



ACT Government Gazette

Gazetted Notices for the week beginning 21 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

Professional Services

Finance Officer

Audit Band 1 \$80,614 - \$90,733, Canberra (PN: 42823)

Gazetted: 26 February 2019

Closing Date: 14 March 2019

Details: The Audit Office is seeking interest to fill the temporary position of Finance Officer, Professional Services for a period of 13 months commencing approximately 1 April 2019. The Finance Officer is responsible for providing financial and administrative support to the ACT Audit Office. The Finance Officer reports to the Chief Finance Officer in relation to budgetary, financial management and related reporting functions and the Senior Director, Professional Services in relation to all other administrative and corporate functions of the Audit Office. 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 in accounting or progress towards obtaining such qualifications is highly desirable. Membership of professional accounting body or progress towards it is desirable. Experience with financial management systems such as MYOB would be an advantage. 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: This is a temporary position available from 1 April 2019 until 30 April 2020. As the Finance Officer you will receive a salary between \$80 614 to \$90 733 (plus an employer superannuation contribution) depending on your skills and experience. Please note that this will increase when the proposed Enterprise Agreement is implemented, which is 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, Application Coversheet and a written response of no more than three pages addressing the Selection Criteria to jobs@act.gov.au. Should your application be shortlisted you will be invited to attend an interview, referee reports will also be sought.

Contact Officer: Rachel Li (02) 6207 7847 rachell.li@act.gov.au

Calvary Health Care ACT (Public)

Facilities

Facilities Manager

Executive Level Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: Expected)

Gazetted: 21 February 2019

Closing Date: 10 February 2019

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>
Contact Officer: Jarrad Nuss (02) 6201 6818 jarrad.nuss@calvary-act.com.au Applications can be forwarded to:
<https://calvary.mercury.com.au>

Quality Safety and Risk

Safety and Quality Improvement Officer

Executive Level Registered Nurse Level 2/ Health Professional Level 3 \$87,257 - \$93,533, Canberra (PN: Expected)

Gazetted: 26 February 2019

Closing Date: 7 March 2019

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

Reference Number

Contact Officer: Karen Caldwell 6201 6162 karen.caldwell@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

Corporate Services

Human Resources

Workplace Wellbeing Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 54066)

Gazetted: 22 February 2019

Closing Date: 19 March 2019

Details: Are you a Human Resources (HR) professional with a passion for helping people? Do you love being part of a multidisciplinary team? Are you looking for challenging role where you can apply your expertise of contemporary workplace wellbeing practices to improve individual and organisational health? We are looking for a Workplace Wellbeing Advisor who can take a holistic approach to the health CIT's workforce. In this role, you will bring your drive and enthusiasm to lead a range of wellbeing programs and initiatives, working as part of a multidisciplinary teams of HR advisors. You will play a leading role in building managerial capability to support healthy workplaces, and provide high level advice and guidance to the CIT executive on the interpretation and application of relevant worker's compensation legislation for managing injured and ill. A large part of this role, you will work closely with Chief Minister, Treasury and Economic Development and other relevant agencies for the ongoing management of CIT's compensable and non-compensable cases. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

How to Apply: If this sounds like you, please send us a two-page pitch, addressing the Selection Criteria and CIT's Cultural Traits, along with your resume. We look forward to hearing from you.

Contact Officer: Shane Campbell (02) 6207 3127 shane.campbell@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

WorkSafe ACT

Psychosocial Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$79,824 - \$108,140, Canberra (PN: 37227)

Gazetted: 22 February 2019

Closing Date: 8 March 2019

Details: WorkSafe ACT is seeking a suitably qualified or experienced Psychosocial Officer to join our team. The role of WorkSafe ACT is to provide advice and information to duty holders and the community on work health and safety, dangerous substances, workplace privacy and other legislation administered by our office. WorkSafe ACT achieves its objectives through a combination of engagement, education and enforcement action. Over recent years, significant changes have taken place in the workplace bringing new challenges with regard to employee health and safety. These changes have led to emerging psychosocial risks at work which WorkSafe ACT is keen to address. The ideal person for the role is someone who possesses an understanding of the increasing trend in psychological injuries with a background in either psychology, social services, allied health or a related discipline. The successful candidate will be able to work under limited supervision, have excellent people management skills, a comprehensive knowledge and understanding of mental health issues in the workplace. You will also have an ability to produce a range of reports, providing trending and statistical data to a variety of audiences and an ability to follow through deliver of presentations across a variety of industries and workplaces. 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.

Eligibility/Other Requirements: Experience or qualifications in Psychology, Social Services or relevant fields is highly desirable. Previous experience in mental health, allied health and/or health promotion is desirable. Current driver's licence mandatory. Willingness to undertake baseline medical testing if required.

Note: This position will be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level, dependent on the skills and experience of the successful applicant. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please send a copy of your Application Coversheet, an application addressing the Selection Criteria outlining your suitability for the position, and a copy of your Curriculum Vitae and details of two referees to jobs@act.gov.au.

Contact Officer: Vicki Hagen (02) 6207 0068 vicki.hagen@act.gov.au

Corporate

People and Capability

WHS Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 27780)

Gazetted: 25 February 2019

Closing Date: 12 March 2019

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) People and Capability Branch is seeking a highly organised and capable person to fulfil the role of WHS Coordinator. While the role is essentially a safety coordination role, we are seeking someone who is highly motivated to achieve outcomes and results in a dynamic and busy environment while supporting a range of different business units across the Directorate to implement CMTEDD's Work Health and Safety Management System. As a key role supporting Executives and business units across the Directorate, the successful applicant will have excellent communication, liaison and negotiation skills and is able to work closely with Executives and a range of different stakeholders. To be successful in this role, you will have a strong desire to learn new skills, motivation to achieve outcomes and results, excellent problem solving skills and be able to work collaboratively in a small team environment. 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: Safety qualifications and experience are desirable however the organisation is seeking someone with strong organisational skills, drive and passion and will support the successful candidate to gain a Certificate IV in WHS if they do not currently have this qualification.

How to Apply: To apply, submit no more than two pages indicating how you meet the requirements of the role along with a current Curriculum Vitae, Application Coversheet and contact details of two referees to jobs@act.gov.au.

Contact Officer: Sophie Medved (02) 6205 4899 sophie.medved@act.gov.au

Access Canberra

Customer Coordination

Contact Centre

Information Management and Business Support

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 31280)

Gazetted: 27 February 2019

Closing Date: 6 March 2019

Details: The Contact Centre provides a whole of government service to callers, across a broad range of information, payments, services and emergency support. The contact centre delivers quality customer service for various business functions on behalf of the ACT Government, including specialist teams for Road Transport, Municipal Services, as well as a referral service for callers. The Access Canberra Contact Centre also delivers emergency information to the community on behalf of the ESA and assists SES callers in times of need. The Contact Centre operates extended hours, with 24 hour back-up support. Applicants are sought from suitably experienced and motivated individuals to fill the role of the Information Management and Business Support in the Access Canberra Contact Centre team. This position will be required to coordinate the intake and appropriate dissemination of information across the Contact Centre and other appropriate areas. Administer Contact Centre internal information systems including assisting with upgrades and the implementation of new functionality. Develop and implement content management procedures and processes in alignment with other Access Canberra areas. Provide input to continuous improvement and change programs assisting with the implementation of agreed solutions to meet customer needs and ensure the efficiency improvements are realised. Liaise with content administrators including the Web Team to ensure that Contact Centre, Service Centre and other service delivery areas content and public facing information are consistent. Assist the Contact Centre team with customer related activities including supervising, call handling, training facilitation, email and web chat. Provide input into a range of administrative and reporting requirements to ensure deadlines are met. Identify and support initiatives around team culture and morale within the Contact Centre.

Note: This is a temporary position available as soon as possible for six weeks with the possibility of extension up to less than six 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. This position is available to ACT Public Service employees only.

How to Apply: Applications are to be in the form of a two page pitch, outlining how your skills, knowledge and behaviours that make you an ideal candidate for the role. Applicants are also required to provide a resume and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Jesse Elliott (02) 6207 7585 jesse.elliott@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.

Corporate

People and Capability

Organisational Culture and Capability

Human Resource Advisor

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36257)

Gazetted: 26 February 2019

Closing Date: 5 March 2019

Details: Corporate Culture and Capability are looking for a motivated individual, with experience in Human Resources, to join our high performing, delivery focused team. If you would like to work in a fast-paced environment, manage multiple priorities and showcase your excellent communication and stakeholder engagement skills, then please send us your application. 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 for a period of nine months.

How to Apply: Please provide a recent resume, the contact details of two referees, as well as a pitch (no longer than two pages) responding to the Selection Criteria. Your pitch should include relevant examples. Public Service experience in executive actions, recruitment or digital proficiency will be highly regarded.
Contact Officer: Maggie Drejer-White (02) 6207 4897 maggie.drejer-white@act.gov.au

Business Development and Information

Software Test Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 21228, several)

Gazetted: 25 February 2019

Closing Date: 4 March 2019

Details: The Business Development and Information Team manages Information Communications Technology (ICT) systems administered by Access Canberra and coordinates a range of quality assurance processes across our ICT systems, manages access and systems administration, provides information and data management services, supports project management activities and coordinates audit activities associated with the use of our system. The Team also provides software test services to ensure our systems are fit for purpose, support legislative processes and serve our customers' needs. If you are a person that shows initiative, sound judgement, has attention to detail, has good communication and people skills, and can effectively work in a dynamic team environment to deliver high quality outcomes, then this position may suit you. The Business Development and Information Team manages Information Communications Technology (ICT) systems administered by Access Canberra and coordinates a range of quality assurance processes across our ICT systems, manages access and systems administration, provides information and data management services, supports project management activities and coordinates audit activities associated with the use of our system. The Team also provides software test services to ensure our systems are fit for purpose, support legislative processes and serve our customers' needs. If you are a person that shows initiative, sound judgement, has attention to detail, has good communication and people skills, and can effectively work in a dynamic team environment to deliver high quality outcomes, then this position may suit you. 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 up to six months, with the possibility of extension up to less than 12 months. Selection may be based on applications and referee reports only. An order of merit may be established to fill future temporary vacancies at level over the next 12 months. 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 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.

Contact Officer: Sue Galinec (02) 6207 7601 sue.galinec@act.gov.au

Access Canberra

Projects, Governance and Support

Legal Unit

Solicitor

Legal 1 \$61,785 - \$124,436, Canberra (PN: 16962)

Gazetted: 25 February 2019

Closing Date: 12 March 2019

Details: The Legal Unit of Access Canberra is seeking a suitably qualified and experienced solicitor to join our small team in providing legal advice to management and staff across Access Canberra on a diverse range of complex and interesting matters. In particular, you will provide in house legal support to various divisions ranging from Workplace Protection, Construction Compliance, Community, Business and Transport Licencing, Construction, Environment and Workplace Licencing, Environment Protection. Your advice may assist with investigation of incidents and the subsequent preparation of briefs of evidence and witness statements. You will be required to manage and provide guidance in relation to subpoenas and third party production requests received by various areas of Access Canberra. You will be required to provide advice in relation to various notices, including undertakings and reviews of notices. You may be required to prepare reports and recommendations associated with policies and activities and assist in the development of policies, procedures and advise on legislative reform

initiatives. 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 Requirement: Admitted to practice as a Legal Practitioner in the ACT.

Note: This position is part-time at 21:36 hours per week (three days) on a temporary contract until 28 June 2019 with a possibility of extension and/or permanency and the full-time salary noted above will be paid pro-rata.

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

How to apply: Applicants are asked to provide an application addressing the Selection Criteria, your resume and two referee reports.

Contact Officer: Radmila Andric (02) 6207 4988 radmila.andric@act.gov.au

Access Canberra

Workplace Protection

WorkSafe ACT

Deputy Director, WorkSafe ACT

Senior Officer Grade A \$137,415, Canberra (PN: 35631)

Gazetted: 22 February 2019

Closing Date: 15 March 2019

Details: WorkSafe ACT is seeking a suitably experienced Senior Officer to join our team as Deputy Director. The role of WorkSafe ACT is to enforce the Work Health and Safety Laws in the Territory and to provide advice and information to duty holders and the community on work health and safety matters. WorkSafe achieves its objectives through a combination of engagement, education and enforcement. The Deputy Director provides critical support to the Work Safety Commissioner and will assist manage the work safety team. Last year an external review into the ACT's work safety compliance infrastructure, policies and procedures provided a number of recommendations to enhance the structure and operation of WorkSafe ACT. The Deputy Director will be a significant player in implementing these changes and ensuring the new governance arrangements are appropriately adopted to support WorkSafe going forward. The ideal person for the role will be well organised and can balance competing priorities in a high workload environment. They will have good attention to detail, communicate well with good written skills, and will have good change management experience. The successful candidate will be able to work under limited supervision and have excellent people skills. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in a regulatory environment would be an advantage. Experience or qualifications in a regulatory field is highly desirable. Current driver's licence mandatory. Willingness to undertake baseline medical testing if required.

How to Apply: Applications addressing responses to Selection Criteria, a Curriculum Vitae and a completed Application Coversheet should be sent to jobs@act.gov.au, not the Contact Officer.

Contact Officer: Rachel Poels (02) 6205 4547 rachel.poels@act.gov.au

Shared Services ICT

Strategic Business

Portfolio Delivery Office

Senior ICT Project Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38222)

Gazetted: 25 February 2019

Closing Date: 5 March 2019

Details: The ACT Government has an exciting opportunity for an experienced Senior Project Manager to lead a multi-disciplinary team of ICT professionals, responsible for delivering a variety of ICT and business projects across the organisation. Coordinate a suite of project delivery activities, including budgets, resource management and governance. This position is the senior contact point for all key stakeholders in relation to project activities for the Desktop, Network and Application (DNA) Modernisation and other ICT programs for the Canberra Institute of

Technology based primarily in Bruce - ACT. To be successful for the role you will have: Leadership expertise in delivering agreed business outcomes and solutions by taking initiative, managing resources and setting clear direction and providing guidance for project managers and team members; ability to establish and maintain effective and diverse strategic business partnerships, including with senior stakeholders; through collaboration, engagement, responsiveness and influence; advanced analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information. Take an innovative and holistic approach to service design and delivery for improved outcomes; adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment; awareness of technical and business market trends and using this knowledge and expertise to enhance collective growth; knowledge and understanding of Microsoft software licencing. Your responsibilities will be: 1) Overall accountability for successful delivery of assigned projects, by providing subject matter advice and guidance. 2) Develop and maintain productive and influential working relationships with a range of key stakeholders including clients and senior executive staff and vendors. 3) Develop, monitor and oversee multiple complex projects concurrently, ensuring that required processes and governance, such as risk management mechanisms are in place. 4) Analyse, define and control human and financial resources for the successful delivery and implementation of business projects with significant ICT components, ensuring projects are delivered on time and in line with overall strategic direction. 5) Manage the overarching ICT change management process of assigned projects. 6) Investigate and provide advice on software licencing matters relevant to projects. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prince II qualification is essential. Agile PM qualification is desirable. To be eligible for temporary employment with the ACT Public Service you must hold a valid work visa, be an Australian citizen or a permanent resident.

Note: This is a temporary position available for a period of 12 months with possibility of extension. Part-time hours may be an option depending on workload. This position may involve direct supervision of staff. A selection panel will shortlist applications. Referee reports are not needed for the application but may be requested once you are selected for an interview. Please ensure you have them ready to prevent delays.

How to Apply: Please submit a two page pitch outlining your capabilities against the Professional/Technical Skills and Knowledge listed on the Position Description along with a Curriculum Vitae.

Contact Officer: Claudio Gomes (02) 6205 2833 claudio.gomes@act.gov.au

ACT Property Group

Business Improvement Team

ICT Project - Transition Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 13952)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

Details: ACT Property Group (ACTPG) is currently in the process of tendering for a new Property Management System (PMS). The ICT Transition Manager will play an important role in delivering the new PMS with specific responsibility for preparing the organisation for the transition from its current in-house developed PTY (Power Builder) application to a new and expanded COT/MOTS cloud based SAAS PMS. The Transition Manager will lead a small team of project staff and internal subject matter experts in preparing inputs for the transition and more broadly advising on the technical specifications for the PMS including in the tender and contract negotiation phases. The position will work under the broad direction of the Senior Manager Business Improvement, and will work in close consultation and provide technical support to ACTPG Senior Managers, the Implementation Adviser and the Vendor in delivering the new system. 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 temporary position is available for six months with a possibility of extension. This position will be located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Further information relating to ACT Property Group can be found at:

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

How to Apply: Applications are sought from suitably qualified and experienced candidates and must include: 1) a completed Application Coversheet including the contact details of at least two recent and relevant referees; 2) a written response to the Selection Criteria demonstrating capability – no more than three pages; and 3) a current resume. A response should be made against each individual Selection Criteria.

Contact Officer: Mike Matthewson (02) 6205 0792 mike.matthewson@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Cabinet Office

Manager, Cabinet, Assembly and Government Coordination

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42604)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

Details: Cabinet Office has a challenging opportunity that will suit an individual who is flexible, proactive and willing to go the extra mile. As Manager, Cabinet, Assembly and Government Business Coordination, you will be at the forefront of government decision making, supporting the passage of material being considered by Cabinet and the Legislative Assembly. This vacancy provides an opportunity to lead a small and energetic team of staff to drive positive change in a fast paced environment and also presents an exciting opportunity to contribute to the evolution of the Cabinet and Assembly processes. To undertake this role successfully, you will have an excellent understanding of the ACT Government's Cabinet, Assembly and Government Business activities, applying your knowledge to support the development of Cabinet papers and procedures. You will play a key role in supporting other directorates' Cabinet and Assembly liaison teams. This diverse and interesting role is part of a high functioning branch, who willingly support each other in meeting critical timeframes. If you have a highly developed understanding of cabinet and assembly processes, detailed knowledge of the Government's policy priorities, attention to detail and understand the expectations of Ministers this may be the position for you. The successful officer will be required to provide policy and procedural advice on matters coming before Cabinet or the Legislative Assembly; provide guidance and advice to members of the Cabinet and Assembly Liaison networks, other directorates and ministers' offices; and other duties across the branch as directed. 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: This position requires the successful applicant to either hold or be able to obtain a baseline security clearance.

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

How to Apply: If this sounds like you, then submit an application of no more than three pages addressing the Selection Criteria, a current Curriculum Vitae and contact details for at least two referees.

Contact Officer: Dorena Morris (02) 6207 5989 dorena.morris@act.gov.au

Access Canberra

Licensing and Registrations Branch

Liquor and Gaming Unit

Manager, Licensing and Registrations Branch

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38508)

Gazetted: 21 February 2019

Closing Date: 14 March 2019

Details: The Licensing and Registration Branch of Access Canberra are seeking motivated and capable individuals to join the Liquor and Gaming teams to support the Pathway to 4000 project. The preferred candidate will be able to read, interpret and apply legislation as well as internal policies and procedures in carrying out their duties whilst motivating and leading staff. 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: This is a temporary position available for 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications 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.

Contact Officer: Giuseppe Mangeruca (02) 6207 0252 giuseppe.mangeruca@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

Strategic Policy

Strategic Portfolios and Data Excellence

Assistant Manager - Projects

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 27047)

Gazetted: 26 February 2019

Closing Date: 12 March 2019

Details: The Strategic Policy Division is seeking a highly motivated Assistant Manager to join the Strategic Portfolio and Data Excellence team (SPaDE). SPaDE is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of Community Services innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The Assistant Manager provides strategic advice to the Executive and Ministers on performance and program issues related to human services portfolio issue. The role also manages coordinates and undertakes the preparation of complex project plans, policies and frameworks, executive briefings and high level correspondence. The successful candidate must have highly proficient writing skills, capable of bringing together multiple sources of data to create a compelling presentation, be adaptive to requests at short notice, and be able to support a team delivering in a dynamic fast paced environment. The role will require engagement with other directorates in both a policy context and across the digital agenda of the ACT government. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: Selection may be based on written application and references 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: Interested applicants are asked to send a copy of their Curriculum Vitae, contact details of two referees and a two-page statement addressing the Selection Criteria (including key examples) to jobs@act.gov.au

Contact Officer: Monica Kempster (02) 6205 1513 monica.kempster@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

Education Strategy

Student Engagement

Network Student Engagement Team

Social Worker

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 12394, several)

Gazetted: 26 February 2019

Closing Date: 13 March 2019

Details: The Network Student Engagement Team (NSET) is an interprofessional team with a diverse skill set who are working collaboratively to build capacity within students, schools, and the community. They endeavour to increase engagement and improve student outcomes. The NSET Social Workers work collaboratively and transparently with students, caregivers, school care teams and a range of stakeholders to support student engagement. The Social Workers identify areas of need and implement a range of social work interventions to achieve best outcomes for students. Refer to 'NSET Social Worker Roles and Responsibilities' document for further details regarding position.

Eligibility/Other Requirements: Tertiary qualifications in Social Work with eligibility for membership of the Australian Association of Social Workers (AASW). Experience working with families as part of a multi-disciplinary team is highly desirable. A current driver's licence is required with the use of own vehicle for work purposes. This position does not attract school stand down conditions. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to

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

Notes: These are temporary positions available until early/mid 2020 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Full-time and part-time hours will be considered.

How to Apply: Provide current Curriculum Vitae, response to Selection Criteria (limit to 500 words per criteria), and referee reports to jobs@act.gov.au

Contact Officer: Arlene Mackenzie 0435 658 842 arlene.mackenzie@ed.act.edu.au

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Speech Language Pathologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37006)

Gazetted: 22 February 2019

Closing Date: 15 March 2019

Details: The Education Directorate has expanded their Network Student Engagement Teams (NSET) to include Allied Health Professionals. To provide allied health support to ACT Public Schools, applications for a Part-time Health Professional Level 3 (HP3) Speech Language Pathologist are being sought. This position works closely with schools to provide in-school services to assist students who require allied health support to access the school curriculum.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Speech Pathology. Eligibility for membership or registration with the appropriate professional body/bodies, refer to duty statement and a current driver's 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

Note: This is a temporary part-time position at 22:03 hours per week available for a period of 10 months with the possibility of extension and or permanency. The full-time salary noted above will be paid pro rata.

How to Apply: Please provide a brief covering letter to introduce yourself, along with your Curriculum Vitae and response to the Selection Criteria. Please email your application to jobs@act.gov.au.

Contact Officer: Tania Piper (02) 6205 4869 Tania.Piper@ed.act.edu.au

School Performance and Improvement

South Weston

Red Hill Primary School

School Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15596)

Gazetted: 22 February 2019

Closing Date: 8 March 2019

Details: Expressions of Interest are sought for a highly experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, and risk and Directorate compliance management. High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety.

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.

Contact Officer: Louise Owens (02) 6142 0960 louise.owens@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Hawker College

Information Technology Officer

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 12197)

Gazetted: 22 February 2019

Closing Date: 8 March 2019

Details: Do you have a passion for working in IT in a fast-paced environment? Are you customer driven? Do you have strong organisation and time management skills? Are you looking for a rewarding career? Hawker 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. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This position works 8:30am - 4:51pm daily, including school holidays.

How to Apply: Please submit a Curriculum Vitae, statement addressing the Selection Criteria limited to 500 words per Criteria and an Application Coversheet to jobs@act.gov.au

Contact Officer: Hayden Weeks (02) 6142 0355 hayden.weeks@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Duffy Primary School

Building Services Officer 3

General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 42796)

Gazetted: 22 February 2019

Closing Date: 8 March 2019

Details: Duffy Primary School is seeking an experienced officer for the position of Building Services Officer (BSO). The position duties will be required to maintain school buildings and grounds in a clean and tidy condition with a

regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives. The successful applicant will demonstrate a commitment to sustainable practices and a love of children and community.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to:

www.worksafe.act.gov.au/health_safety. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training. Desirable skills include knowledge of digital technology systems, hardware and horticulture. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate. Prior to commencement a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Applicants should address the Selection Criteria in their application as well as provide an Application Coversheet, resume, and referee details.

Contact Officer: David Corcoran (02) 6142 2510 david.corcoran@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Narrabundah College

School Secretary

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 00756)

Gazetted: 21 February 2019

Closing Date: 28 February 2019

Details: Narrabundah College is seeking a highly motivated person with sound MAZE experience and excellent customer service skills, to work flexibly and effectively as part of a team. The successful applicant will liaise closely with the Business Manager on financial matters. This position involves close daily contact with students, staff, parents and the school community. The successful applicant must possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

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

First Aid qualification, or willingness to undertake appropriate training. Desirable: Thorough knowledge of MAZE and working knowledge of SENTRAL. Applicants are strongly encouraged to contact the Business Manager for further information regarding the details of this position.

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

How to Apply: Provide resume, Application Coversheet and Selection Criteria and send to jobs@act.gov.au.

Contact Officer: Karen Fraser (02) 6142 3200 karen.fraser@ed.act.edu.au

School Performance and Improvement

Tuggeranong

Calwell High School

Food Technology Assistant

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 38380)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

Details: Calwell High School is seeking candidates with outstanding skills and experience for the position of Hospitality/Kitchen Assistant. The ideal candidate will undertake a range of manual duties and assist teaching staff, regarding the implementation and delivery of hospitality educational programs. Under general direction the

successful person will assist teachers in the preparation of classroom activities and be responsible for the safe storage of food, hygienic and accurate preparation of food and equipment for classes. Clean, maintain and set up equipment, assist with the purchasing of food and equipment, consumables and educational technology. Assist the administration team with photocopying, book binding and other tasks 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: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This position is part-time at 15:37 hours per week and the full-time salary noted above will be paid pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide resume, Application Coversheet and Selection Criteria and send application to jobs@act.gov.au.

Contact Officer: Elissa East (02) 6142 1932 elissa.east@ed.act.edu.au

School Improvement and Performance

North Gungahlin Network

Campbell High School

School Leader C - Assessment and Reporting/Health and Physical Education

School Leader C \$117,515, Canberra (PN: 02574)

Gazetted: 25 February 2019

Closing Date: 11 March 2019

Details: Campbell High School is seeking a School Leader C (SLC) who will lead a range of significant initiatives and processes across the school. We operate in a transparent and collaborative manner and the successful applicant will need to demonstrate high-level skills in consultation and innovation. The SLC will lead the Assessment and Reporting processes across the school. They will administer Accelerus and lead the transition to reporting through SAS as well as coordinate NAPLAN and all national and international testing. Along with this they will have demonstrated experience in leading teaching and learning, especially in the areas of formative assessment and differentiation, and will be responsible for driving an evidenced-based Professional Learning Team. The successful applicant will also oversee the Health and Physical Education Faculty and will require experience in bringing academic rigour through the Australian Curriculum to this subject area.

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

How to Apply: Applicants need to submit an expression of interest comprising a current Curriculum Vitae, supporting statement (two pages) and Application Coversheet. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position. Leading, learning and teaching; Leading improvement, innovation and change; Leading the management of the school.

Contact Officer: Steve Collins (02) 6142 3166 steven.collins@ed.act.edu.au

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

School Performance and Improvement

North and Gungahlin Network

Campbell High School

School Leader C - Mathematics/Staffing

School Leader C \$117,515, Canberra (PN: 16365)

Gazetted: 25 February 2019

Closing Date: 11 March 2019

Detail: Campbell High School is seeking to fill a fulltime vacancy as a School Leader C - Mathematics/Staffing. The successful applicant will contribute to achieving the priorities of the School Plan through implementing the school's Annual Action Plan; provide supervision, support, guidance and professional development of teachers including mentoring and supervising staff in performance management; provide leadership in pedagogy, assessment, curriculum development and evaluation of programs; administer teaching loads, budget and resources; work as a member of the executive team to deliver quality and innovative outcomes for students and lead school wide staffing processes.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Mandatory: Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to Apply: Applicants need to submit an expression of interest comprising a current Curriculum Vitae, supporting statement (two pages) and an Application Coversheet. The supporting statement should address the capabilities listed; Leading, learning and teaching; Leading improvement, innovation and change and Leading the management of the school and be written with a focus on the job description specified for the position.

Contact Officer: Steven Collins (02) 6142 3166 steven.collins@ed.act.edu.au

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

Environment, Planning and Sustainable Development

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

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

Environment

Health Country

Coordinator Traditional Custodian Engagement

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42225)

Gazetted: 21 February 2019

Closing Date: 15 March 2019

Details: The Coordinator Traditional Custodian Engagement is an exciting new role focusing on building a strong and supporting partnership with the Ngunnawal community. You will build enduring relationships with community providing secretariat support to the newly established Traditional Custodian Healthy Country Committee. The Directorate has committed to establishing this committee to provide advice and direction for the management of Country. The position will assist with the development of a governance and legislative framework to support the Committee. With a strong background in community development, capacity building and environmental management you will thrive in a fast pace work environment. Your expertise and influence in developing enabling policy and legislation to support Traditional Custodians will be utilised across the Directorate. You will also support a small team, influence and build capacity of staff and community, you will guide the Murumbung Yurung Murra network, a support and skills exchange forum for a collective of Aboriginal and Torres Strait Islander people working in different locations within the Directorate and other affiliated agencies; and the PCS Murumbung Rangers who deliver ranger guided activities, community events and a wide range of land/water and fire management projects. (*Ngunnawal language meaning - Good Strong Pathways). This position will be located in the Environment Division of the Environment Planning and Sustainable Development Directorate of the ACT.

Eligibility/Other Requirements: Relevant qualifications are desirable (Communications, Conservation and Land Management, Environmental Science, Community Development, Heritage or similar); otherwise extensive work experience applicable to the position is essential.

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. 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 addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.
Contact Officer: Ian Walker (02) 6205 9027 ians.walker@act.gov.au

**Planning, Land and Building Policy
Building, Design and Projects
Design**

**Design Review Coordinator/Urban Designer
Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41191)**

Gazetted: 26 February 2019
Closing Date: 13 March 2019

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking a highly motivated and enthusiastic individual to fill the role of Design Review Coordinator/Urban Designer for the National Capital Design Review Panel (NCDRP). The Planning, Land and Building Division of EPSDD is the secretariat for the management of the NCDRP, which is a joint initiative between the ACT Government and the National Capital Authority to provide a city-wide peer review process for Canberra. The Division also has responsibility for the development of city-wide urban land and building policies that underpin planning for the future urban growth, land supply, planning for major infrastructure for future urban areas and the character and structure of our city. This role will require you to be coordinate and administer the NCDRP program, including effectively managing the calendar of design review sessions, correspondence, site visits and meetings with panel members, liaising with design teams, key decision makers and panel chairpersons. The position will also require you to prepare tailored design advice and feedback, to ensure the NCDRP delivers excellent value for projects. Working as part of an interdisciplinary team, candidates should have well developed written and oral communication skills to engage with a range of external stakeholders and demonstrated experience in providing clear and concise documentation to consistently meet government goals and objectives within tight timeframes.

Note: This is a temporary position for six months with the possibility of extension up to less than 12 months. Selection may be based on application and referee reports only. An order of merit list 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 email to jobs@act.gov.au 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: Adam Azzopardi (02) 6207 3541 adam.azzopardi@act.gov.au

**Planning, Land and Building Policy
Territory Plan**

**Planning and Mapping Officer
Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35300)**

Gazetted: 26 February 2019
Closing Date: 12 March 2019

Details: The Territory Plan section is seeking a highly motivated person with well-developed organisational, analytical, GIS, mapping and technical writing skills to assist with the administration of the Territory Plan. The successful applicant will be required to assist with the maintenance of the Territory Plan, the statutory planning document in the ACT, which will include undertaking updates to the Territory Plan maps, as well as creating maps and diagrams for Territory Plan codes, in accordance with statutory requirements.

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

How to Apply: Please email to jobs@act.gov.au 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: Alix Kaucz (02) 6205 0864 alix.kaucz@act.gov.au

Business, Governance and Capability

Finance, Information and Assets

Strategic Finance

Finance Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39616)

Gazetted: 26 February 2019

Closing Date: 5 March 2019

Details: We are looking for a highly motivated individual to join the Finance Team within Environment Planning and Sustainable Development Directorate. The successful applicant will undertake and be responsible for a broad range of tasks and functions across the spectrum of corporate finance activities including financial analysis and reporting, budgeting and operational support. Duties include financial ledger and fixed assets register management, assisting with preparation of financial statements. 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.

Note: This is a temporary position available as soon as possible to 30 June 2019 with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: 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.

Contact Officer: Shiva Sivalingam (02) 6205 3394 shiva.sivalingam@act.gov.au

Environment

Healthy Country

Manager Traditional Custodian Engagement

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42201)

Gazetted: 21 February 2019

Closing Date: 15 March 2019

Details: We are seeking a highly motivated leader and Manager to partner with Ngunnawal community to develop and implement plans to Care for Country. The Manager Traditional Custodian Engagement is an exciting new role focusing on building a strong and supporting partnership with the Ngunnawal in the delivery of our Aboriginal and Torres Strait Islander Action Plan and Reconciliation Action Plan. With a strong background in community development, capacity building and environmental management you will thrive in a fast pace work environment. Your expertise and influence in developing enabling policy and legislation to support Traditional Custodians will be utilised across the Directorate. You will lead a small team, influence and build capacity of staff and community, you will guide the Murumbung Yurung Murra network, a support and skills exchange forum for a collective of Aboriginal and Torres Strait Islander people working in different locations within the Directorate and other affiliated agencies; and the PCS Murumbung Rangers who deliver ranger guided activities, community events and a wide range of land/water and fire management projects. (*Ngunnawal language meaning - Good Strong Pathways). This position will be located in the Environment Division of the Environment Planning and Sustainable Development Directorate of the ACT.

Eligibility/Other Requirements: Qualifications relevant to Cultural Heritage, Natural or Cultural Resource Management, Environmental Science or Community Development are required.

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. 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 addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: IanS Walker (02) 6205 9027 ians.walker@act.gov.au

Environment

Parks and Conservation Service

Biosecurity and Rural Services

Senior Legal Policy Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40492)

Gazetted: 25 February 2019

Closing Date: 11 March 2019

Details: Biosecurity and Rural Services is a section within the Parks and Conservation Service that provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management and livestock production, invasive species and kangaroo population management. It also provides a licensing and compliance capability for the Service. We are seeking an individual to manage and contribute to the development of new biosecurity legislation and legislative instruments as required. This will include coordination and management of resources to ensure legislation is delivered on time; interaction with Parliamentary Counsel's Office including drafting instructions, reviewing drafts, resolution of issues, final clearances; the preparation of cabinet submissions, briefings, regulatory impact statements and explanatory statements; and liaison with the Justice and Community Safety Directorate on human rights, civil law and criminal law matters and the Treasury Directorate on financial and regulatory impact matters as well as liaison with other ACT Government Directorates. You will also assist other areas within Biosecurity and Rural Services to amend existing biosecurity legislation and legislative instruments as necessary subject to resource and time constraints.

Note: This is a temporary position available asap for two year as a full time position or a part-time position for between three and four days a week. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants are asked to supply 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

Contact Officer: Stephen Hughes (02) 6207 2508 stephen.hughes@act.gov.au

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>

Canberra Health Services

Rehabilitation, Aged and Community Care

Geriatric Medicine

Geriatric Medicine

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 42430)

Gazetted: 28 February 2019

Closing Date: 14 March 2019

Overviews of the work area and position: Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: 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 Justice Health Services Primary Health Team is part of MHJHADS and provides high quality healthcare to people located within the Alexander Maconochie Centre (AMC), the Dhulwa Mental Health Unit (DMHU) and young people at the Bimberi Youth Justice Centre (BYJC). The position holder would be expected to provide care to

patients across all JHS sites. The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the Justice Health Services Clinical Director through an Individual Learning and Development Plan. MHJHADS aims to be socially inclusive and operates within a recovery-focused and/or harm minimisation approach. The successful applicant will have general practice experience and skills in both inpatient and community services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,494 - \$359,948.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian College of General Practitioners (RACGP) or equivalent specialist qualifications. Evidence of satisfactory participation in the RACGP Continuing Professional Development Program. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Dr Anil Paramadhathil, Director Geriatric Medicine (02) 5124 2625 anil.paramadhathil@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Health Services
Rehabilitation, Aged and Community Care
Geriatric Medicine
Geriatric Medicine
Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 42430)

Gazetted: 28 February 2019

Closing Date: 14 March 2019

Overview of the work area and position: Canberra Health Services Directorate is seeking highly motivated medical practitioners in Geriatric Medicine for the Division of Rehabilitation, Aged and Community Care; University of Canberra Hospital and Canberra Health Services. One part time (0.8 FTE) permanent position exists for an appropriately qualified and experienced Geriatrician. The University of Canberra Hospital (UCH) is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. This position will report to the Clinical Director of Geriatric Medicine. The position is a cross territory appointment and is expected to work across both University of Canberra Hospital (Older Persons rehabilitation unit) and the Canberra Hospital (Acute Care of the Elderly ward, Sub-Acute Geriatric ward, Geriatric Assessment and Planning Unit) on a rotational basis. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,494 - \$359,948.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Physicians (either current or likely to obtain shortly) or equivalent specialist qualifications. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a permanent part time position at 32 hours per week.

Contact Officer: Dr Anil Paramadhathil, Director Geriatric Medicine (02) 5124 2625 anil.paramadhathil@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

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**

Economic

Economic Analyst

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 33306)

Gazetted: 21 February 2019

Closing Date: 14 March 2019

Details: Are you excited by the chance to contribute to consumer welfare? Intrigued by the current issues in Australian electricity markets? The ACT's Economic Regulator—the Independent Competition and Regulatory Commission—is seeking an Economic Analyst to join its regulatory economics team. The team's work is diverse and challenging and contributes to promoting the well-being of the ACT community. While the main focus is electricity and water price regulation, the team also undertakes research and analysis to develop advice on a range of competition and industry issues as requested by the ACT Government. You will be able to apply economic principles to real-world questions and have strong quantitative and research skills. You have good communication skills, a professional and collaborative working style, and the ability to work effectively within a small team of economic and quantitative specialists. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A degree in Economics, Finance or a related discipline is essential.

How to apply: Please send your resume, Application Coversheet and response to the Selection Criteria to jobs@act.gov.au.

Contact Officer: Patrick Hamshere (02) 6205 8773 patrick.hamshere@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**

ACT Supreme Court

Judge's Chambers

Executive Assistant to the Chief Justice

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35346)

Gazetted: 27 February 2019

Closing Date: 13 March 2019

Details: The ACT Courts and Tribunal are seeking a highly organised, self-motivated and professional person to perform the role of Executive Assistant to the Chief Justice of the ACT Supreme Court. The duties of the position include the provision of high level administrative, secretarial and other support to the Chief Justice, supporting other chambers staff, maintaining effective liaison with the judiciary, court staff, ACT Government officers, high-level dignitaries, external organisations and the legal profession; and the provision of secretariat support to committees. In addition, the Chief Justice's Executive Assistant acts as Chambers Manager, managing administrative functions affecting chambers staff such as employment, leave and training. The successful applicant will have demonstrated skills in providing secretarial assistance at a senior level, high-level written and oral communication, organisational and administrative abilities and an understanding of the legal system and the role of the judiciary. This is a diverse and dynamic role and is ideally suited to a highly proactive and adaptable individual with previous experience as an Executive/Personal Assistant who possesses outstanding interpersonal skills, has an eye for detail and be adept at meeting tight deadlines in a busy working environment, under limited

direction. Applicants with experience in roles requiring a high level of initiative, personal integrity and discretion are encouraged to apply. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Interested applicants should address each of the numbered Selection Criteria (limited to two pages). When addressing the selection criteria please highlight any specific examples of experience or achievements that demonstrate your ability to perform this role. For information on the ACT Courts and Tribunal, please visit: www.courts.act.gov.au.

Contact Officer: Felicity Perkins (02) 6207 1386 felicity.perkins@courts.act.gov.au

ACT Corrective Services

Custodial Operations

AMC Detainee Induction Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35184)

Gazetted: 22 February 2019

Closing Date: 8 March 2019

Details: ACT Corrective Services is looking for an enthusiastic, motivated and conscientious person to fill the position of AMC Detainee Induction Coordinator (Administrative Services Officer Class 6) in Custodial Operations. The successful applicant will coordinate, administer and manage the detainee induction processes, programs and functions within the Alexander Maconochie Centre (AMC) and ensure detainees are fully supported throughout the formal induction process, making sure all necessary services are linked to the induction process. In addition, you will assist in the identification and selection of suitable peer support detainees to support new inductions, ensure a structured day is in place for all inductions that is consistent with Regime Management requirements and ensure Case Management services are accessible and provided for all new inductions, including allocations of case officers and case managers. Further to this, you will be responsible for maintaining the Detainee Handbook, ensuring each detainee receives a security classification during their induction period, assist in placement decisions for completed inductions and confirm individual induction processes have been completed prior to further accommodation area placement. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders. 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: Demonstrated experience and/or willingness to work with detainees is essential.

The successful candidate may be required to undergo a criminal record check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

For further information on Working with Vulnerable People registration refer to -

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

How to apply: Applicants are required to submit four items: 1) ACT Government Application Cover Sheet; 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: Natalie Veenstra (02) 6207 0684 natalie.veenstra@act.gov.au

Corporate

ICT, Capital Works and Infrastructure

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 12587)

Gazetted: 26 February 2019

Closing Date: 12 March 2019

Details: ICT, Capital Works and Infrastructure (ICTCWI) are looking for a motivated and highly organised person to fill the role of Executive Assistant. The successful applicant will have demonstrated experience in the provision of high-level administrative support, including diary management and the arrangement of a daily schedule, secretariat duties and have proficiency in the Microsoft Office Suite and Records Management Systems. As the

first point of contact for the ICTCWI Branch, the successful applicant will be required to liaise with a range of stakeholders whilst maintaining a high level of confidentiality and discretion.

How to apply: Applicants should provide a pitch in response to the following questions: 1) Provide details of your recent experience working in an Executive Assistant role (maximum 250 words); 2) Provide details of how you manage competing priorities in your day to day working environment (maximum of 250 words). Applicants should also provide a completed Application Coversheet with their pitch and a current Resume including the details of two referees.

Applications should be sent to jobs@act.gov.au.

Contact Officer: Melissa Tierney (02) 6205 3196 melissa.tierney@act.gov.au

ACT Courts and Tribunal

Registry Operations

Senior Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 43618, several)

Gazetted: 27 February 2019

Closing Date: 13 March 2019

Details: The ACT Courts is seeking persons with a strong focus on providing high level client service, good communication skills, an ability to work well within a changing environment and the capacity to work with people from diverse backgrounds to undertake the role of Senior Support Officer. As a Senior Support Officer you will be required to assist Team Leaders in: Performing administrative functions and working collaboratively across the unit providing procedural advice to clients and relevant agencies and proactively seeking assistance when required Undertaking computer based tasks with a high level of accuracy and work output working within defined policy, legislation and guidelines; undertaking research and reporting on less complex issues, as required. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, and those who identify as LGBTIQ are encouraged to apply.

Note: There are several permanent full-time positions available, three are located at the ACT Courts Registry Counter and the other within the Criminal Jurisdiction. The order of merit established from this process may be used to permanently or temporarily fill other identical generic Senior Support Officer positions within the next 12 months. Selection may be based on written application and referee reports only. Interviews may not be held.

How to Apply: Applicants are required to submit four items: 1) ACT Government Application Coversheet; 2) statement of claim against each specified Selection Criteria (limited to two pages); 3) a current Curriculum Vitae; 4) the names and contact details of two referees (one should be a current supervisor/manager). Please ensure you submit all four items. When addressing the Selection Criteria you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role. Try not to duplicate information that can already be found in your Curriculum Vitae.

Contact Officer: Danielle Campbell (02) 6207 2393 danielle.campbell@act.gov.au

ACT Emergency Services Agency

Governance and Logistics

Fleet and Logistics

Senior Manager, Fleet and Logistics

Senior Officer Grade A \$137,415, Canberra (PN: 14946)

Gazetted: 27 February 2019

Closing Date: 6 March 2019

Details: ACT Emergency Services Agency (ESA) is looking for a Senior Manager who is comfortable with change and has a track record of providing a high level of customer service. This position provides significant support in the delivery and implementation of ESA's key objectives as well as performing in an operational capacity to facilitate logistical support in the event of an emergency incident. The ESA is about improving community safety for Canberrans whilst the city expands and the population grows. Governance and Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT. The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in

the Territory. The Agency has four operational services; ACT Ambulance Service (including SouthCare Aeromedical Rescue Service); ACT Fire and Rescue; ACT Rural Fire Service; and ACT State Emergency Service Expressions of Interest are sought for the position of Senior Manager, Fleet and Logistics. A collaborative, solutions-focused leader with excellent management, communication and organisational skills is required. The successful applicant will report directly to the Director, Governance and Logistics and has responsibility for the leadership of the Fleet and Logistics portfolio including ESA's Logistics and Workshop capabilities.

Eligibility/Other Requirements: A collaborative, solutions-focused leader with excellent management, communication and organisational skills is required. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to

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

Note: This is a temporary position available as soon as possible for a period up to six months. Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the position description. An order of merit may be established to fill future vacancies at level over the next 12 months. This position is available to ACT Public Service employees only.

How to Apply: If you're interested in the role, please send through a one page pitch with your Curriculum Vitae and contact details of at least two referees to the Contact Officer. The one page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Applications should be sent to the Contact Officer.

Contact Officer: Robyn White (02) 6207 5279 robyn.white@act.gov.au

Corporate

Governance

Ministerial Services Unit

Manager, Ministerial Support

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42911)

Gazetted: 26 February 2019

Closing Date: 5 March 2019

Details: An opportunity exists for a highly motivated Manager to be a part of the Justice and Community Safety Directorate Ministerial Services Unit. The successful candidate will lead a small team to deliver high quality services to portfolio Ministers, Directorate Executives and Justice and Community Safety (JACS) Business Units. To be successful in this position you will have proven skills in management, government processes, stakeholder engagement and an ability to work to tight time frames. If you enjoy a fast pace and energetic work life, this job may be for you.

Eligibility/Other Requirements: An understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes would be an advantage. Ability to manage sensitive and classified information in accordance with Cabinet protocols and the Protective Security Policy Framework (PSPF).

Note: This temporary position is available for an immediate start until 28 June 2019 with the possibility of extension up to less than 12 months.

How to Apply: Please submit Selection Criteria with a current Curriculum Vitae and the name and contact details of two referees to jobs@act.gov.au

Contact Officer: Natalie Tanchevski (02) 6207 1123 natalie.tanchevski@act.gov.au

Office of the Legislative Assembly

Business Support

Information and Digital Services

Assistant Technical Officer

Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 357)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

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

Note: It is anticipated the term of employment will be for approximately six months and is offered as a full time or part time position. The salary noted above is full time and will be pro rated if the position is filled as part time.

Contact Officer: Dennis London (02) 6205 3019 Dennis.London@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra

Public Transport Operations

Fleet Services

Vehicle Cleaner Fueller

EGSO4.2 - Workshop Staff \$61,964, Canberra (PN: SCF022, several)

Gazetted: 25 February 2019

Closing Date: 11 March 2019

Details: Transport Canberra has upcoming vacancies for full-time, part-time and casual vehicle cleaner fueller positions at both North and South Depots. Working to rotating rostered shifts, from early morning to late at night including regular weekend rostered overtime, the successful applicants will be required to perform duties associated with the daily cleaning, fuelling and detailing of Transport Canberra's bus fleet. The successful applicants will be able to maintain a high degree of reliability and consistency in following cleaning procedures and be able to work under limited supervision. This position is required to work under time pressure and is exposed to temperature and weather changes throughout the year. The ACT Public Service is 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, and/or people with disability, to apply.

Eligibility/Other Requirements: Possession of a current motor vehicle licence and the ability to obtain and hold a Transport Canberra yard licence. Successful applicants will be subject to successfully completing a language, literacy and numeracy test, pre-employment medical and Police Consent form.

Note: These positions are generic across the Transport Canberra's Fleet Services team and applicants may be required to rotate within Transport Canberra to any designated location as directed. Work rostered shifts, from early morning to late at night including regular weekend rostered overtime. 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. There are fulltime, part-time and casual positions available.

How to Apply: Applicants are required to submit three items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; maximum of 300 words per criteria; 3) a current resume submitted to jobs@act.gov.au.

Contact Officer: David Bopping (02) 6207 7641 david.bopping@act.gov.au

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

City Services

City Presentation

Domestic Animal Services

Kennel Master

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 23681)

Gazetted: 21 February 2019

Closing Date: 28 February 2019

Details: Domestic Animal Services are seeking applications from highly motivated and committed people to fill the role of Kennel Master. You will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for maintaining procedures to ensure animal health and welfare is maintained. This will involve cleaning the facility, conducting health checks, feeding and administering medication, attending to minor wounds and abrasions and preparing enrichment activities.

Eligibility/Other Requirements: Certificate III in Dog Behaviour and Training or willingness to obtain Animal Husbandry experience is desirable. Suitability assessments may be undertaken, e.g. police, medical and psychometric. A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Applicants are requested to submit an application addressing the Selection Criteria (no more than half page per criteria), current Curriculum Vitae and completed Application Coversheet to jobs@act.gov.au

Contact Officer: Eva Cawthorne (02) 6207 5181 eva.cawthorne@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 Presentation and Infrastructure

City Presentation

Sport and Recreation Facilities

Sportsground Ranger

Sportsground Ranger 1 \$52,991 - \$58,511, Canberra (PN: 13417)

Gazetted: 27 February 2019

Closing Date: 13 March 2019

Details: Sport and Recreation Facilities is seeking an enthusiastic, resourceful and team orientated person to join its group of Sportsground Rangers. The position involves overseeing and monitoring the use of ACT Government sportsgrounds and related facilities; liaison with user groups, field maintenance and management staff; and reporting on issues surrounding the maintenance of these facilities. The person will need to be highly motivated and reliable in working with minimal supervision. Fit for duties, able to be on feet and walk for extended periods during 8 hour shift General fitness and the ability to undertake manual duties.

Eligibility/Other Requirements: Current valid driver's licence (minimum Class C)

Note: This is a temporary position available for an immediate start for 12 months with possibility of permanency. This position requires shift work within an 11 day fortnight, including rostered to work every weekend and able to work shift work including hours until 10pm. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; 4) the names and contact details of two referees (One of the referees should be a current supervisor); 5) a copy of your Driver's Licence. Please ensure you submit all five items. Applications to be sent to jobs@act.gov.au.

Contact Officer: Bernard Murphy (02) 6207 5142 bernard.murphy@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.

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

Clinical Services

Office of the Executive Director of Medical Services

Pharmacy Services

Director of Pharmacy

Health Professional Level 6 \$137,415, Canberra (PN: 28981)

Gazetted: 28 February 2019

Closing Date: 21 March 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 publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

Canberra Health Services collaborates with Calvary Public Hospital Bruce in the provision of high quality, person-centred health care to our community.

Overview of the work area and position: The Office of the Executive Director of Medical Services includes:

GP Liaison Unit (GPLU)

Health Care Technology Management

Library

Medical Imaging

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU)

Pathology

Pharmacy

The CHS Pharmacy Department are a dynamic, talented team of approximately 100 staff, including: Pharmacists, Technicians and Administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The Director of Pharmacy is responsible for delivery of pharmaceutical services, including the operational management and planning of human and financial resources. The position provides leadership on medicines management strategies for the hospital and territory health service. It is expected that the Director of Pharmacy role have a sound knowledge of local, national and international health and community care systems including current and emerging issues concerning the health sector including a good understanding of the national health system and of Commonwealth and State/Territory interactions.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Pharmacy

Be registered or eligible for registration with the Pharmacy Board of Australia (Australian Health Practitioner Regulation Agency (AHPRA))

Desirable:

Postgraduate qualifications (or equivalent) in Clinical Pharmacy, Management, Education or Research

Membership or eligibility for membership with The Society of Hospital Pharmacists of Australia

Extensive experience working in a hospital pharmacy setting

Publication/s within peer reviewed journals

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Note: *Group Attraction and Retention Incentive (ARIn): \$10,618. An attractive remuneration package will be available to the selected candidate in accordance with the ACT Public Service Health Professionals Enterprise Agreement, comprising salary and an Attraction and Retention Incentive (ARIn).

Contact Officer: Paul Dugdale (02) 5124 3596 paul.dugdale@act.gov.au

People and Culture

Workforce Relations

Director Employee Advocate

Senior Officer Grade A \$137,415, Canberra (PN: 25610)

Gazetted: 28 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. 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 Employee Advocate will report directly to the CEO of the Health Service, and will work directly with the Director-General of the Health Directorate. This position will play a key role in providing sound and considered advice to employees within Canberra Health Services whilst ensuring that the legislative requirements in relation to employment frameworks are adhered to. While the Employee Advocate role is an autonomous role you will work closely with all areas of the People and Culture Branch in particular the Employee Services team who provide employee relations services, support and advice to employees within CHS. The main responsibilities of the role of Employee Advocate will be to; Provide high level and considered advice to employees who are experiencing bullying or interpersonal issues in the workplace in accordance with relevant legislation; consult and liaise with external community agencies/groups that may be engaged to resolve workplace issues or conflict; contribute to positive outcomes through leadership and accountability. This is a unique opportunity for a high energy professional interested in playing a key role within CHS.

Eligibility/Other Requirements: Highly Desirable: A tertiary qualification in Social Work and extensive knowledge of and experience in conflict resolution. 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 month with the possibility of extension and/or permanency.

Contact Officer: Janine Hammat (02) 6124 9631 janine.hammat@act.gov.au

People and Culture

Organisation Development

Director, Workforce Culture and Leadership

Senior Officer Grade A \$137,415, Canberra (PN: 23771)

Gazetted: 28 February 2019

Closing Date: 14 March 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 publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS. Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Overview of the work area and position

Workforce Culture and Leadership is a specialist team within People and Culture focussing on improving workplace culture; increasing staff engagement; staff health and wellbeing; elevating leadership/management skills; and supporting change management to support CHS staff to provide high quality patient care/experience. All of our work is underpinned by a strong focus on CHS values of care, excellence, collaboration and integrity. Examples of the type of work done by Workforce Culture and Leadership include:

Customised development and delivery of team development activities, including team charters and workshops to improve team functioning and performance.

Manage and coordinated the whole of organisation workplace culture survey.

Develop CHS culture strategy to address results of the workplace culture survey.

Provide individual support to managers and work units to address workplace culture survey results and improve workplace culture.

Develop and manage pulse surveys to track culture improvement and/or analyse existing culture.

Facilitate team/business planning sessions

Develop and deliver workshops in relation to whole of government organisational development initiatives, include the Respect, Equity and Diversity Framework and the ACTPS Performance Framework.

Use Psychometric tools and provide associated coaching, for example, LSI 360-degree feedback and Hermann Brain Dominance Instrument

Eligibility/Other Requirements

Mandatory:

Current driver's licence

Desirable:

Tertiary qualifications or equivalent in Human Resources or Organisational Psychology and eligibility for membership of the appropriate professional organisation are desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Note:

This position is being readvertised and previous applicants need not apply.

Contact Officer: Janine Hammat (02) 6205 1086 janine.hammat@act.gov.au

Rehabilitation, Aged and Community Care

Rehabilitation, Aged and Community Care Nursing

Assistant Director of Nursing, Geriatrics, Rehabilitation Aged and Community Care

Registered Nurse Level 4.3 \$130,586, Canberra (PN: 04806)

Gazetted: 28 February 2019
Closing Date: 14 March 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 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 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

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra commenced operations in July 2018. The new hospital, the University of Canberra Hospital (UCH) is part of the Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population.

The inpatient Rehabilitation units are now located in the University of Canberra Hospital.

The Assistant Director of Nursing (ADON) will support the Director of Nursing (DON) to manage the acute and subacute Geriatric inpatients and other related nursing services to ensure an efficient and effective person centred service is provided. This position will be based at the Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Post graduate qualifications in health management and/or

Post graduate qualifications in Nursing

Current driver's license

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

Undergo a pre-employment Police check.

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

Contact Officer: Rhonda Maher (02) 5124 8566 rhonda.maher@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Palliative Care Service

Nurse Practitioner Palliative Care

Nurse Practitioner \$122,486, Canberra (PN: 19584)

Gazetted: 28 February 2019

Closing Date: 14 March 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 Services 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 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 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 operational management of the ACT's Walk in Centres and administration support to Ambulatory and Community Health centres across Canberra Health Services.

The Palliative Care Service at Canberra Hospital is an integrated multidisciplinary team of doctors, nurses and allied health professionals providing care through a consultation liaison model for complex palliative management advice throughout the Canberra Hospital inpatient areas for people with a range of illnesses and diseases, including, but not limited to, oncology, cardiac, chronic respiratory disease and dialysis patients. The palliative care service also provides outpatient consultations in the clinic setting by referral.

The palliative care service, Nurse Practitioner (NP) will work across the inpatient and outpatient setting, working collaboratively with the multidisciplinary team. The NP will receive professional development and formal clinical supervision by the Palliative Care Specialist and there are opportunities to participate in research, teaching and service development.

Eligibility/Other Requirements:

Mandatory:

Applicants must hold or be eligible to hold registration with Australian Health Practitioner Regulation Agency (AHPRA) and have the notation of Nurse Practitioner attached to this registration.

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*.

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

Note:

The palliative care service is provided Monday to Friday, business hours. The position is full-time, however, applications for part-time hours may be considered.

Contact Officer: Melissa O'Brien (02) 5124 8557 or 0412501716 melissa.o'brien@act.gov.au

Clinical Services

Rehabilitation, Aged Care and Community Care

Ward 11A

Clinical Nurse Consultant/Manager

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22401)

Gazetted: 28 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.

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.

Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. The Clinical Nurse Consultant will have responsibility for the Acute Care of the Elderly Unit (ACE) on Ward 11A. This position will be based at the Canberra Hospital and report to the ADON.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Post Graduate studies in Health Management or related field

Qualifications or experience in Acute Aged Care

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: Chris Mead 0434674442 chris.mead@act.gov.au

Clinical Services

Women, Youth and Children

Paediatrics

Registered Nurse Child and Family Health

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 25430)

Gazetted: 28 February 2019

Closing Date: 14 March 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 Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for children and adolescents from the ACT and surrounding areas utilising our service for acute and chronic health needs

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The Paediatric Ambulatory Care area offers diverse opportunities for professional enrichment and skill development. This is a rewarding and challenging opportunity available for a Registered Nurse with Paediatric

interest to be rostered in Paediatric Day Unit with the possibility of some shifts in Paediatric Outpatient Clinics as required. Some Paediatric Nursing experience is desired.

The skill opportunities in Paediatric Day Stay include rapid flow day stay elective and emergency surgical procedures: pre and post-operative care, oncology, haematology, rheumatology, immunology, sedation for procedures, endocrine dynamic testing, CVAD and transfusion skills. The Outpatient nurse has specialty skills including chronic care, management of burns, gastrostomy and enteral feeding care, endocrine, dermatology, immunology, ophthalmology, orthopaedic fracture care, cystic fibrosis, IBD clinics.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

A Registered Nurse or midwife with a minimum of three years FTE post registration experience in the relevant field.

Holds or is working towards Postgraduate qualification in Paediatric Nursing.

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*.

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

Note:

This is a temporary position available for a period of 15 months with the possibility of extension. This is a full-time position however part-time hours will be considered

Contact Officer: Catherine Campbell (02) 61426201 catherinem.campbell@act.gov.au

Maternity Services

Centenary Hospital for Women and Children

Women Youth and Children

Clinical Development Midwife

Registered Midwife Level 2 \$88,249 - \$93,533, Canberra (PN: 22495)

Gazetted: 28 February 2019

Closing Date: 14 March 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 Services' 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 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:

Clinical Development Midwife: Maternity Services:

The clinical development midwife position supports midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives throughout the Maternity Unit and is involved in unit wide in-service and education activities.

Eligibility/Other Requirements:

Mandatory:

- Be registered or be eligible for registration as a midwife with the Australian Health Practitioner Regulation Agency (AHPRA).
- Eligibility for membership of the Australian College of Midwives
- Holds a current ACT driver's license or equivalent.

Desirable:

- Tertiary qualifications or equivalent, relevant to the position.

Prior to commencement successful candidates will be required to:

- undergo a pre-employment Police check.

Contact Officer: Penny Maher (02) 5124 7392 penny.maher@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Unit

Clinical Development Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 40426)

Gazetted: 28 February 2019

Closing Date: 7 March 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 Adult Acute Mental Health Services, Adult Mental Health Unit (AMHU) and the Mental Health Short Stay Unit (MHSSU) provides high quality inpatient mental health care to people from 18 to 65 years of age. Adolescents up to the age of 18 are admitted when Paediatrics is not clinically appropriate.

AMHU is a 40 bed acute inpatient unit for people experiencing acute mental health or mental disorder. The service provides collaborative care involving the person, their carers and other key services.

MHSSU is a 6 bed inpatient unit located in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation for up to 48 hours.

At this level it is expected that you will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment and recovery of people within a therapeutic environment. You will provide regular input into, and form an integral part of the multidisciplinary team and apply quality improvement processes to the therapy program undertaken within both units.

All team members are required to undertake professional development and supervision and participate in quality initiatives. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

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

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of three years' nursing experience within an acute or other mental health environment.

Hold or working towards a Certificate IV in Workplace Training and Assessment or equivalent qualification in assessment and work-based training.

Current driver's licence.

Desirable:

Postgraduate qualification in Nursing or Clinical Education.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Helen Braun (02) 6174 5406 helen.braun@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Short Stay Unit

Adult Mental Health Short Stay Unit, Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 18512)

Gazetted: 28 February 2019

Closing Date: 7 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 provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services.

The Canberra Hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients.

The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The University of Canberra Hospital provides sub-acute rehabilitation health services to the ACT and surrounding region.

Overview of the work area and position

The Adult Acute Mental Health Services, Adult Mental Health Short Stay Unit (AMHSSU) provides high quality inpatient mental health care to people from 18 to 65 years of age. Adolescents up to the age of 18 are admitted when Paediatrics is not clinically appropriate.

The Adult Mental Health Short Stay Unit (AMHSSU) is a sub-acute six bed inpatient unit in the Emergency Department of Canberra Hospital. Within AMHSSU care is provided to people requiring extended mental health assessment and/or treatment initiation. The service provides collaborative care involving the person, their carers and other key services.

At this level it is expected that you will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment and recovery of people within a therapeutic environment. You will provide regular input into, and form an integral part of the multidisciplinary team and apply quality improvement processes to the therapy program undertaken within both units.

All team members are required to undertake professional development and supervision and participate in quality initiatives. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 12 months recent nursing experience in a mental health facility.

Desirable:

- Approved Tertiary/or equivalent qualifications in Nursing.
- Post Graduate qualification in Mental Health Nursing.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.

- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).
Required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
Contact Officer: Helen Braun (02) 6174 5406 helen.braun@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Unit

Registered Nurse Level 2

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 24883, several)

Gazetted: 28 February 2019

Closing Date: 7 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 provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services.

The Canberra Hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients.

The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The University of Canberra Hospital provides sub-acute rehabilitation health services to the ACT and surrounding region.

Overview of the work area and position

The Adult Acute Mental Health Services, Adult Mental Health Unit (AMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age. Adolescents up to the age of 18 are admitted when Paediatrics is not clinically appropriate.

The Adult Mental Health Unit (AMHU) is a 40 bed acute inpatient unit for people experiencing acute mental health or mental disorder. The service provides collaborative care involving the person, their carers and other key services.

At this level it is expected that you will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment and recovery of people within a therapeutic environment. You will provide regular input into, and form an integral part of the multidisciplinary team and apply quality improvement processes to the therapy program undertaken within both units.

All team members are required to undertake professional development and supervision and participate in quality initiatives. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 12 months recent nursing experience in a mental health facility.

Desirable:

- Approved Tertiary/or equivalent qualifications in Nursing.
- Post Graduate qualification in Mental Health Nursing.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

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

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Helen Braun (02) 6174 5406 helen.braun@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Counselling and Treatment Service

Intake Worker

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42083)

Gazetted: 28 February 2019

Closing Date: 14 March 2019

Details: About us

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

Overview of the work area and position

The Alcohol and Drug Service is a multidisciplinary service within the Canberra Health Service providing a range of specialist services for people affected by alcohol and other drug use. The Counselling and Treatment Service, 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. The Alcohol and Drug Service's Counselling and Treatment Service (CTS) is a free outpatient government service that provides counselling and 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 role includes:

Providing point of entry and helpline telephone and intake assessment services for all programs offered by the Alcohol and Drug Service.

Provide information and referral to other local and interstate alcohol and other drug treatment services.

Provide intake assessment appointments for people who walk-in wanting to access Alcohol and Drug Services.

Assist in the facilitation of group services provided by CTS.

Apply knowledge, skills, judgement and initiative in the delivery of routine services.

Eligibility/Other Requirements:

Relevant tertiary qualifications highly desirable.

Certificate IV in Alcohol and Other Drug Studies; or a tertiary Qualification with 4 Core competencies in AOD studies or working towards this achievement required.

Previous experience working in AOD services highly desirable.

Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

undergo a pre-employment Police check.

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

Comply with Canberra Health Service occupational screening requirements related to immunisation.

Comply with Canberra Health Services credentialing requirements for allied health professionals.

Note:

This position maybe required to participate in an overtime, on call and/or rotation roster.

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

Patient Safety Team

Quality, Safety, Improvement and Innovation

Clinical Safety Administrator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 13806)

Gazetted: 28 February 2019

Closing Date: 7 March 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, Coota-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.

Three Walk-In centres: which provide free treatment for minor illness and injury.

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

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

Overview of the Work Area and Position

The role of the Clinical Safety System Administrator is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system.

This is achieved through:

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

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

The structure is aligned with the key elements of high-quality health care, including the Patient Safety Team (Incident Management Team, Clinical review Team, Mortality and Morbidity Coordination, Medico-legal team), Clinical Effectiveness Unit (Policy Team, Data and Quality Assurance, National Standards) and the Patient Experience Unit (Patient Experience, Advanced Care Planning, Quality Improvement).

The Patient safety team is responsibilities include:

Educating, promoting and guiding the application of incident management principles and processes to support continuous improvement for the provision of safe and high quality patient care for internal and external stakeholders.

Identifying, analysing, investigating and reporting potential patient harm and patient safety indicators to support continuous improvement.

Assisting staff and ACT government solicitors with claims, all aspects of the coronial process and other legal matters as well as meeting insurance reporting obligations.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

Strong organisational skills with a high degree of drive.

Note:

This is a temporary position available until 6 July 2019 with the potential for extension and or permanency.

Contact Officer: Philippa Keating (02) 5124 9571 philippa.keating@act.gov.au

Clinical Support Services

Logistics Support Services

Assistant Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 29392)

Gazetted: 28 February 2019

Closing Date: 7 March 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. Canberra 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 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 Wards persons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing & 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:

Relevant qualification in Sterilising such as Certificate in Sterilising or working in health care setting is highly desirable.

A current driver's license is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Notes

This is a temporary full-time vacancy for 12 months with possibility of extension and/or permanency.

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

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Services

Administrative Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 29045)

Gazetted: 28 February 2019

Closing Date: 14 March 2019

Details: About us:

Mental Health, Justice Health and Alcohol & Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

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

Overview of the Work Area and Position

Reporting to the Operational and Clinical Directors of Rehab and Specialty Mental Health Services, this position will provide high level administrative support, including all aspects of Calendar and Inbox management, to assist in the strategic and operational processes required for the Operational and Clinical Director to undertake their accountabilities.

This also includes the provision of high quality customer service to the consumers and staff. This position may be required to work at various sites, including but not limited to, 1 Moore Street.

Eligibility/Other Requirements:

Desirable:

A current ACT Drivers Licence is preferred but not essential.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

An Order of Merit may be used to fill future identical permanent vacancies over a 12 month period.

Contact Officer: Jaime Bingham (02) 5124 1744 jaime.bingham@act.gov.au

Clinical Services

Executive Director Medical Services

Credentialing and Scope of Clinical Practice Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 23851)

Gazetted: 28 February 2019

Closing Date: 14 March 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

The position of Credentialing and Scope of Clinical Practice Officer sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Hospital and Health Services. The role is part of a small team that manages the operations of the credentialing and scope of clinical practice process and provides the secretariat function to the scope of clinical practice committees under the Health Act 1993.

Eligibility/Other Requirements:

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

Undergo a pre-employment Police check.

Notes:

This is a Temporary position available for 6 months with a possibility of extension.

Contact Officer: Tara Ross (02) 5124 7231 tara.ross@act.gov.au

People and Culture

Employment Services

Recruitment Services

Recruitment Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 16117)

Gazetted: 28 February 2019

Closing Date: 7 March 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.

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

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

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

Overview of the work area and position

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

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

Eligibility/Other Requirements:

Desirable:

Knowledge or experience with an e-recruitment system.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

This is a temporary position available for approximately seven months, with the possibility of extension.

Contact Officer: Jennifer Edmiston (02) 5124 9616 jennifer.edmiston@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Ambulatory Care

Medical Transcriptionist

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 10754, several)

Gazetted: 28 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: The Medical Transcription Unit (MTU) is a centralised pool of qualified transcriptionists who offer transcription services to a large range of disciplines within Canberra Hospital and Health Services.

Eligibility/Other Requirements:

Desirable:

Medical terminology certificate, or equivalent, is preferable

Experience as medical transcriptionist

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: These are temporary positions available up to a period of two to eight months. Applicants may be required to complete a typing task to assess competency as a component of the recruitment process. Selection may be based on written application and referee reports only.

Contact Officer: Amy Zammit (02) 5124 9108 amy.zammit@act.gov.au

Clinical Services

Medicine

Outpatients Administrative Support

Respiratory and Sleep Medicine, Team Leader

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 10783)

Gazetted: 28 February 2019

Closing Date: 7 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.

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.

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

Overview of the work area and position: This position provides administrative support to the Sleep and Respiratory outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

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

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

Contact Officer: Leticia Sullivan (02) 5124 8199 leticia.sullivan@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Adult Mental Health Unit

Enrolled Nurse

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 12412, several)

Gazetted: 28 February 2019

Closing Date: 14 March 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.

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

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

- ACT Wide Mental Health Services
- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS), and
- Justice Health Services

Overview of the work area and position

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

AMHU is a 35 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services.

It is expected that in this position you will provide clinical support to assist in the clinical nursing care treatment and recovery of consumers. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements

Mandatory:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
 - Current passenger vehicles driver's licence.
- Prior to commencement successful candidates will be required to:
- Undergo a pre-employment Police check.
 - Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes

This is a temporary position available asap until 20 July 2019.

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

Clinical Support Services

Logistics Support Services

Sterilising Services

Sterilising Services, Health Service Officer

Health Service Officer Level 3/4 \$48,385 - \$51,869, Canberra (PN: 29366, several)

Gazetted: 28 February 2019

Closing Date: 14 March 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 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 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 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 Wards persons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing & 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:

Experience working in a Sterilising Services Department is preferred,

Certificate III in Sterilising.

A current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Notes:

This position involves participating in a rotating roster. The rotating shift roster may require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, CH including CRU and CPHB). Employees will commence at the HSO 3/4 base salary point and will then move through the salary points contained in the pay classification HSO 3/4 broadband when they have met all the elements of their development plan; and have generally performed the competencies at that level for a period of 12 months.

The ability to work as a positive team member and work independently with a willingness to work flexible hours, including shift work, public holidays, occasional solo night shifts and weekend rosters is required.

Contact Officer: Sandra Wheeler (02) 6213 3296 sandra.wheeler@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Gynaecological and Central Nervous System Cancer Nurse Specialist

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 24911)

Gazetted: 28 February 2019

Closing Date: 7 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.

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.

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

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

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

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 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 support to Ambulatory and Community Health centres across CHS.

The Gynaecology, Brain and CNS Cancer Specialist Nurse will work as part of the division's Cancer Specialist Nurse Team. The Cancer Specialist Nurse role is responsible for co-ordinating the care of clients with complex needs, related to a gynaecological, brain or central nervous system cancer diagnosis, across the cancer journey.

Eligibility/Other Requirements:

Mandatory:

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

Holds or is working towards relevant post graduate qualifications

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: Sharon Bale (02) 5124 4269 sharon.l.bale@act.gov.au

Quality, Safety and Governance

Patient Safety Team

Quality Safety, Improvement and Innovation Unit

Clinical Safety System Coordinator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 04598, several)

Gazetted: 28 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: 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.

Three Walk-In centres: which provide free treatment for minor illness and injury.

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

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

The role of the Quality, Safety, Improvement and Innovation Unit includes the promotion and facilitation, of a culture of excellence, innovation, education, and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through:

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

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

The following teams within the Quality, Safety, Improvement and Innovation Unit are aligned with the key elements of high-quality health care and include the Patient Safety Team (Incident Management Team, Clinical Review Team, Mortality and Morbidity Coordination, Medico-Legal Team) Clinical Effectiveness (Policy Team, Data and Quality Assurance, National Standards) and Patient Experience (Patient Experience, Advanced Care Planning, Quality Improvement)

The Patient Safety Team's responsibilities include:

Educating, promoting and guiding the application of incident management principles and processes to support continuous improvement for the provision of safe and high-quality patient care for internal and external stakeholders.

Identifying, analysing, investigating and reporting potential harm and patient safety indicators to support continuous improvement.

Assisting staff and ACT government solicitors with claims, all aspects of the coronial process and other legal and police matters as well as meeting insurance reporting obligations.

The Patient Safety System Coordinator's primary function is to coordinate clinical incident management processes across all CHS Divisions. The position reports to the Director, Clinical Safety System, Quality, Safety Improvement and Innovation.

Eligibility/Other Requirements:

Mandatory:

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

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: These are temporary positions available for a period of 12 months. Part-time hours will be considered and the full-time salary noted above will be paid pro-rata.

Contact Officer: Phillipa Keating (02) 5124 9571 phillipa.keating@act.gov.au

Office of the Deputy Director General

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13137)

Gazetted: 28 February 2019

Closing Date: 7 March 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

The main focus of this role is to support the process of government business through the Office of the Deputy Director General, Canberra Hospital and Health Services (CHHS) as well as working as a member of the broader

CHHS Executive Officer team. Main duties will include tracking, coordination and preparation of high level government business including briefings and correspondence, internal minutes, Cabinet submissions and Assembly material.

Eligibility/Other Requirements:

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

Desirable:

Possession of relevant qualifications and extensive experience in a complex healthcare environment.

Contact Officer: Tonia Alexander (02) 5124 2169 tonia.alexander@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>

Corporate Services

Commissioning and Performance

Health Economics

Director, Performance Reporting

Senior Officer Grade A \$137,415, Canberra (PN: 17413)

Gazetted: 28 February 2019

Closing Date: 7 March 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.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities

Monitoring and enforcement of public health regulations

Providing public health advice

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 procurement; service demand planning and modelling; data management and activity-based performance; governance and risk management.

The Commissioning and Performance Division will develop and administer the commissioning system through which the ACT health services receive funding from the ACT Government. The division will develop and monitor a performance framework, and systems to support and monitor the performance of all funded health services.

Eligibility/Other Requirements:

Mandatory:

Bachelor's Degree or Master's Degree in a relevant discipline such as Analytics, Mathematics, Finance or Economics or demonstrated equivalent experience

Desirable:

Health sector work experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

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

Contact Officer: Emily Harper (02) 5124 9440 emily.harper@act.gov.au

Health Protection Service

Pharmaceutical Services

Pharmaceutical Inspector

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 19569)

Gazetted: 28 February 2019

Closing Date: 7 March 2019

Details: About us

ACT Health Directorate 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 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 Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

The Pharmaceutical Services Section has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the *Medicines, Poisons and Therapeutic Goods Act 2008* and *Public Health Act 1997*.

The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies through weekly dispensing reports.

The section is also responsible for issuing licences and conducting inspections of premises that deal with medicines or poisons in the ACT as well as regulating community pharmacy ownership and premises in the ACT through issue of licences to pharmacy owners and conducting inspections.

The section also acts as the Territory Recall Co-ordinator for distributing information to affected parties on behalf of the TGA for recalled medicines and medical devices.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Health Systems Policy and Research

Public Health, Protection and Regulation

Communicable Disease Control

Vaccine Management Unit, Office Manager

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 24288)

Gazetted: 28 February 2019

Closing Date: 7 March 2019

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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 Population Health Protection and Prevention Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues.

The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

The Communicable Disease Control Section (CDC) of the Health Protection Service (HPS) is a multidisciplinary section including nurses, epidemiologists, public health professionals, medical laboratory scientists and administrative officers. CDC is responsible for a range of functions aimed at minimising the harm caused by the spread of communicable diseases in our community. CDC has three units: the Disease Surveillance Unit; the Immunisation Unit and the Infection Control Unit.

The Immunisation Unit provides the ACT community with protection against vaccine preventable diseases through: Implementation of the National Immunisation Program and ACT Government funded immunisation programs in the ACT

Provision of advice and information on immunisation to the ACT community

Implementation of initiatives to improve immunisation rates and quality service delivery

Distribution of vaccines for the National Immunisation Program and ACT government funded programs to immunisation providers in the ACT.

The Vaccine Management Unit Office Manager is responsible for office based activities of the Immunisation Vaccine Management Unit, the management of the Immunisation Information Line and other duties as outlined below.

Eligibility/Other Requirements:

Mandatory:

Current driver's licence

Desirable:

Demonstrated experience in Microsoft Excel and other Microsoft Office applications

Prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police check
Contact Officer: Carolyn Banks (02) 5124 9242 carolyn.banks@act.gov.au

Health Systems Policy and Research
Public Health, Protection and Regulation
Health Protection Service
Cadet Professional Officer

Cadet Professional Officer – Practical Training \$47,088 - \$51,800, Canberra (PN: 20401)

Gazetted: 28 February 2019
Closing Date: 14 March 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.

The Public Health, Protection and Regulation Division has primary responsibility for the management of public health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on public health issues.

The Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

Overview of the work area and position: The key role of the Environmental Health section is to protect and promote the good health of the ACT community through the fostering of safe and healthy environments. Environmental Health is responsible for the assessment, correction, control and prevention of factors that can adversely affect public health. Environmental Health is also focused on educating the public, and provides a variety of information to a range of stakeholders. Monitoring and enforcement activities are also undertaken in relation to a wide range of public health activities.

These activities are heavily focused on food safety and the prevention of food borne disease. Food Businesses are regulated under the *Food Act 2001*, and Environmental Health Officers perform inspections of all types of food business including cafes, restaurants, caterers, market stalls, and major public events.

Environmental Health regulates other activities under the *Public Health Act 1997*, including cooling towers, swimming pools, insanitary conditions, recreational and potable water safety and other environmental factors that may influence health. Radiation Safety also falls within Environmental Health and is regulated under the *Radiation Safety Act 2006*.

As a Cadet Professional Officer you will be responsible for supporting the Environmental Health Section in meeting operational goals whilst you progress through an approved university degree program.

Eligibility/Other Requirements:

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*

Note: Continued employment is dependent upon progressing through an accredited Bachelor Degree program majoring in Environmental Health.

Contact Officer: Faith Bvirakare (02) 5124 9096 faith.bvirakare@act.gov.au

Health Systems Policy and Research
Policy Partnerships and Programs
Policy and Stakeholder Relations Executive
Legal Policy Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 21928)

Gazetted: 28 February 2019

Closing Date: 7 March 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: This position is responsible for providing strategic advice, policy development and implementation as well as draft reports, briefings, recommendations and instructions related to legislation, including health laws in other Australian jurisdictions. A significant part of this work will be leading the mental health legislation review and applicants will be advantaged by sound knowledge of this legislation and the *Human Rights Act 2004*.

Interested applicants should be enthusiastic and have excellent interpersonal skills and enjoy working as part of a dynamic team and have a cultural awareness of working with Aboriginal and Torres Strait Islander peoples and understanding of multicultural issues.

The Policy Partnership and Programs Branch is responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice and project development.

Policy is a leading source of advice for the Minister for Health and Wellbeing and Minister for Mental Health.

Eligibility/Other Requirements:

Highly Desirable

Relevant qualifications and experience in Human Services legal policy review and development

An understanding of the *Human Rights Act 2004*, *Health Act 1993* and *Mental Health Act 2015*

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 four months.

Contact Officer: Jennifer Newman (02) 5124 9290 jennifer.newman@act.gov.au

Preventive and Population Health

Health Improvement Projects

Drug and Alcohol Court Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41570)

Gazetted: 28 February 2019

Closing Date: 14 March 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.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,
Monitoring and enforcement of public health regulations, and
Providing public health advice.

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

Preventive and Population Health (PPH)

Preventive and Population Health (PPH) has carriage of policy and program delivery relating to a range of issues including health promotion and preventive health. PPH also collects, analyses and disseminates information on the health status and health-related behaviours of the ACT population which can be used to monitor, evaluate and guide health service planning and policy development.

Health Improvement Projects (HIP)

The Health Improvement Projects Section is responsible for providing public health advice both internally and external to the division and undertaking high-level project and policy work and responding to emerging and novel policy issues. Key policy priority areas include alcohol and other drugs; nutrition and healthy eating; chronic disease and injury prevention and reduction; organ and tissue donation; gene technology; cancer screening; and the health effects of climate change.

HIP is responsible for co-ordinating the input of the ACT Health Directorate and Canberra Health Services on the proposed Drug and Alcohol Court (DAC) for the ACT.

Under broad direction, the DAC Project Officer plays a key role in the investigation and consultation with key stakeholders to support DAC project objectives and priorities. This involves working across a variety of communication methods and stakeholders both internal and external to ACT Health to coordinate, manage and deliver against objective for a variety of DAC identified priorities and projects.

The DAC Project Officer is expected to have experience in management of clients with substance use disorders (with a harm minimisation approach).

Eligibility/Other Requirements:

Desirable:

Previous experience working with people with alcohol or other drug dependence in the alcohol and drug treatment sector

Previous experience in project and/or policy management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Notes:

This is temporary fulltime position available until 30 June 2019 with the possibility of extension.

Contact Officer: Kathy Dennis (02) 5124 9499 kathy.dennis@act.gov.au

Health Systems, Policy and Research

Preventive and Population Health

Health Promotion

Senior Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16783)

Gazetted: 28 February 2019

Closing Date: 14 March 2019

Details: About us:

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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.

The Preventive and Population Health Branch is responsible for improving the health of the ACT population through promoting healthy behaviours and lifestyles and providing ongoing monitoring and evaluation of health

programs and policy. The Branch includes the Epidemiology Section, Health Improvement Projects, Health Promotion and the Health Promotion Grants Program.

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

Overview of the work area and position:

The Health Promotion Section initiates and manages programs and initiatives that aim to improve the health and wellbeing of the ACT population. These initiatives are delivered in partnership with various stakeholders including schools, businesses, sporting clubs, community organisations and other government agencies. Health Promotion activities seek to influence the social and environmental conditions that impact on population and individual health. Initiatives target both the whole ACT population and specific population groups.

Health Promotion is looking for a motivated and enthusiastic individual to help deliver on our health promotion priorities. This position will be expected to work across any area of the Health Promotion Section as required.

Eligibility/Other Requirements:

Mandatory:

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*.

Desirable:

Tertiary qualifications in a relevant field.

Strong demonstrated experience in population health promotion, community development, social marketing, public health and/or related disciplines.

Note:

This position may be required to work across various areas within the Health Promotion Section. An order of merit will be established and may be used for filling future vacant positions at level within the next 12 months from this process.

Contact Officer: Adrian Ison (02) 5124 9514 adrian.ison@act.gov.au

Corporate Services

Corporate and Governance

Governance and Risk

Manager, Freedom of Information

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38712)

Gazetted: 28 February 2019

Closing Date: 14 March 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.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

managing demand for and supply of health services across the territory.

improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

preventing, and providing a timely response to, potential public health incidents.

leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,
monitoring and enforcement of public health regulations, and
providing public health advice.

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 procurement; service demand planning and modelling; data management and activity-based performance; governance and risk management.

The Corporate and Governance Division is responsible for governance and risk management, internal audit, strategic finance and human resource management for the ACT Health Directorate.

Governance and Risk Branch is responsible for establishing and maintaining a modern and effective governance and risk management framework for the Directorate. The Branch has responsibility for the following functions: Ensuring compliance with legislative and regulatory requirements across finance, people and governance and internal audit are met.

Embedding strong enterprise risk management frameworks and systems.

Providing secretariat functions for the Audit Committee and managing a robust internal audit program.

Establishing and maintaining strong governance committee structures and delegations frameworks.

Enabling effective management of Freedom of Information requests and the ACT Open Access Information Scheme.

Maintaining strong professional relationships with stakeholders and business units across the organisation and the ACT Public service.

Eligibility/Other Requirements:

Sound experience in Freedom of Information, privacy and/or legal coordination.

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

Contact Officer: Jacqui Bear (02) 5144 9426 jacqui.bear@act.gov.au

Corporate Services Group

Commissioning and Performance

Executive Officer

Senior Professional Officer Grade C \$100,462 - \$108,140, Canberra (PN: 18966)

Gazetted: 28 February 2019

Closing Date: 7 March 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.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

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Monitoring and enforcement of public health regulations
Providing public health advice.

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.

Eligibility/Other Requirements

Desirable:

Previous experience working in an executive office;

Knowledge of HPRM (formerly TRIM).

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

Undergo a pre-employment Police check.

Notes

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

Contact Officer: Regan Elfving (02) 5124 9705 regan.elfving@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Anne James 858-66777, Section 68(1), 18 February 2019

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

Kristen Paola Matruglio 858-67390, Section 68(1), 21 February 2019

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

Michele Matthews 853-81825, Section 68(1), 18 February 2019

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

Wayne Jonathan Orellana 858-67358, Section 68(1), 21 February 2019

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

Jaide Ashleigh Louise Paull 858-67438, Section 68(1), 21 February 2019

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

Gregory Saunders 767-14085, Section 68(1), 21 February 2019

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

Colin Joel Spurr 858-67745, Section 68(1), 26 February 2019

Community Services

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

Melissa Komarkowski 857-93088, Section 68(1), 20 February 2019

Director of Public Prosecutions

Prosecutor Grade 1 \$72,389 - \$82,104

Claire Daly 853-61146, Section 68(1), 25 February 2019

Prosecutor Grade 1 \$72,389 - \$82,104

Brendan Donnelly 858-50388, Section 68(1), 25 February 2019

Education

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

Alison Marie Jaques 831-47699, Section 68(1), 23 February 2019

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

Sharon Louise Pritzler 795-56908, Section 68(1), 25 February 2019

Justice and Community Safety

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

Kristy Leigh Capper 858-66419, Section 68(1), 25 February 2019

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

Mhd Zouheir Dalati 858-66400, Section 68(1), 25 February 2019

General Service Officer Level 7 \$59,230 - \$62,549

Kyle John Larkins 858-54653, Section 68(1), 27 February 2019

Transport Canberra and City Services

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

Tynan Abel 853-77826, Section 68(1), 20 February 2019

Senior Officer Grade A \$137,415

Christina Rose 858-66558, Section 68(1), 25 February 2019

Canberra Health Services

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

Stephanie Badman 857-44067, Section 68(1), 25 February 2019

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

Anju Cyriac 845-01979, Section 68(1), 28 February 2019

Clinical Coder \$63,045 - \$78,150

Julie Gulyas 858-66021, Section 68(1), 25 February 2019

Registered Nurse Level 4.2 \$122,486

Rory Maguire 859-50856, Section 68(1), 28 February 2019

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

Belinda Renzi 857-92464, Section 68(1), 23 February 2019

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

Mitchell Stevenson 847-03351, Section 68(1), 28 February 2019

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

Chaturica Athukorala 8613-0024, Section 68(1), 1 March 2019

TRANSFERS

Community Services

Jennifer Appleton: 827-61048

From: Senior Officer Grade C \$108,140

Community Services

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

Community Services, Canberra (PN. 35627) (Gazetted 9 January 2019)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Finance and Payroll

Accounts Payable

Mark Buchanan: 853-64427

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07456) (Gazetted 3 January 2019)

Shared Services ICT

Technology Services

Platform Systems Support

Declan Cox: 827-32255

From: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 16022) (Gazetted 18 January 2019)

Access Canberra

Projects, Governance and Support

Policy, Research and Implementation

Dylan Joseph McGee: 835-8617

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

Access Canberra

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36060) (Gazetted 4 December 2018)

Property and Venues

National Arboretum Canberra

Scott Anthony Saddler: 844-0255

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

Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A \$137,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 12592) (Gazetted 15 January 2019)

Community Services

Children, Youth and Families

Child and Youth Protection

North, Support & Management

Karen Hickey: 779-20569

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

Community Services

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

Community Services, Canberra (PN. 32249) (Gazetted 6 September 2018)

Children, Youth and Families

Child and Youth Protection

North, Support & Management

Penelope Skaines: 843-98836

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

Community Services

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

Community Services, Canberra (PN. 27406) (Gazetted 6 September 2018)

Children, Youth and Families

Child and Youth Protection

South, Support & Management

Shane Turnbull: 846-93499

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

Community Services

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

Community Services, Canberra (PN. 11528) (Gazetted 6 September 2018)

Justice and Community Safety

ACT Emergency Services Agency

Governance and Logistics

Governance and Procurement

Fan Fan: 799-93497

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

Chief Minister, Treasury and Economic Development

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

Justice and Community Safety, Canberra (PN. 15609) (Gazetted 13 September 2018)

Legislation, Policy and Programs

Governance and Business Support

Mylinh Li: 835-97454

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

Canberra Institute of Technology

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

Justice and Community Safety, Canberra (PN. 32534) (Gazetted 27 November 2018)

Canberra Health Services

Canberra Hospital and Health Services

Rachanun Chantawannop: 831-22985

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

Canberra Health Services

To: Radiation Therapist Grade 3.1 \$95,549 - \$98,673

Canberra Health Services, Canberra (PN. 28821) (Gazetted 5 July 2018)

Momoyo Samoty: 846-98935

From: Assistant in Nursing \$48,888 - \$50,543

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 12747)

Canberra Hospital and Health Services

James Tosh: 853-55862

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

Education

To: †Senior Officer Grade A \$137,415

Canberra Health Services, Canberra (PN. 27957) (Gazetted 10 January 2019)

ACT Health

Linda De Ridder: 857-93299

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

ACT Health

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

ACT Health, Canberra (PN. 33176) (Gazetted 24 October 2018)