \$118,319 - \$133,197**

Rohan William Connor 858-66523, Section 68(1), 4 February 2019

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175**

Tijana Kljaic 858-64122, Section 68(1), 11 February 2019

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

Hameeda Qaseem 853-76575, Section 68(1), 10 January 2019

**Community Services**

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

Jason Craig Hart 853-45365, Section 68(1), 7 February 2019

**Director of Public Prosecutions**

**Prosecutor Grade 2 \$92,999 - \$113,159**

Hannah Roberts 853-69084, Section 68(1), 7 February 2019

**Education**

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

Karla Lee Manning: 858-66785, Section 68 (1), 21 February 2019

**Senior Officer Grade B \$118,319 - \$133,197**

Megan Louisa Joanne Moriarty 858-24200, Section 68(1), 11 February 2019

**School Assistant 2/3 \$45,058 - \$54,947**

Richard Alan Sommers 848-94864, Section 68(1), 28 January 2019

**Justice and Community Safety**

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

Wayne Michael Dowse 858-63349, Section 68(1), 7 February 2019

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

Jason Wayne Farnhill 858-63808, Section 68(1), 7 February 2019

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

Lauren Flett 858-60914, Section 68(1), 31 January 2019

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

Alex Honeykats 858-59286, Section 68(1), 8 February 2019

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

James Hourigan 858-63357, Section 68(1), 7 February 2019

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

Glenn Andrew Mchutchison 845-77930, Section 68(1), 7 February 2019

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

Jordan Peak-Sibree 858-65942, Section 68(1), 11 February 2019

**Senior Information Technology Officer Grade B \$118,319 - \$133,197**

Alistair Fyfe Sinclair 858-65563, Section 68(1), 12 February 2019

**Transport Canberra and City Services**

**Bus Operator - Training \$66,212**

Awais Ahmad 858-65088, Section 68(1), 8 February 2019

**Bus Operator - Training \$66,212**

Jim Ardaiz 858-65360, Section 68(1), 8 February 2019

**Bus Operator - Training \$66,212**

Gurpreet Battu 858-65037, Section 68(1), 8 February 2019

**Bus Operator - Training \$66,212**

Benjamin Cramp 858-65002, Section 68(1), 8 February 2019

**Bus Operator - Training \$66,212**

Mark Crosbie 858-65504, Section 68(1), 8 February 2019

**Bus Operator - Training \$66,212**

Vivek D'Souza 858-65539, Section 68(1), 8 February 2019

**EGSO4.2 - Workshop Staff \$61,964**

Rebekah Jade Rodden Farrelley 858-65782, Section 68(1), 1 February 2019

**EGSO4.2 - Workshop Staff \$61,964**

Peter Aaron Giannis 858-65723, Section 68(1), 1 February 2019

**Bus Operator - Training \$66,212**

Jagpreet Jawanda 858-65045, Section 68(1), 8 February 2019

**Bus Operator - Training \$66,212**

Marcus Ngu 858-65387, Section 68(1), 8 February 2019

**Senior Officer Grade B \$118,319 - \$133,197**

Jennifer Sawade 767-15555, Section 68(1), 11 February 2019

**EGSO4.2 - Workshop Staff \$61,964**

Karl Schnitzler 858-65715, Section 68(1), 1 February 2019

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

Khayam Saeed Sheikh 858-66179, Section 68(1), 31 January 2019

**Suburban Land Agency**

**Infrastructure Officer 4 \$119,340 - \$135,587**

Geoffrey Bunnnett 858-65897, Section 68(1), 13 February 2019

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

Mark Emerson 853-54632, Section 68(1), 4 February 2019

**Canberra Health Services**

**Assistant in Nursing \$48,888 - \$50,543**

Nerissa Askelin 858-64608, Section 68(1), 14 February 2019

**Administrative Services Officer Class 2 \$52,991 - \$58,513**

Alexandra Bowman-Raath 859-51648, Section 68(1), 14 February 2019

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

Liang Cai 857-92501, Section 68(1), 14 February 2019

**Assistant in Nursing \$48,888 - \$50,543**

Carlo Donasco 858-66304, Section 68(1), 14 February 2019

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

Louise Hyndes 858-64675, Section 68(1), 11 February 2019

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

Sibia Jacob 858-66689, Section 68(1), 7 February 2019

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

Vanessa McLeod 853-51319, Section 68(1), 11 February 2019

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

Avaniben Patel 857-43398, Section 68(1), 11 February 2019

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

Jose Robles Ahumada 846-95451, Section 68(1), 14 February 2019

**Radiation Therapist Grade 2 \$64,391 - \$88,998**

Helen Truong 858-66654, Section 68(1), 11 February 2019

**Health Service Officer Level 3 \$48,385 - \$49,958**

Michael Whiffin 843-88777, Section 68(1), 7 February 2019

**Health Service Officer Level 3 \$48,385 - \$49,958**

Jason Windley 857-92229, Section 68(1), 7 February 2019

## **TRANSFERS**

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

**Phuong Pham: 853-73200**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35265) (Gazetted 28 November 2018)

### **Canberra Health Services**

**Anna Patmore: 845-03704**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 20485) (Gazetted 1 January 2000)

## **PROMOTIONS**

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



**Access Canberra**

**Regulatory Solutions and Compliance**

**Business Engagement, Education and Compliance**

**Callan McPhan: 846-86424**

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

Access Canberra

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 19636) (Gazetted 22 November 2018)

**Policy and Cabinet**

**Chantel Potter: 844-82851**

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

Justice and Community Safety

To: †Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 55703) (Gazetted 1 August 2018)

**Shared Services ICT**

**Technology Service Branch**

**Service Assurance**

**Mushfique Saleheen: 835-84346**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41901) (Gazetted 19 September 2018)

**Policy and Cabinet**

**Rebecca Clare Williams: 827-26031**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 10899) (Gazetted 30 July 2018)

**Education**

**School Performance and Improvement**

**North Gungahlin Network**

**Harrison School**

**Ryan Gilford Bissell: 787-70910**

From: \$64,411 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 28562) (Gazetted 2 November 2018)

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

**School Performance and Improvement**

**Tuggeranong Network**

**Erindale College**

**Rachelle Felicity Cridland: 779-14409**

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

Education

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

Education, Canberra (PN. 15100) (Gazetted 11 December 2018)

**School Performance and Improvement**

**North Gungahlin Network**

**Harrison School**

**Emily Tutin: 824-61758**

From: \$64,411 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 23394) (Gazetted 2 November 2018)

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

**Environment, Planning and Sustainable Development**

**Suburban Land Agency**

**Program Solutions and Operations**

**Infrastructure Services Unit**

**Steven Farr: 853-65585**

From: Infrastructure Officer 5 \$142,761

Environment, Planning and Sustainable Development

To: †Infrastructure Manager/Specialist 1 \$153,082

Environment, Planning and Sustainable Development, Canberra (PN. 13858) (Gazetted 14 November 2018)

**Environment**

**Parks and Conservation Services**

**Parks and Reserves**

**Danielle Sykes: 827-41864**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 39543) (Gazetted 29 November 2018)

**Justice and Community Safety**

**ACT Corrective Services**

**Executive Support and Governance**

**Craig Cuttance: 827-11462**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 46235) (Gazetted 5 September 2018)

**ACT Corrective Services**

**Custodial Operations**

**Custodial Operations**

**Taran Kelly: 827-52010**

From: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety

To: Correctional Officer Class 3 \$87,030 - \$92,770

Justice and Community Safety, Canberra (PN. 40759) (Gazetted 27 July 2018)

**ACT Corrective Services**

**Custodial Operations**

**Custodial Operations**

**Rodney Kent: 820-81827**

From: Correctional Officer Class 2 \$75,888 - \$81,291  
Justice and Community Safety  
To: Correctional Officer Class 3 \$87,030 - \$92,770  
Justice and Community Safety, Canberra (PN. 43698) (Gazetted 27 July 2018)

**ACT Corrective Services**

**Custodial Operations**

**Custodial Operations**

**Terrence Martens: 827-19704**

From: Correctional Officer Class 2 \$75,888 - \$81,291  
Justice and Community Safety  
To: Correctional Officer Class 3 \$87,030 - \$92,770  
Justice and Community Safety, Canberra (PN. 49988) (Gazetted 27 July 2018)

**ACT Corrective Services**

**Custodial Operations**

**Custodial Operations**

**Gregory Tarlinton: 827-52109**

From: Correctional Officer Class 2 \$75,888 - \$81,291  
Justice and Community Safety  
To: Correctional Officer Class 3 \$87,030 - \$92,770  
Justice and Community Safety, Canberra (PN. 49888) (Gazetted 27 July 2019)

**Canberra Health Services**

**Canberra Hospital and Health Services**

**Anita Cregan: 853-62915**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Canberra Health Services  
To: Registered Nurse Level 2 \$88,249 - \$93,533  
Canberra Health Services, Canberra (PN. 14111) (Gazetted 6 December 2018)

**Canberra Hospital and Health Services**

**Marilyn Manoharan: 824-32439**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Canberra Health Services  
To: Registered Nurse Level 2 \$88,249 - \$93,533  
Canberra Health Services, Canberra (PN. 22480) (Gazetted 25 October 2019)

**Canberra Hospital and Health Services**

**Judith Morgan: 821-16217**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Canberra Health Services  
To: †Registered Nurse Level 3.1 \$101,175 - \$105,339  
Canberra Health Services, Canberra (PN. 41644) (Gazetted 6 December 2018)

**Clinical Services**

**Melanie Proulx: 834-54090**

From: Registered Midwife Level 1 \$63,548 - \$84,888  
Canberra Health Services  
To: Registered Midwife Level 2 \$88,249 - \$93,533  
Canberra Health Services, Canberra (PN. 23513)

**Clinical Services**

**Sian Telfer: 846-999305**

From: Registered Midwife Level 1 \$63,548 - \$84,888  
Canberra Health Services  
To: Registered Midwife Level 2 \$88,249 - \$93,533  
Canberra Health Services, Canberra (PN. 23509) (Gazetted 6 December 2018)

**Canberra Hospital and Health Services**

**Tricia Tronco: 834-45610**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Canberra Health Services  
To: Registered Nurse Level 2 \$88,249 - \$93,533  
Canberra Health Services, Canberra (PN. 21112) (Gazetted 25 October 2018)

**ACT Health**

**Health Systems Policy and Research**

**Sarah Mead: 747-04131**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175  
ACT Health  
To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
ACT Health, Canberra (PN. 41507) (Gazetted 25 October 2018)

**CORRIGENDA**

**Transport Canberra and City Services**

Peter Aaron Giannis, AGS: 858-65723, appointment date should read 01 February 2019.

Rebekah Jade Rodden Farrelley, AGS: 858-65782, appointment date should read 01 February 2019.

Karl Schnitzler, AGS: 858-65715, appointment date should read 01 February 2019.

**Community Services**

Vasiliki Panayiota Bogiatzis AGS: 835-87432  
Promotion incorrectly notified in the gazette of 31 January 2019.