



**ACT Government Gazette**  
**Gazetted Notices for the week beginning 22 August 2019**

## VACANCIES

### **Calvary Health Care ACT (Public)**

#### **Health Information Services**

#### **Health Information Services Clerk**

#### **Administrative Services Officer Class 2/3 \$55,934 - \$68,204, Canberra (PN: Various)**

Gazetted: 27 August 2019

Closing Date: 1 September 2019

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

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

Reference Number: 10416

Contact Officer: Maree Winbank (02) 6201 6260 maree.winbank@calvary-act.com.au

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

### **Canberra Institute of Technology**

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

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

#### **Industry Engagement and Strategic Relations**

#### **Strategic Communication**

#### **Communications Officer**

#### **Public Affairs Officer 2 \$87,665 - \$99,290, Canberra (PN: 11468)**

Gazetted: 28 August 2019

Closing Date: 4 September 2019

Details: An opportunity exists for a motivated Communications Officer at Canberra Institute of Technology (CIT). Under the direction of the Senior Manager, Strategic Communications, the Communications Officer will be responsible for internal and external communications at CIT, will monitor the media for industry-relevant issues and provide reports of relevant media coverage to the Chief Executive, the Executive team and other CIT staff. The Communications Officer will work to develop and deliver communication and media content for CIT to meet its strategic objectives and client service outcomes.

You will work collaboratively with staff at all levels across the Institute and for that reason excellent communication skills and the ability to develop rapport, credibility and maintain networks across ACT Government and external stakeholders is a must! If you think this is the job for you, we'd like to hear from you. For more information please get in touch with the Contact Officer. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with disability.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or a minimum of three years experiences in Media, Communication, Public Relations, Journalism or related discipline or in a similar role are essential.

Note: This is a temporary position available immediately for a period of approximately 11 months.

How to Apply: Please submit a written application that outlines your suitability for the position addressing the Selection Criteria in a two-page pitch and a current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Paul Ryan (02) 6207 4955 paul.ryan@cit.edu.au

## **Education and Training Services**

### **CIT Trade Skills**

#### **Trade Skills Management**

#### **College Director - Trade Skills**

#### **Manager Education Level 2 \$145,699, Canberra (PN: 38319)**

Gazetted: 22 August 2019

Closing Date: 5 September 2019

Details: The Canberra Institute of Technology (CIT) is looking for an experienced manager to lead CIT's Trade Skills College in the achievement of College strategic goals and contribution to the strategic direction of CIT. 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: Adult Learning and Development qualifications, as well as Leadership and Management, Business or Commerce related bachelor level qualifications and/or relevant industry specialisation are desirable. Industry experience is highly desirable, though this does not have to be in the relevant discipline being supervised.

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

How to Apply: Applicants should provide a two page pitch based on the Selection Criteria and CIT's Strategic Compass. Selection may be based on application and referees' report only.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Paula McKenry (02) 6207 3106 paula.mckenry@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.

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

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

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

### **Shared Services ICT**

#### **Technical Services**

#### **Technical Services Delivery**

#### **Windows Server Technician - Hardware and Virtualisation Specialist**

#### **Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 31834)**

Gazetted: 22 August 2019

Closing Date: 29 August 2019

Details: Shared Services ICT are seeking and appropriately skilled and experienced person to join our Hardware and Virtualisation team. The successful applicant, as part of a small team will provide day to day support of both VMware and Microsoft Virtual Infrastructure including vCenter and System Center Virtual Machine Manager, Guest Operating Systems, and the underlying hardware (both physical and virtual) in a large enterprise environment specifically:

Provide support for VMware ESXi 5.X and above including vCenter, vRealize (Operations, Log Insight, Network Insight, and Orchestrator), NSX-T, and Site Recovery Manager.

Provide support for Hyper-V 2008R2 and above including SCVMM.

Provide troubleshooting and diagnostic support for Windows Server (2003/2008/2008R2/2012R2/2016, and 2019) and related infrastructure (AD, DNS, DHCP, Failover Clustering, SCOM, SCCM etc.)

Demonstrated ability to support HPE Server Hardware (BL and DL Series), C7000 Blade Enclosures including Virtual Connect, and HPE System Insight Manager.

A developed ability to script using PowerShell including the usage VMware PowerCLI and HPE Support Modules would also be advantages. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful applicant will be required to have or be able to attain a security clearance at the Negative Vetting 1 level.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Bruce Bull (02) 6207 3575 [bruce.bull@act.gov.au](mailto:bruce.bull@act.gov.au)

## **Shared Services ICT**

### **Technology Services**

#### **Technical Services Delivery**

#### **Cloud Specialist**

#### **Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 14285)**

Gazetted: 22 August 2019

Closing Date: 5 September 2019

Details: Technical Services Delivery are seeking an appropriately skilled and experienced person to join our Cloud Development team. As part of the Cloud Services team you will be required to develop and implement cloud solutions on Microsoft Azure or Amazon Web Services (AWS) platforms for existing on premises business systems and enterprise applications used by the ACT Government directorates.

Provide high level understanding of the current versions of the following products:

Microsoft Windows Server and related infrastructure (DNS, DHCP)

Microsoft Server Operating Systems 2012/2012R2/2016/2019

Microsoft IIS, Azure WebApps

Microsoft Systems Centre Operations Manager (SCOM)

Microsoft Systems Centre Configuration Manager (SCCM)

Azure / AWS Cloud Technologies and templating using JSON / YAML

Programming using PowerShell, Python, .NET, Node.js

Configuration Management tools (Chef, Puppet, Ansible, PowerShell DSC)

2. Develop Cloud technologies required to upload business systems and applications.

3. Work as a team member, assisting to ensure that the quality of service delivered to clients meets or exceeds expectations.

4. Liaise with internal and external stakeholders to ensure services are provided to the standard required.

5. This position does not involve direct supervision of staff.

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

Eligibility/Other Requirements: The successful applicant will be required to have or be able to attain a security clearance at the CMTEDD or AGSVA Baseline level.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Tom Papazoglou (02) 6207 9858 tom.papazoglou@act.gov.au

## **Shared Services**

### **ICT**

#### **SSICT Executive Office**

##### **Senior Business Support Officer**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 20415)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

Details: Do you have the gift of the gab and a great eye for detail? Then bring your positive can-do attitude and put those skills to good use in a supportive and energetic team environment! If you haven't worked in recruitment or in an executive support role before but think you have what it takes, then please call the contact officer to find out more or submit an application. What will you do? You will work as part of the Shared Services ICT Executive Office team, sharing responsibility for providing administrative and secretariat support to Shared Services ICT Executive and Senior Managers. You will be responsible for providing advice and managing all the administrative requirements for the end to end recruitment of labour hire contractors. You will manage the relationships of internal and external stakeholders to ensure a smooth onboarding and cessation process for both labour hire and ACTPS recruitment. What you require? You will have, or the ability to acquire, an understanding of ACT Government business, policies and procedures and have the confidence to accurately interpret and provide advice to Senior Managers. You will bring your high-level organisational skills, the ability to follow and improve administrative processes while working in a confidential environment. Your ability to quickly establish effective working relationships, coupled with your excellent attention to detail will set you apart from the rest. About Shared Services: Shared Services employs about 950 staff and provides tactical and transactional holistic ICT, Finance and Human Resources services to ACT Government Directorates. Shared Services ICT (SSICT) provides a comprehensive range of ICT and allied services to the Directorates. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services. 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 until February 2020, with the possibility of an extension for up to 12 months.

How to Apply: Please review the attached Position Description and include the following documents; your current curriculum vitae and a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities as required.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Ashlee Hall (02) 6207 8107 ashlee.hall@act.gov.au

## **Shared Services**

### **Payroll and HR Systems**

#### **Executive Team**

##### **Executive Assistant**

**Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44853)**

Gazetted: 22 August 2019

Closing Date: 6 September 2019

Details: The Executive Assistant, to the Executive Branch Manager (EBM) of Payroll and HR Systems will manage the EBM's schedule, coordinate and track work for the office, and demonstrate high quality customer service. The position requires the exercise of sound judgement, flexibility, tact and discretion. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your skills, knowledge, behavioural capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Izzie Gosling (02) 6205 2043 [Izzie.Gosling@act.gov.au](mailto:Izzie.Gosling@act.gov.au)

**Shared Services**

**Finance Services**

**Debt Management**

**Debt Management Officer**

**Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 07232)**

Gazetted: 28 August 2019

Closing Date: 13 September 2019

Details: Applications are sought for an experienced, highly motivated individual for the role of Debt Management Officer. The role will contribute to ensuring efficient, timely collection of territory owed debt. The role requires good judgment, well developed interpersonal and time management skills and the ability to exercise sound judgement, flexibility, tact and discretion. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Previous experience in a Debt Management Recovery role would be highly regarded.

How to Apply: Candidates are requested to review the duties outlined in the Position Description and submit an Expression of Interest (one page maximum), highlighting their skills in the areas of: Experience in a high volume Debt Recovery function, along with a curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jessica Wall (02) 6205 0724 [jessica.wall@act.gov.au](mailto:jessica.wall@act.gov.au)

**Economic Development**

**Office of the Deputy Director General**

**Directorate Liaison Officer (DLO)**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 41878)**

Gazetted: 23 August 2019

Closing Date: 30 August 2019

Details: The Economic Development Division, within Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is looking to recruit a Directorate Liaison Officer (DLO) to take up

the post in October 2019 and to remain in the position through to the October 2020 election. Economic Development is a dynamic division with a variety of portfolios reporting to four ministers. Its business units include sport and recreation, artsACT, Events ACT, VisitCanberra, Skills Canberra, and Innovation, Industry and Investment. The Economic Development DLO also services the Canberra Institute of Technology, the Cultural Facilities Corporation, and the Office of the Commissioner for International Engagement. As Economic Development DLO, you will sit in the Chief Minister's Office and play a key role as the liaison between Ministers' offices and the Division. You will attend meetings with Ministers and ensure the efficient flow of written materials between Ministers' offices and the Division. You will report through the Deputy Director-General's (DDG) Office and work closely with the DDG. 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:** An existing knowledge of cabinet, assembly and ministerial processes is highly desirable.

**Note:** This is a temporary position available immediately with one month in the Deputy Director-General's Office to gain experience followed by 12 months at the ACT Legislative Assembly as DLO (ending approximately October 2020). An order of merit list may be established to fill future temporary vacancies at level over the next 12 months.

**How to Apply:** Please submit your curriculum vitae and a one page pitch outlining why you're a good fit for the Economic Development DLO.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Morgan Campbell (02) 6205 0931 [morgan.campbell@act.gov.au](mailto:morgan.campbell@act.gov.au)

## **Communications and Engagement**

### **Communications and Engagement Service**

#### **Director, WHOG Content Strategy**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 42181)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

**Details:** Our role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time. You will: bring an audience-first lens to your work, informed by research, insights and evaluation; work with stakeholders in partnership with a strong client service ethic; and enjoy working in a fast-paced environment, be flexible and open to change.

You will be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan. Under broad direction of the Senior Executive you will lead a multidisciplinary team responsible for content design and delivery for directorate and audience driven needs. You will work collaboratively with other WHOG Engagement teams to ensure the directorate's content informs and engages the Canberra community.

**Eligibility/Other Requirements:** Relevant tertiary qualifications and a minimum of ten years experience working professionally in the fields of communications and digital communications is essential.

**Note:** The successful applicant will need to be available for occasional weekend and after-hours work, with access to recovery leave. The ability to work flexibly with some out of hours work is required. Selection may be based on application and referee reports only. Please note, this position is working in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please provide a two page pitch referencing the Selection Criteria, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Alexandra Slobodian (02) 6205 5461 [alexandra.slobodian@act.gov.au](mailto:alexandra.slobodian@act.gov.au)

## **Economic Development**

### **artsACT**

#### **Assistant Director Kingston Arts Precinct**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42087)**

Gazetted: 23 August 2019

Closing Date: 6 September 2019

Details: The ACT Government is progressing development of the Kingston Arts Precinct, an exciting new visual arts precinct which will provide a mix of spaces where artists, resident organisations and creative business make, teach, exhibit, perform and sell their work. The precinct will integrate approaches in precinct planning, design and construction to create seamless interaction between external and internal public spaces enabling a variety of uses that creates an attractive and safe public domain. This position will work within the artsACT team, with our colleagues in the Suburban Land Agency and with the arts sector to progress the design development and management model for the precinct. This position involves not only working in government project delivery environment but engages closely with the arts sector. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Experience in the delivery of capital works projects is desirable including understanding of design scope, financial management, project programming and knowledge of design and technical overlays.

Note: This is a temporary position available immediately for a period of 24 months with the possibility of extension. Selection may be based on application and referee reports only. This position is located within an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit an Expression of Interest for the position of no more than two pages addressing the Selection Criteria both Professional/Technical Skills and Knowledge and Behavioural capabilities. Please also provide your curriculum vitae with two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sam Tyler (02) 6205 4365 [sam.tyler@act.gov.au](mailto:sam.tyler@act.gov.au)

## **Corporate**

### **Corporate Management**

#### **Executive Officer**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41119)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

Details: Bring your passion, personality and drive to Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Corporate. We are looking for a proactive and enthusiastic Executive Officer to provide high level support to the Executive Group Manager and support our projects and programs. Your contribution will play a key role in helping CMTEDD Corporate design and execute strategy, promote innovation, and build strong partnerships across CMTEDD and government. Who we are looking for to join our innovative team:

Someone with excellent interpersonal skills who can create, build and maintain productive working relationships – a ‘people person’.

An organised person who knows how to prioritise – does what needs to be done and by when it needs to be done – who can adapt their approach to get the best outcome.



Someone with high quality written skills who can tailor documents to suit their audience.

A person who is excited to be part of shaping the way CMTEDD works for the better.

A person who is a thought leader, and knows how to turn ideas into actions or initiatives.

Someone who is a team player and who is committed to making a difference.

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

Note: This is a temporary position available immediately until 30 March 2020 with a possibility of extension and/or permanency from this process. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kirsten Thompson (02) 6207 8207 [kirsten.thompson@act.gov.au](mailto:kirsten.thompson@act.gov.au)

### **Community Services**

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

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

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

##### **Children and Families**

##### **Child Development Service**

##### **Speech Pathologist**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 36163, several)**

Gazetted: 27 August 2019

Closing Date: 12 September 2019

Details: The Child Development Service has several vacancies available for a Speech Pathologist. The Child Development Service focuses on identifying developmental delays for children 0-6 years and autism assessment to age 12 years. The Speech Pathologists in these positions will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will screen children to identify those at risk of developmental delay, and support their movement through the service system. They may also be involved in the provision of autism assessments within a multidisciplinary team. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with a Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Essential tertiary qualification in Speech Pathology and three years' experience: Eligible for Membership of Speech Pathology Australia; and have current drivers licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. Full-time and part-time applicants will be considered. 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: The online application form requires a written response and a curriculum vitae to be provided as a minimum, including referee reports, copies of qualifications, licences etc. There is a limit of 10MB and 10 documents per application in the online application.

*Applications should be submitted via the Apply Now button below.*

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

## **Housing ACT**

### **Client Services**

#### **Client Response and Review**

#### **Administration and Tribunal Support**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 03354)**

Gazetted: 23 August 2019

Closing Date: 4 September 2019

Details: The Client Response and Review Unit within Housing ACT is seeking an enthusiastic and highly motivated Administration and Tribunal Support Officer to join their team. The successful applicant will assist in the preparation of documents for court and tribunal matters, maintain and report on unit statistics, prepare less complex briefs and applications and assist with research. We are looking for someone with effective oral and written communication skills, well developed research, problem solving and organisational skills. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804) CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, people with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people. Applications, including Application Coversheet, your written response to Selection Criteria, contact details for at least two referees and a current curriculum vitae should be submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Michelle Scicluna (02) 6207 6441 [michelle.agresta@act.gov.au](mailto:michelle.agresta@act.gov.au)

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

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.

## **Children , Youth and Families**

### **Children and Families**

#### **Child Development Service**

#### **Speech Pathologist**

#### **Health Professional Level 1/2 \$61,160 - \$89,528, Canberra (PN: 36125, Several)**

Gazetted: 27 August 2019

Closing Date: 12 September 2019

Details: The Child Development Service has several vacancies available for Health Professional 1/ Health Professional 2 Speech Pathologists. The Child Development Service focuses on identifying developmental delays for children zero-six years and autism assessment to age 12 years. The Speech Pathologists in these positions will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful applicants will screen children to identify those at risk of developmental delay, and support their movement through the service system. They may also be involved in the provision of autism assessments within a multidisciplinary team. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly

encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Tertiary qualification in Speech Pathology; eligible for Membership of Speech Pathology Australia; and have current driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: These are temporary positions available for 12 months with the possibility of extension and/or permanency. Full-time and part-time applicants will be considered. 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: The online application form requires a written response and a curriculum vitae to be provided as a minimum, including referee reports, copies of qualifications, licences.

*Applications should be submitted via the Apply Now button below.*

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

## **Housing ACT**

### **Executive Government and Engagement**

#### **Director - Executive and Government**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 43931)**

Gazetted: 22 August 2019

Closing Date: 5 September 2019

Details: The Executive, Government and Engagement Team in Housing ACT is looking for a high performing person who shows initiative and can work in a dynamic and high pressure environment to permanently fill the role of Director, Government Business. If you like interesting and fulfilling work, can juggle lots of competing priorities and have an excellent understanding of Cabinet and Assembly business, then this is a great opportunity to use your skills in a role where no two days are the same.

Supporting the Senior Director of the Executive, Government and Engagement Team, the Director is the key contact point for all Government, Assembly and Cabinet business in Housing ACT, oversees Whole of Government reporting (including Annual Report input) and manages briefs for Budget Estimates Hearings, Annual Report Hearings and Assembly Question Time. The Manager also provides advice to the Executive and Senior Management Team on Cabinet and Assembly matters. This role is a key part of a passionate and proactive team who enjoy being challenged in their day to day work, achieving great outcomes and working together to best support the Minister's office, Executive and other business units of Housing ACT. If this sounds like an opportunity you would be interested in, we would love to hear from you. CSD is an inclusive employer where all people are respected and valued for their contribution.

We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Experience working on Cabinet, Ministerial and Government business, specifically in the ACT Government and excellent knowledge of Housing ACT and its role in supporting the Canberra community would be highly regarded.

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

How to Apply: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit two page pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Tracey Lianos (02) 6207 1396 [tracey.lianos@act.gov.au](mailto:tracey.lianos@act.gov.au)

## **Housing ACT**

## **Executive Government and Engagement**

### **Director - Strategic Engagement**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 43983)**

Gazetted: 22 August 2019

Closing Date: 5 September 2019

Details: The Executive, Government and Engagement Team in Housing ACT is looking for a high performing person who shows initiative and can work in a dynamic and high pressure environment to permanently fill the role of Director, Strategic Engagement. If you enjoy interesting and fulfilling work, can juggle lots of competing priorities and have an excellent understanding of strategic engagement and communications within the ACT Government environment, then this is a great opportunity to use your skills in a role where no two days are the same! Supporting the Senior Director of the Executive, Government and Engagement Team, the Director is the key contact point for all internal and external communications and engagement activities for Housing ACT, particularly the Growing and Renewing Public Housing 2019-2024 program under the ACT Housing Strategy. The Director also provides advice to the Executive and Senior Management Team on strategic engagement matters and regularly liaises with other Directorates and the Minister's office. This role is a key part of a passionate and proactive team who enjoy being challenged in their day to day work and achieving great outcomes for the Canberra community. If this sounds like an opportunity you would be interested in, we would love to hear from you. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Experience working in public sector communications and engagement roles and/or tertiary qualifications in a related field would be highly regarded.

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

How to Apply: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit a two page pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Tracey Lianos (02) 6207 1396 [tracey.lianos@act.gov.au](mailto:tracey.lianos@act.gov.au)

## **Cultural Facilities Corporation**

### **Canberra Museum & Gallery**

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

**Professional Officer Level 2 \$84,257 - \$96,430, Canberra (PN: 43462)**

Gazetted: 27 August 2019

Closing Date: 10 September 2019

Canberra Museum and Gallery (CMAG) is seeking a highly experienced curator to lead our Social History team. We're looking for an enthusiastic museum professional with the skills to research and write about the history of the Canberra region and communicate that history through exhibitions and associated activities. You will be experienced in the planning and delivery of exhibitions and your sound knowledge of collection management systems will be highly regarded. An interest in, and understanding of, Aboriginal and Torres Strait Islander peoples and their contribution to the history and cultural life of the ACT is desirable.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are essential, as well as a current driver's licence.

Note: Applicants must submit a written statement addressing the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rowan Henderson 02 6207 2182 rowan.henderson@act.gov.au

### **Canberra Theatre Centre**

#### **Marketing**

#### **Assistant Marketing Manager/Publicist**

#### **Administrative Services Officer Class 4/5 \$70,359 - \$82,771, Canberra (PN: 3508)**

Gazetted: 22 August 2019

Closing Date: 2 September 2019

Want to work in the best publicity job in Canberra? We're looking for an enthusiastic PR professional or journalist to join the dynamic team at Canberra Theatre Centre for one year as a maternity leave cover. In this position you'll run PR and marketing campaigns for some of the biggest names in the Performing Arts industry. You should have a degree in PR, Communications, Marketing or Journalism, great interpersonal skills and a high level of organisation. Great writing, editing and proof reading skills are a must! However, this role is more than just PR. In addition to being the point person for all media, you will also look after all promotions, elements of social media and several marketing campaigns for the various productions that are presented at the theatre. CTC is a busy, dynamic venue hosting more than 250 events each year. Much more than just another marketing/comms positions, this is one of the best PR opportunities in Canberra. This is a temporary contract for up to 15 months.. Eligibility/Other Requirements: Degree in Marketing, Media, Communications or Journalism is essential Note: Applicants must submit a CV and a written statement addressing the selection criteria. Contact Officer: Gabrielle Affleck 02 6243 5743 gabrielle.affleck@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

### **ACT Historic Places**

#### **Programs and Partnerships Officer**

#### **Professional Officer Class 1 \$68,204 - \$82,771, Canberra (PN: 9012)**

Gazetted: 27 August 2019

Closing Date: 10 September 2019

ACT Historic Places is looking for a dynamic individual to work in a small team on the development and delivery of engaging exhibitions, programs and events that showcase ACT Historic Places in innovative ways. The successful applicant will have demonstrated experience in providing learning experiences to diverse groups, experience in the delivery of programs, exhibitions and events and a particular interest in facilitating social history based learning experiences. A demonstrated ability to manage competing tasks and work to deadlines is essential.

Eligibility/Other Requirements: Qualifications in Teaching are essential; a degree or diploma specialising in Australian History or Museum Administration is desirable. Current driver's licence essential. First Aid Certificate and Working with Vulnerable People Registration desirable.

Note: This position is part-time at three (3) days per week and the full-time salary noted above will be paid pro-rata. The part-time hours may be shifted to include the weekend work if required for events or programs.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Cunningham 02 6207 4853 or 0438157940 jodie.cunningham@act.gov.au

### **ACT Historic Places**

#### **Director, ACT Historic Places**

#### **Senior Professional Officer Grade B \$124,891 - \$140,596, Canberra (PN: 9009)**

Gazetted: 27 August 2019

Closing Date: 10 September 2019

Details: The Cultural Facilities Corporation is a statutory enterprise of the ACT Government, based in Canberra. It manages a number of the ACT's major cultural assets, including the Canberra Theatre

Centre, the Canberra Museum and Gallery, and ACT Historic Places, which comprises three heritage-listed sites: Lanyon, Calthorpes' House and Mugga Mugga. We are seeking a dynamic individual with high level managerial skills in the context of historic buildings/sites/collections, to manage ACT Historic Places as part of our senior management group. The position is responsible for leading a team of professional staff and dedicated volunteers in achieving outcomes. The successful individual will have high level ability to provide a strategic vision for ACT Historic Places and to contribute to corporate goals. This will involve implementing contemporary cultural heritage management practices, providing curatorial oversight of historic buildings/sites/collections, implementing current conservation and museum collection management procedures, and ensuring compliance with heritage legislation. High level skills in the management of people, finances and assets are an important requirement for this position. A degree in cultural heritage management, Australian social history or similar is highly desirable.

Eligibility/Other Requirements: Tertiary qualifications in cultural heritage management, Australian social history and/or other relevant discipline highly desirable. Current driver's licence essential. Occasional out of hours work will be required.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Harriet Elvin 02 6207 3976 harriet.elvin@act.gov.au

### **Education**

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

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

### **Service Design and Delivery**

#### **Student Engagement**

#### **Office of the Executive Branch Manager, Student Engagement**

#### **Liaison and Coordination Executive Officer**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 38370)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

Details: The Student Engagement Branch works with school staff, student, families and other stakeholders to improve student engagement to learning and wellbeing outcomes. The Branch contributes through the knowledge and skills of multidisciplinary teams, policy implementation support and professional learning/capacity building. The Branch also provides strategic direction to the Education Directorate in areas such as student wellbeing and engagement, inclusion and the creation of safe and supportive school environments. The Student Engagement Branch is seeking an experienced Executive Officer (Liaison and Coordination Executive Officer) to provide high-level strategic and operational support to the Executive Branch Manager. Our ideal candidate maintains a high-level of confidentiality and discretion, and consistently exercise sound judgement. With a high degree of initiative and a focus on good outcomes, you will collaborate with a range of peers and stakeholders to coordinate the Branch's action on high volume of ministerial and government business correspondence. You will also possess the high level written communication, liaison and negotiation skills that are necessary to positively influence outcomes across a range of responsibilities within this role. You will have strong organisation skills with a flexible approach to working in a dynamic environment. 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: Essential Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable

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

Highly Desirable: Relevant tertiary qualifications or experience in Education or Human Services. Previous experience working in ACT Government and in an Education context.

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

How to Apply: Applicants are asked to submit: 1) A statement of claims (two pages or less) addressing the Selection Criteria. It should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position; 2) a current curriculum vitae (three pages or less) with your most recent work experience; and 3) The contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. Referees will not be contacted without your knowledge.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Laura Sant'Ana (02) 6205 0828 [laura.sant'ana@act.gov.au](mailto:laura.sant'ana@act.gov.au)

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Lanyon High School**

##### **Classroom Teacher Science**

##### **Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 06310)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

Details: Lanyon High School is seeking an experienced, highly motivated, dynamic educator to join our learning community. This position is for an experienced, innovative and motivated teacher of Science. Potential applicants should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build effective relationships with students and their families. Successful applicants will be passionate educators with effective classroom pedagogy and a commitment to meeting the academic and social needs of a diverse range of learners.

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

How to Apply: Applicants are asked to provide a two page statement of claims based on the Australian Professional Standards for teachers. Provide a curriculum vitae that includes your most recent and relevant experience.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Rebecca Cusick (02) 6142 1801 [rebecca.cusick@ed.act.edu.au](mailto:rebecca.cusick@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.

## **Business Services**

### **Infrastructure and Capital Works**

#### **Executive Support Officer**

##### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 16296)**

Gazetted: 23 August 2019

Closing Date: 6 September 2019

Details: The Infrastructure and Capital Works (ICW) Branch implements and manages ongoing infrastructure programs which provide sustainable, high quality learning and teaching environments for

students and fit for purpose facilities for Directorate staff. As an Executive Support Officer, under general direction you will proactively support the ICW Executive Branch Manager and demonstrate initiative by effectively managing correspondence, appointments, phone calls and undertaking a range of other administrative tasks. The ability to consistently display high quality customer service principles, practices and attributes, and to identify and manage confidential and sensitive material is essential. You will also have high level organisational and communication skills, and the ability to prioritise multiple tasks appropriately.

Eligibility/Other Requirements: Experience in a fast paced Executive Support Officer role, preferably in a government environment or similar. Experience using the TRIM system or similar Electronic Document Records Management System. Have or willing to get a White Card and/or Working with Vulnerable People card.

How to Apply: Applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria and the contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Ell Stewart (02) 6207 9047 ell.stewart@act.gov.au

### **School Performance and Improvement**

#### **South and Weston Network**

#### **Narrabundah College**

#### **Staffing and Student Support**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44358)**

Gazetted: 28 August 2019

Closing Date: 4 September 2019

Details: Narrabundah College is seeking applications from enthusiastic Student Support and Staffing Officers. The successful applicant will provide administrative support for the Business Manager and Principal including, the use of a variety of software packages including MAZE, Central, ACS, CRS and SIMS. This position also requires high level ability to provide excellent customer service, display initiative, work within a team environment, organise workloads, set priorities and meet deadlines under minimal supervision. This position involves close daily contact with students, staff, parents and the school community.

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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). First Aid qualification, or willingness to undertake appropriate training. Desirable: Working knowledge of MAZE, Central, ACS, CRS, SIMS.

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

How to Apply: Applicants asked to please provide a written response addressing the Selection Criteria along with a current curriculum vitae. Applicants are strongly encouraged to contact the Business Manager for further information regarding the details of this position.

*Applications should be submitted via the Apply Now button below.*

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

### **School Performance and Improvement**

#### **North and Gungahlin Network**

#### **Ngunnawal Primary School**

#### **Finance and Administration Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 37817)**

Gazetted: 26 August 2019

Closing Date: 9 September 2019



Details: Ngunnawal Primary School is seeking a highly enthusiastic person with a broad set of skills for the position of Finance and Administration Officer. The successful applicant will play an integral role in the school community. They are required to provide high level support to the Business Manager in the management of the school's financial and front office administrative systems. The successful applicant will demonstrate the capacity to oversee the day to day operation of the front office.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than four pages outlining experience and/or ability relating to the selection criteria, contact details of at least two referees and a current curriculum vitae of no more than two pages.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Karrina Patterson (02) 6142 1500 [karrina.patterson@ed.act.edu.au](mailto:karrina.patterson@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**

### **Tuggeranong Network**

#### **Taylor Primary School**

##### **Administrative Coordinator and Enrolments**

##### **School Assistant 4 \$64,615 - \$69,965, Canberra (PN: 40577)**

Gazetted: 23 August 2019

Closing Date: 30 August 2019

Details: Taylor Primary School is seeking a highly capable and experienced Administrative and Enrolments Coordinator with a demonstrated skill set in day to day operations, student enrolments, record management and excursions. The successful applicant will possess an outstanding ability to enhance the stakeholders experience across all communication domains. They will also demonstrate the ability to interact with students, teachers and parents that aligns with the school values to continue to build the culture at Taylor Primary School.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

How to Apply: Applicants are required to provide a written response to the job Selection Criteria and current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sharyn Widdowson (02) 6142 3001 [sharyn.widdowson@ed.act.edu.au](mailto:sharyn.widdowson@ed.act.edu.au)

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Ngunnawal Primary School**

##### **Building Services Officer**

##### **Building Service Officer 2 \$58,001 - \$60,637, Canberra (PN: 42077)**

Gazetted: 26 August 2019

Closing Date: 9 September 2019

Details: Ngunnawal Primary School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will 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.

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

Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Desirable: An industry recognised trade qualification or equivalent work experience and a current First Aid certificate.

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

How to Apply: Applications should include a response to Selection Criteria of no more than five pages and a current curriculum vitae of no more than two pages.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Karrina Patterson (02) 6142 1500 [Karrina.Patterson@ed.act.edu.au](mailto:Karrina.Patterson@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 Tuggeranong Network**

### **Isabella Plains Early Childhood School**

#### **Principal**

#### **School Leader A \$163,413 - \$188,645, Canberra (PN: 14750)**

Gazetted: 23 August 2019

Closing Date: 9 September 2019

Details: The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Isabella Plains Early Childhood School. The new Principal will need to manage the school's resources to ensure the needs of all students are met in a timely way. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams. Isabella Plains Early Childhood School (IPECS) is one of only six early childhood schools in the ACT. The school has a diverse school community that provides an environment for children to reach their full potential with a focus on high quality learning, integrated service delivery, family support and participation.

Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

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

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

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Isabella Plains Early Childhood School.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Norton (02) 6205 3313 [sue.norton@act.gov.au](mailto:sue.norton@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.

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Fadden Primary School**

##### **Principal**

##### **School Leader A \$163,413 - \$188,645, Canberra (PN: 01810)**

Gazetted: 23 August 2019

Closing Date: 9 September 2019

Details: The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Fadden Primary School. The new Principal will need to manage the school's resources to ensure the needs of all students are met in a timely way. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams. Fadden Primary School focuses on the academic, physical, social and emotional development of students while maintaining high expectations for student's learning and interactions with others. Students have the opportunity to engage in a range of rich extra curricula events as well as their quality daily learning programs.

Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world -

<https://www.education.act.gov.au/our-priorities/future-of-education>.

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

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Fadden Primary School.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sue Norton (02) 6205 3313 [sue.norton@act.gov.au](mailto:sue.norton@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.

## **School Performance and Improvement**

### **Belconnen Network**

#### **Charnwood/Dunlop Primary School**

##### **Principal**

##### **School Leader A \$163,413 - \$188,645, Canberra (PN: 04141)**

Gazetted: 23 August 2019

Closing Date: 9 September 2019

Details: Charnwood-Dunlop School is situated in the Belconnen suburb of Charnwood. The school is built on the land of the Ngunnawal people and caters for children from preschool to year six, offering integrated services including the Belconnen Primary Introductory English Centre, a Learning Support

Unit and our after-school care is provided by Belconnen Community Services. The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Charnwood-Dunlop High School. The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

ACT Public Schools value innovative, student focussed leaders who lead school communities that are welcoming, dynamic, inclusive, culturally safe and meet the needs of all students. Successful leaders in our system will be people focussed, have a strong commitment to the wellbeing of staff, students and families, and be capable of leading learning environments where all children and young people experience success, and where every teacher is empowered as an innovative learning professional to deliver high quality, engaging and differentiated learning experiences. The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world - <https://www.education.act.gov.au/our-priorities/future-of-education>

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

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

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next principal of Charnwood-Dunlop High School.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Julie Cooper (02) 6205 3313 [julie.cooper@act.gov.au](mailto:julie.cooper@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.

**School Performance and Improvement  
Belconnen Network  
Florey Primary School  
Principal**

**School Leader A \$163,413 - \$188,645, Canberra (PN: 01776)**

Gazetted: 23 August 2019

Closing Date: 9 September 2019

Details: Florey Primary School is situated in Belconnen in the north of the Australian Capital Territory. The diverse multicultural school includes a preschool campus and a primary campus for students aged between five and twelve. We value cultural diversity and develop differentiated teaching and learning programs which enable all students to feel successful and supported in an inclusive environment. As a community we promote the values of respect, tolerance, inclusion and excellence. The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Florey Primary School. The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

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<https://www.education.act.gov.au/our-priorities/future-of-education>

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

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

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

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Florey Primary School.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Julie Cooper (02) 6205 3313 [julie.cooper@act.gov.au](mailto:julie.cooper@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.

## **School Performance and Improvement**

### **Belconnen Network**

#### **UC Senior Secondary College Lake Ginninderra**

##### **Principal**

##### **School Leader A \$163,413 - \$188,645, Canberra (PN: 01686)**

Gazetted: 23 August 2019

Closing Date: 9 September 2019

Details: University of Canberra Senior Secondary College, Lake Ginninderra is located near its partner facilities the University of Canberra and the Australian Institute of Sport. The college provides contemporary and well-resourced teaching, offering students pathways to university, CIT/TAFE, vocational education and work provided by well qualified staff. Achievement in traditional subjects is complemented by curriculum opportunities such as the Elite Sports Program which boasts Olympians and Australian representatives among its students and the college's award-winning Outdoor Education Program. At Lake Ginninderra have a commitment to excellence in education that provided students with the skills and enthusiasm for a life of learning. The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of University of Canberra Senior Secondary College, Lake Ginninderra. The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

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

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

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility to obtain). Prior to commencing this role, a

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of University of Canberra Senior Secondary College, Lake Ginninderra. Your curriculum vitae should also include the details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Stephen Gwilliam (02) 6205 1819 [Stephen.Gwilliam@act.gov.au](mailto:Stephen.Gwilliam@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.

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Gungahlin College**

##### **Principal**

##### **School Leader A \$163,413 - \$188,645, Canberra (PN: 19200)**

Gazetted: 23 August 2019

Closing Date: 9 September 2019

Details: Gungahlin College is a dynamic, inspiring and nurturing learning community dedicated to educating students for an exciting future. Opening in 2011, the College is new and future focused. Featuring advanced IT options, blended learning and flexible learning spaces, the school offers an extensive range of contemporary courses for students in their senior secondary years. The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Gungahlin College. The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world -

<https://www.education.act.gov.au/our-priorities/future-of-education>

The execution of this ambitious agenda requires dynamic, flexible and innovative leaders who understand the challenges facing contemporary school leaders including the complexity, opportunity and challenges experienced by young people, and can ensure greater student voice and agency with



increasingly personalised learning. Successful leaders in the ACT will understand that our people are our greatest resource, that we are a leading learning organisation, where people know they matter and to this end all staff are engaged as learners in quality feedback and professional engagement as part of their daily experience at work. Where all staff understand the impact they have both individually and collectively on student achievement and feel empowered and supported in their own professional growth and development.

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Gungahlin College. Your curriculum vitae should also include the details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Stephen Gwilliam (02) 6205 1819 Stephen.Gwilliam@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.

## **School Performance and Improvement**

### **Belconnen Network**

#### **Maribyrnong Primary School**

##### **Principal**

##### **School Leader A \$163,413 - \$188,645, Canberra (PN: 04139)**

Gazetted: 23 August 2019

Closing Date: 9 September 2019

Details: Maribyrnong Primary School is a vibrant, growing school community situated in the Belconnen suburb of Kaleen. There is a strong community focus between students, parents and staff. Students are encouraged to develop an appreciation of learning and to pursue development, health and physical education through building resilience, self-esteem and a spirit of enterprise. The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Maribyrnong Primary School. The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. ACT Public Schools value innovative, student focussed leaders who lead school communities that are welcoming, dynamic, inclusive, culturally safe and meet the needs of all students. Successful leaders in our system will be people focussed, have a strong commitment to the wellbeing of staff, students and families, and be capable of leading learning environments where all children and young people experience success, and where every teacher is

empowered as an innovative learning professional to deliver high quality, engaging and differentiated learning experiences.

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

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

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Maribyrnong Primary School.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Judith Hamilton (02) 6205 3313 [judith.hamilton@act.gov.au](mailto:judith.hamilton@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.

## **School Performance and Improvement**

### **Belconnen Network**

#### **University of Canberra High School Kaleen**

##### **Principal**

##### **School Leader A \$163,413 - \$188,645, Canberra (PN: 01665)**

Gazetted: 23 August 2019

Closing Date: 9 September 2019

Details: University of Canberra High School Kaleen is a professional learning community committed to ensuring students achieve success. The school offers a broad educational program to all year 7 to 10 students. Every teacher participates in an ongoing process of identifying the current level of student achievement, establishing a goal to improve the current level and working together to provide periodic evidence of progress. We function as a professional learning community, collaborating to ensure the academic, social and emotional growth of each student through quality and purposeful educational experiences such as Agriculture and Extension Programs. The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of University of Canberra High School Kaleen. The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus

on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

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

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of University of Canberra High School Kaleen.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kris Willis (02) 6205 3313 kris.willis@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.

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Calwell High School**

##### **Principal**

**School Leader A \$163,413 - \$188,645, Canberra (PN: 01681)**

Gazetted: 23 August 2019

Closing Date: 9 September 2019

Details: Calwell High School is located in the southern district of the ACT in the Tuggeranong Valley. The school provides an inclusive educational program for students in years seven to ten, placing a strong emphasis on providing the best education for all students across all key learning areas. A whole school approach is taken to the delivery of gifted and talented education, literacy and numeracy, vocational education and programs targeting specific needs of the student body. The school places a strong emphasis on student wellbeing, underpinned by relational values, emotional intelligences and restorative practices.

The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Calwell High School. The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

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

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

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Calwell High School. Your curriculum vitae should also include the details of at least two referees.

Applications should be submitted via the Apply Now button below.

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.  
Contact Officer: Kris Willis (02) 6205 3313 kris.willis@act.gov.au

## **School Performance and Improvement**

### **South and Weston Network**

#### **Mount Stromlo High School**

##### **Principal**

##### **School Leader A \$163,413 - \$188,645, Canberra (PN: 01672)**

Gazetted: 23 August 2019

Closing Date: 9 September 2019

Details: Mount Stromlo High School has a strong sense of community as teachers, support staff, parents, carers and community organisations work together to support and develop our students. Students are engaged and challenged to become critical creative thinkers and are provided with opportunities to thrive academically, socially and personally. In addition to core subjects of mathematics, science, english and physical education, we offer programs in outdoor education, sustainability, astronomy and performing arts. Our dedicated teachers are united in the belief that all students can learn to high levels and we are committed to building a collaborative and positive learning community that embodies the school values of respect, learning, pride and endeavour.

The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Mount Stromlo High School. The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

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

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

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Mount Stromlo High School. Your curriculum vitae should also include the details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

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

Contact Officer: Kris Willis (02) 6205 3313 kris.willis@act.gov.au

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Ngunnawal Primary School**

##### **Principal**

##### **School Leader A \$163,413 - \$188,645, Canberra (PN: 31766)**

Gazetted: 23 August 2019

Closing Date: 9 September 2019

Details: Ngunnawal Primary School is located in Gungahlin in Canberra's north and has an inclusive community that welcomes and celebrates the diversity of the local community. Ngunnawal Primary School is very proud of our Reconciliation efforts and has been recognised for excellence in Performing Arts and Indigenous Education. The Education Directorate is seeking a dynamic School Leader to build strong community partnerships and engage the community of Ngunnawal Primary School. The new Principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

Duties: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world -

<https://www.education.act.gov.au/our-priorities/future-of-education>

The execution of this ambitious agenda requires dynamic, flexible and innovative leaders who understand the challenges facing contemporary school leaders including the complexity, opportunity

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

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

**Note:** The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

**How to Apply:** If you are interested in leading this Canberra public school please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next Principal of Ngunnawal Primary School.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Judith Hamilton (02) 6205 3313 [judith.hamilton@act.gov.au](mailto:judith.hamilton@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.

## **Business Services**

### **Infrastructure and Capital Works**

#### **Major Projects**

##### **Director**

#### **Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 27479, several)**

Gazetted: 26 August 2019

Closing Date: 9 September 2019

**Details:** The Infrastructure and Capital Works Branch (ICW) of the Education Directorate is seeking applications for Directors to assist in the management of the portfolio of Major Projects, ensuring the Directorate's service delivery responsibilities and schools' operational needs are met. The Directors, Major Projects are part of the ICW Branch senior management team, supporting the Executive Branch Manager and Senior Director, Major Projects to achieve strategic and operational Branch objectives. The Directors will promote best practice in the planning and management of the delivery of new schools and the expansion and/or redevelopment of existing schools, working collaboratively across government with a wide range of internal and external stakeholders, the Minister's Office, school communities, interest groups and other government agencies. The Directors will require a highly developed knowledge of and have experience in implementing all phases of a major capital works program, along with high level leadership, resource management and project delivery skills.

**Eligibility/Other Requirements:** Relevant professional qualifications in Building, Engineering or Project Management are highly desirable.

**How to Apply:** Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria and the contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: John Ryan (02) 6205 1874 [johnw.ryan@act.gov.au](mailto:johnw.ryan@act.gov.au)

**School Performance and Improvement**

**Belconnen Network**

**Cranleigh School**

**Executive Teacher - Special Education**

**School Leader C \$122,856, Canberra (PN: 32589)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

Details: Cranleigh School (Preschool - six) is a Specialist School setting that caters for children with a significant intellectual disability and/or autism. We are seeking a dynamic special educator and school leader who has a background and passion for teaching students with a disability. The successful applicant will provide high quality leadership and mentoring to classroom teachers in curriculum planning and implementation, NuEd trauma informed practises, positive behaviour support and assessment and reporting. A strong understanding of and a commitment to leading best practice in contemporary pedagogies and providing all children with a voice through a range of robust communication approaches will be required. As part of the school executive contribute to the effective leadership of the school, ongoing development of a positive school culture and CORE values. Be able take on a variety of whole school responsibilities which may include broadening community partnerships, inclusion opportunities and the oversight of staffing. As SLC you will be required to undertake an appropriate teaching load and other duties as determined by the Principal.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Highly Desirable: Qualifications and/or significant experience in teaching students with disability, complex needs and/or a trauma background.

Note: This is a temporary position available from 27 January 2020 until 27 January 2021 with 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.

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kylie Croke (02) 6142 0430 [kylie.croke@ed.act.edu.au](mailto:kylie.croke@ed.act.edu.au)

**School Performance and Improvement**

**Tuggeranong Network**

**Taylor Primary School**

**Executive Teacher**

**School Leader C \$122,856, Canberra (PN: 15122, several)**

Gazetted: 22 August 2019

Closing Date: 5 September 2019

Details: Taylor Primary School is seeking highly capable School Leaders with a demonstrated skill set in building staff capacity to improve student learning outcomes. The successful applicants will; lead professional learning communities from preschool to year six including the Learning Support Centre and Learning Support Unit (Autism), join a dynamic and united leadership team that collectively leads school improvement, undertake an extensive coaching and mentoring role and form part of the student well-being team.



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

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Belinda Fenn (02) 6142 3000 belinda.fenn@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**

#### **Cranleigh School**

#### **Executive Teacher - Specialist School**

#### **School Leader C \$122,856, Canberra (PN: 03641)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

Details: Cranleigh School (Preschool-Year 6) is a Specialist School setting that caters for children with a significant intellectual disability and/or autism. We are seeking a dynamic special educator and school leader who has a background and passion for teaching students with a disability. The successful applicant will provide high quality leadership and mentoring to classroom teachers in curriculum planning and implementation, NuEd trauma informed practises, positive behaviour support and assessment and reporting.

A strong understanding of and a commitment to leading best practice in contemporary pedagogies and providing all children with a voice through a range of robust communication approaches will be required. As part of the school executive contribute to the effective leadership of the school, ongoing development of a positive school culture and CORE values. Be able take on a variety of whole school responsibilities which may include broadening community partnerships, inclusion opportunities and the oversight of staffing.

As School Leader C you will be required to undertake an appropriate teaching load and other duties as determined by the Principal.

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

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

Highly Desirable: Qualifications and/or significant experience in teaching students with disability, complex needs and/or a trauma background.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kylie Croke (02) 6142 0430 kylie.croke@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](mailto:jobs@act.gov.au)**

#### **Engagement and Executive Support**

##### **Communications**

##### **Communications Officer**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44655)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

Details: An opportunity exists for a highly motivated communication professional to join the Environment, Planning and Sustainable Development (EPSDD) media team within the Communications unit.

The Communications Officer will help deliver communication projects, handle media issues and achieve quality communication outcomes for EPSDD and associated Minister Offices. Other responsibilities include developing and implementing communication strategies, providing advice and assistance on public relations activities, utilising social media, building relationships with key stakeholders and supporting team members on joint projects.

Eligibility/Other Requirements: Relevant qualifications and experience required.

Note: This is a temporary position available immediately for six months with possibility of extension up to 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Christopher Clarke (02) 6207 1587 [christopher.clarke@act.gov.au](mailto:christopher.clarke@act.gov.au)

#### **Environment**

##### **Parks and Conservation Service**

##### **Biosecurity and Rural Services**

##### **Business Support Officer**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45141)**

Gazetted: 28 August 2019

Closing Date: 4 September 2019

Details: The ACT Biosecurity and Rural Services Unit is seeking a full time Business Support Officer to assist with the functions of the Invasive Plants, Pest Animal and Rural Services Units. The successful applicant will have a demonstrated ability to work with limited direction to provide a high level of support in public administration including procurement, contract management and interpreting policies and guidelines. They will be required to be able to offer a high level of financial support and a highly developed ability to produce and maintain spreadsheets and databases (Microsoft Excel and Access). It will be essential to have well-developed written and oral communication skills with demonstrated experience in record keeping and data management. The successful applicant would also be willing to participate in Incident Management Teams (IMT) for Biosecurity and other emergency responses as required. The successful applicant will need to be able to work as part of a team and be able to mentor staff in business processes and be able to communicate well with stakeholders including ACT Rural

Landholders. This is a non-fire designated position. Involvement in fire rostering may be considered upon Managers approval.

Eligibility/Other Requirements: Experience in Office Management, Database Development and Management.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Warren Schofield (02) 6207 8480 warren.schofield@act.gov.au

## **Sustainability and the Built Environment**

### **Planning Delivery**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 35301)**

Gazetted: 28 August 2019

Closing Date: 4 September 2019

Details: The Planning Delivery Division exercises the statutory planning assessment functions on delegation from the Chief Planning Executive. It provides high quality and value services across government and the community in the areas of Merit Assessment and Deed Management, Impact Assessment, Leasing, Office of the Surveyor General and Planning Support.

The Division is seeking an enthusiastic person with strong organisational and interpersonal skills to fill the role of Executive Assistant. The position works directly to the Executive Group Manager, Planning Delivery and the Executive Branch Manager, Development Assessment. The position provides a range of high level confidential administrative support functions to the Executive including diary management, arranging and scheduling appointments and meetings, screening telephone calls, travel and accommodation arrangements and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently.

Note: This is a temporary position available immediately to 30 April 2020 with possibility of extension up to 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current curriculum vitae, listing two referees and their contact details.

*Applications should be submitted via the Apply Now button below.*

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

## **Sustainability and the Built Environment**

### **Climate Change and Sustainability**

#### **Climate Change Policy, Energy Efficiency Improvement Scheme**

#### **Assistant Director**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 12966, several)**

Gazetted: 23 August 2019

Closing Date: 5 September 2019

Details: An opportunity exists to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency which requires urgent, significant, ongoing and unprecedented action. The Climate Change and Sustainability Division within the Environment, Planning and Sustainable Development Directorate is looking for agile and

collaborative officers with drive and commitment to work within in a fast paced environment. As a member of a team, the successful applicants will be required to develop, implement and evaluate policies and programs in one or all of the themes of climate change, sustainability and energy. The Climate Change team is responsible for the delivery of greenhouse gas emission reduction targets as set out in the *Climate Change and Greenhouse Gas Reduction Act 2010*. These targets are the most ambitious of any jurisdiction in Australia and include a 40% reduction in GHG emissions from 1990 levels by 2020. To meet these targets, the Climate Change team works to deliver nation-leading climate and energy policies. The Energy Efficiency Improvement Scheme (EEIS) team is responsible for working with electricity retailers, community and industry stakeholders to achieve energy and greenhouse gas emission savings in households and small-to-medium enterprises. The EEIS team also manages programs, contracts, audit and compliance, develops legislation and prepares statutory reports. Ongoing innovations include extending the scheme, introducing new energy savings activities and improving opportunities for low income households to participate in the scheme. Suitability for this position will be based on your skills, knowledge and behaviour in relation to the Duties/Responsibilities listed in the Position Description.

Note: There is one temporary position available for nine months and the other position is an expected permanent vacancy. These positions are in the Climate Change and the Energy Efficiency Improvement Scheme teams. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only

How to Apply: Please submit a written application, of no more than two pages, responding to the two statements below. Please also submit a current curriculum vitae and the contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description. Instead, please demonstrate your capacity to perform the duties and responsibilities at the specified classification by responding as follows: 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties; 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. In your two page response please indicate which theme out of climate change, energy or sustainability is of most interest.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Antonio Mozqueira (02) 6205 4820 antonio.mozqueira@act.gov.au

## **Sustainability and the Built Environment**

### **Climate Change and Sustainability**

#### **Carbon Neutral Government**

##### **Policy Officer**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41050, several)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

Details: An exciting opportunity exists in the Carbon Neutral Government team for self-motivated and organised individuals to join a team of energy specialists, who will provide technical support, project management and advice across the ACT Government in reducing emission sources from the built environment and transport sector. The successful candidates will have the enthusiasm and skills to work with many stakeholders across ACT Government agencies, undertake site-specific investigations of government facilities and assets and assist with development and implementation of energy efficiency and greenhouse gas reduction projects. The energy project officers will play an important role in achieving the ACT Government's commitment to carbon neutrality in its own operations and minimising the impacts of rising utility costs.

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

How to Apply: Suitability for this position will be based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please also submit a current curriculum vitae and the contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description. Instead, please demonstrate your capacity to perform the duties and responsibilities at the specified classification by responding as follows: 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties; 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Paul Sutton (02) 6207 0270 [paul.sutton@act.gov.au](mailto:paul.sutton@act.gov.au)

### **ACT Health Directorate**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>  
Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Corporate Services Group**

#### **Digital Solutions Division**

#### **Technology Operations**

#### **System Administrator**

#### **Information Technology Officer Class 2 \$84,257 - \$96,430 , Canberra (PN: 41891, several)**

Gazetted: 23 August 2019

Closing Date: 6 September 2018

Details: Are you someone who enjoys troubleshooting problems and finding solutions? Are you someone who thinks outside the box? Do you have good communication skills and love engaging with a variety of stakeholders? If that's you, and you enjoy working in a diverse team, then apply to join us in the Digital Solutions Division within the ACT Health Directorate. We are seeking proactive, motivated individuals to join our support teams as System Administrators. Located either in Woden, or at the Canberra Hospital, our roles can also involve client contact, and support with the opportunity for flexible hours, out of hours on call rosters, and overtime. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager/supervisor.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kevin Landale (02) 5124 9045 [kevin.landale@act.gov.au](mailto:kevin.landale@act.gov.au)

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

#### **Health Policy and Strategy Branch**

### **Senior Policy Officer**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 14097, several)**

Gazetted: 23 August 2019

Closing Date: 6 September 2019

Details: The Health Policy and Strategy Branch of the ACT Health Directorate is seeking experienced policy officers to fill multiple vacancies at the Senior Officer Grade C level. This role would best suit individuals with the ability to provide high-level strategic advice using their strong conceptual and analytical skills. Strong interpersonal, communication, negotiation, liaison and representational skills would be ideal. If you enjoy complex policy development, analysis and advice in a fast-paced environment then you are strongly 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.

Eligibility/Other Requirements: Previous experience in health policy would be well regarded, but is not essential.

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. In addition to multiple permanent vacancies, one 12 month temporary vacancy may be offered from this recruitment round.

How to Apply: Please submit a written response to each of the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Rebecca Williams (02) 5124 9755 [rebecca.williams@act.gov.au](mailto:rebecca.williams@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 Services Group Digital Solutions Division Future Capability and Governance Medication System Support Pharmacist**

#### **Pharmacist Level 4 \$112,334 - \$120,933 , Canberra (PN: 44637)**

Gazetted: 29 August 2019

Closing Date: 13 September 2019

Details: The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

- The implementation and support of the Digital Health Strategy,
- Management of technology services and projects,
- The development and implementation of a performance reporting framework,
- Statutory and intergovernmental reporting requirements,
- Management of the relationship and services delivery by technology vendors including Shared Services ICT,
- Development, implementation and maintenance of technology policies and procedures, and
- Information management and information security.

We are seeking a Pharmacist to work with the Electronic Medication Management (EMM) project team to manage the clinical input required for EMM. It would be desirable if the successful applicant had proven experience in ICT related project work & understanding of medication relation ICT systems in a health environment and proven experience in Pharmacy system administration functions.

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

How to Apply: Please submit a written application of no more than three pages addressing the required Selection Criteria along with your current curriculum vitae, listing at least two referees, one of which is your current Manager/Supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Sing (02) 5124 9415 [peter.sing@act.gov.au](mailto:peter.sing@act.gov.au)

**Health Systems, Policy and Research**

**Health System Planning and Evaluation**

**Territory Wide Service Framework**

**Senior Planning Officer**

**Senior Officer Grade B \$124,891 - \$140,596 , Canberra (PN: 39713)**

Gazetted: 27 August 2019

Closing Date: 3 September

Details: The Health Service Planning Unit is responsible for assessing Territory wide health service needs, developing Territory wide Plans and model of care and informing priorities for service development, service redesign and infrastructure investment as well as supporting operational level service planning. Health service planning aims to ensure that health service delivery at the individual service and system level meets the needs of a population over time. It involves analysis of:

- health service needs according to demographic, burden of disease and socio-economic considerations
- demand and supply including modelling projected activity to assess changing demand for health services
- service gaps and opportunities for redesign to improve service provision
- emerging trends in health service delivery against best practice
- capital planning for health service provision

The Senior Planning Officer – Data and Modelling will work as part of a team responsible for development of health service plans, specialty service plans, capital gap analysis and models of care including implementation plans. The selected applicant will be confident in working both collaboratively and independently as required, will have highly developed data and analytics skills, strong written and verbal communication skills and a good understanding of health planning processes.

Eligibility/Other requirements: Tertiary qualifications in health, health economics, management or a related discipline, and experience in health service planning are highly desirable. Experience in project management and strong skills, knowledge and experience in health service planning processes, issues, and developments in the health sector in Australia is also highly desirable.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Galton (02) 5124 9877 [sarah.galton@act.gov.au](mailto:sarah.galton@act.gov.au)

**Office of the Director General**

**Communications and Government Relations**

**Ministerial and Government Services**

**Assistant Director Ministerial and Coordination**

Senior Officer Grade C \$106,043 - \$114,146 , Canberra (PN: 29643)

Gazetted" 28 August 2019

Closing Date: 4 September 2019

Details: The position of Assistant Director Ministerial and Coordination is part of a small team that provides operational and strategic support to the health Ministers' Offices and the ACT Health Directorate Executives and staff to manage ministerial, Assembly and Cabinet business for the ACT Health Directorate. This officer will be primarily responsible for managing the day-to-day operations of the ministerial and coordination team, maintaining quality control of written material produced by the Directorate for the Director-General and Ministers, and coordinating regular reports on the Directorates' performance against ministerial requests. The successful applicant will have experience in

leading high performing teams, strong communication skills with an ability to build and maintain collaborative relationships, and sound attention to detail. This is a great opportunity for a motivated candidate who enjoys a fast-paced environment to make a significant contribution to how ministerial and intergovernmental matters are coordinated for the ACT Health Directorate.

Eligibility/Other Requirements: Knowledge of ACT Government's Ministerial and Government processes will be highly regarded. Knowledge and experience in administering HPE Content Manager will also be highly desirable.

Prior to commencement, the successful candidate will be required to undergo a pre-employment police check.

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

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 500 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naveen Wijemanne (02) 5124 9814 [naveen.wijemanne@act.gov.au](mailto:naveen.wijemanne@act.gov.au)

## **Public Health, Protection and Regulation**

### **Health Protection Service**

#### **Business Management Services**

##### **Administrative Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 29467)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

Details: Business Management Services, Health Protection Service is seeking a highly skilled Administrative/Purchasing Officer to join our team. The successful applicant will have experience processing Accounts Payable/Accounts Receivable and related banking; procurement processing; business travel bookings; and managing petty cash floats. The role will liaise daily with operational areas and other customers including members of the public, to provide high level support functions. The Health Protection Service 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. Business Management Services provides administrative support to the Branch, including licensing and registration activities; customer service; general administrative duties; fleet management; information technology; quality improvement and financial matters. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current driver's licence.

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: Applicants are asked to submit a written application addressing the Selection Criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annette Wilke (02) 5124 9204 [annette.wilke@act.gov.au](mailto:annette.wilke@act.gov.au)



## **Justice and Community Safety**

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

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

### **ACT Corrective Services**

#### **Custodial Operations**

#### **AMC Administration**

#### **Investigating Officer and Security Data Coordinator**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 44838)**

Gazetted: 22 August 2019

Closing Date: 5 September 2019

Details: ACT Corrective Services (ACTCS) is offering an exciting opportunity for an experienced, highly motivated and career-oriented person to fill the role of Investigating Officer and Security Data Coordinator, (ASO5) within Custodial Operations. Under the general direction of the Head of Security, the Investigating Officer and Security Data Coordinator will be responsible for the quality assurance, investigation and coordination of the detainee discipline process. This role will also be responsible for the oversight of process and documentation related to detainee segregation ensuring that all reviews are completed in a timely manner by the appropriate authorities in accordance with local policy and the *Corrections Management Act 2007*. The Investigating Officer and Security Data Coordinator will be required to establish and maintain appropriate spreadsheets to record a range of activities undertaken by the security department, contributing to continuous improvement in the organisations data retention. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful candidate will be required to undergo a National 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A current driver's licence highly desirable.

Note: This position will involve direct contact with detainees.

How to Apply: Applicants are required to submit three items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; and 3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Tim Rust (02) 6205 3932 [tim.rust@act.gov.au](mailto:tim.rust@act.gov.au)

### **ACT Corrective Services**

#### **Custodial Operations**

#### **Accommodation**

#### **Welfare Officer**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 37131)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

Details: ACT Corrective Services (ACTCS) is looking for a highly motivated and conscientious person to fill the permanent position of AMC Welfare Officer at the Alexander Maconochie Centre (AMC). The successful applicant will be required to provide welfare support to detainees held on remand at the AMC, complete referrals and support detainees in accessing appropriate services, within and outside

the AMC. In addition, you will liaise with external stakeholders relating to detainees and their needs, to inform and engage them effectively in the ACTCS integrated Throughcare approach to case management. Further to this, you will facilitate a detainee's needs assessment and build rapport with detainees to motivate and encourage them to address their needs and engage in the services available at the AMC.

To be successful, you will have the ability to think and act in a busy operational environment, possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders and a demonstrated ability to manage personal work priorities. 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:

Eligible candidates will be required to undergo a National Police check.

Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is essential.

A current driver's licence is essential.

Experience in working with offenders is highly desirable.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

How to Apply: Applicants are required to submit four items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your current driver's licence. Please ensure you submit all four items.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Natalie Veenstra (02) 6207 0684 [natalie.veenstra@act.gov.au](mailto:natalie.veenstra@act.gov.au)

## **Parliamentary Counsel's Office**

### **Legislative Publishing Section**

#### **Legislation Officer**

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 42291)**

Gazetted: 23 August 2019

Closing Date: 6 September 2019

Details: The ACT Parliamentary Counsel's Office is looking for a Legislation Officer for the Legislative Publishing Section (LPS) of the Office. Under the general direction of the team manager the legislation officer is responsible for legislative publishing and editing tasks as well as assisting the LPS team in general administrative services. Knowledge of the ACT legislative process, legislative structures, format and styles, and publishing technology skills would be an advantage. The key duties and responsibilities of this role include: Work in a team responsible for complex legislative publishing and editing tasks. For example: Editing of draft legislation; preparation of republished legislation for the ACT legislation register; notification of legislation on the ACT legislation register Preparation and publication of legislative information. Checking of new and amended legislation Maintaining information management systems; answer telephone and email enquiries about the work of the office including the ACT Legislation Register; assist senior legislation officers with other work in the unit to ensure objectives are achieved; generally assist in the work of the office as required; maintain records in accordance with the *Territory Records Act 2002*. 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, to apply.

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

How to Apply: Please provide a resume, contact details of two referees, and a short statement (no more than two pages) outlining how your skills, knowledge and behavioural capabilities make you an ideal

candidate for the role. You should consider both the duties/responsibilities of the position and the capabilities required to perform the position in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Brown (02) 6205 3741 karen.brown@act.gov.au

**ACT DPP**

**Non Legal**

**Executive**

**Office Manager**

**Senior Officer Grade A \$145,048, Canberra (PN: 05473)**

Gazetted: 26 August 2019

Closing Date: 2 September 2019

Details: The successful applicant will be part of the Director of Public Prosecutions executive advisory team and manage the provisions of corporate support within the Office of the Director of Public Prosecutions. The Office Manager is required to provide complex responses, guidance and support to the Director's executive team on management policies and practices including performance development, capability training, recruitment, induction workforce planning as well as budgets and finance. The role is required to deliver strategic human resource and finance projects including engaging with external stakeholders, workforce planning and development of strategic, procedural materials. The successful applicant will have sound people management skills including the ability to lead, develop and provide feedback to staff. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply

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

How to Apply: You should provide a written response addressing the Selection Criteria, along with your current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Shane Drumgold (02) 6207 5190 shane.drumgold@act.gov.au

**ACT DPP**

**Non Legal**

**Executive**

**Executive Officer**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44747)**

Gazetted: 26 August 2019

Closing Date: 2 September 2019

Details: Applications are sought for the role of Executive Officer to the Director of Public Prosecutions. The position reports directly to the Director. Duties include providing a high level of support in a range of activities including undertaking research tasks, preparing complex correspondence, identify and manage work priorities, workflows, guidelines and procedures. You will manage and coordinate Freedom of Information requests and will be responsible for making decisions regarding the release of information requested in a Freedom of Information access application. You will also perform the role as Public Interest Disclosure Officer and manage and respond to all requests. This role has supervisory responsibilities. Applicants should have demonstrated experience and understanding of the ACT Government business and administrative processes and proven high-level organisational skills with the ability to work under pressure in a confidential environment. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: You should provide a written response addressing the Selection Criteria, along with your current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Shane Drumgold (02) 6207 5190 shane.drumgold@act.gov.au

**ACT Corrective Services**

**Corporate Services**

**Procurement and Contracts**

**Head of Procurement and Contracts**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 36295)**

Gazetted: 28 August 2019

Closing Date: 27 September 2019

Details: A career opportunity has arisen in ACT Corrective Services for an experienced, highly motivated, career-oriented person to fill the role of Head of Procurement and Contracts. The successful applicant will be responsible for providing leadership, planning, technical and business support and coordination to procurement and purchasing activities including overall supply chain management. You will be required to ensure compliance, quality assurance and reporting requirements are delivered to the expected standard, schedule and plan contract compliance activities to analyse and validate operational delivery and manage the contractual change process and undertake commercial negotiations for any associated variations. In addition, you will lead activities including regular meetings with contractors and stakeholders, preparation of authoritative advice on contractual and operational issues and undertaking commercial negotiations for any required service changes. Further to this, you will analyse and report on performance in relation to contracts to inform decision making, undertake analysis of complex issues and prepare comprehensive reports, analysis and correspondence for the Contract Administrators, through anticipating, reacting, responding to and managing possible and actual issues. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills and an ability to develop and compose complex workplace documents. 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 preferred or a minimum of five years responsibility in similar roles with quantifiable results in Contract Negotiation, Administration and Supply Chain Management. The successful candidate will be required to undergo a National Police check. A current driver's licence is essential. Eligible candidates may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

How to Apply: To apply, applicants are required to submit four items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy their driver's licence. Please ensure you submit all four items.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

**ACT Corrective Services**

**Community Correction and Release Planning**

**Community Operations**

**Team Leader**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 47587, several)**

Gazetted: 22 August 2019

Closing Date: 5 September 2019

Details: ACT Corrective Services (ACTCS) is pleased to offer an opportunity for an experienced individual to join Community Corrections and Release Planning as a Team Leader. A career in ACTCS is unlike any

other in the public service and is challenging and genuinely rewarding. You will be required to have demonstrated people management skills, strong communications skills and an eye for attention to detail. You will also be required to have an understanding of case management practices within the criminal justice setting, a willingness to work with offenders as well as an understanding of victim issues and community safety. As a Team Leader, Community Corrections and Release Planning, you will lead and manage a team of professionals, providing guidance, training and advice on case management practices. You will therefore have experience in mentoring individuals and motivating teams. You will also be composing and editing complex written material, as well as ensuring the provision of high quality written and verbal advice to Courts and releasing authorities. 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 in working with offenders in the criminal justice system would be a distinct advantage.

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

Current driver's licence is essential.

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

Relevant tertiary qualifications or management experience would be an advantage.

Certificate IV in Correctional Practice is desirable.

Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Note: There is one permanent and two temporary positions available (ten month and eight month vacancies), with the possibility of extension up to 12 months.

How to Apply: To apply, applicants are required to submit four items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your current driver's licence. Please ensure you submit all four items.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Tamara Graham (02) 6207 5935 [tamara.graham@act.gov.au](mailto:tamara.graham@act.gov.au)

## **ACT Director of Public Prosecutions**

**Non Legal**

**Corporate**

**ICT Manager**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44748)**

Gazetted: 26 August 2019

Closing Date: 2 September 2019

Details: The successful applicant will be responsible for management of The Office of the Director of Public Prosecutions (ODPP) Case Management system as well provide advice and solutions to the ODPP ICT business requirements. You will have a high-level of organisational skills with the ability to work under pressure in a confidential environment. This role will deliver multiple ICT projects within tight time frames. You will have proven ability to priorities, build and support both internal and external relationships. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: You should provide a written response addressing the Selection Criteria, along with your current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Shane Drumgold (02) 6207 5190 shane.drumgold@act.gov.au

### **Transport Canberra and City Services**

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

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

#### **City Services**

##### **Place Coordination and Planning**

##### **Strategic Asset Management Planner**

##### **Infrastructure Officer 2 \$84,359 - \$97,055, Canberra (PN: 21713)**

Gazetted: 23 August 2019

Closing Date: 2 September 2019

Details: City Operations Planning and Policy, provides policy support to the operational areas within City Services as well as more broadly across ACT Government. The Unit works collaboratively with internal and external stakeholders, government, non-government and the community, to identify and implement future priorities for the provision of infrastructure and services and develop the long term strategic goals and actions to achieve these. The Open Space Planning and Policy team is located within the City Operations Planning and Policy unit and provides policy support to the City Presentation Branch in the management of Canberra's public places and infrastructure. Open Space Planning and Policy is seeking applications for a temporary contract to undertake the role of Strategic Asset Management Planner. This position is responsible for circulating a range of planning related documents for comment and preparing an all-of-TCCS response to the relevant agency. This position is also responsible for reviewing and updating sections of the City Presentation and Roads ACT Strategic Asset Management Plan and assisting with the development of various policies including land management plans for urban public lands. 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: Qualifications in a relevant field such as policy, urban planning or other relevant experience deemed equivalent. A current Australian driver's licence is essential.

Note: This is a temporary position available until 1 March 2020 with the possibility of up to six months extension. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should include a supporting statement of no more than two (2) pages addressing the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Cathryn Saunders (02) 6205 7336 cathryn.saunders@act.gov.au

#### **Chief Operating Office**

##### **Communications**

##### **Manager, Marketing and Communications**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 21298)**

Gazetted: 23 August 2019

Closing Date: 30 August 2019

Details: Transport Canberra and City Services (TCCS), and the ACT Government, are committed to meaningful engagement with the community and keeping them informed about the many services we

deliver. As a member of this team, you will work closely with the community and government, and clearly see the impact of your work. We value innovation, data-based and informed decision making, an audience focus and collaboration. The Manager will be responsible for developing a variety of communication for TCCS customers. They will work closely with TCCS business units to inform, listen and deliver communication to the community including social media posts, campaigns, speeches, media releases, marketing materials and design. To be successful, the Manager will enjoy working in a fast-paced environment, be flexible and open to change. Being part of the broadly ACT Government Communications network, support is also provided through whole of government guidelines, policies and procedures and guided by an annual whole of government communications and engagement plan. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Tertiary qualifications in Marketing, Public Relations, Communications or a related discipline is desirable. Minimum three years' experience as a Communications/Public Relations professional, stakeholder engagement and/or in a similar role is essential.

Note: This is a temporary position available immediately for six months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designated for Activity Based Working (ABW) in 2020. ABW is a transformation in the way we work. By creating flexible workspaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

How to Apply: Please provide a written application that addresses the Selection Criteria in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Erin Slinger (02) 6207 4725 erin.slinger@act.gov.au

## **City Services**

### **City Presentation**

#### **Place Management/Planning and Programs**

##### **Invasive Species Officer**

##### **Technical Officer Level 3 \$72,989 - \$82,486, Canberra (PN: 17747)**

Gazetted: 23 August 2019

Closing Date: 13 September 2019

Details: Place Management, a business unit within City Services, is responsible for the management of urban parks and the public domain, including, lakes, shopping centres, playgrounds, public open space and city places. It maintains the look of the city and its environs and promotes recreational use of our urban parks and public places through sustainable land management. Place Management are seeking an experienced officer to undertake monitoring and control of various invasive species in the urban areas of Canberra. Typical control programs include both environmental weeds, such as Serrated Tussock, African Love Grass and Madagascan Fireweed, as well as vertebrate and invertebrate pest species such as European wasps, rabbits, termites and fruit fly. This position involves working with various contractors and other stakeholders to achieve objectives within set time frames and budgets. The position will also periodically include various project work as required, determined by the changing needs of the business unit.

Eligibility/Other Requirements: Driver's licence and Chemcert IV or equivalent or willingness to obtain.

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

How to Apply: To be eligible for this position please ensure you have addressed all Selection Criteria and provide a current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Joel Kelly (02) 6205 5068 [joel.kelly@act.gov.au](mailto:joel.kelly@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.

**Transport Canberra**

**Public Transport Operations**

**ACTION Bus Services**

**Accident Administration Coordinator**

**Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: A20040)**

Gazetted: 23 August 2019

Closing Date: 6 September 2019

Details: Transport Canberra is seeking an Accident Administration Coordinator to provide administrative support to the Accident and Claims team to assist in managing and processing all Transport Canberra Operations accident and claim matter. To be successful in this position you will:

Have fantastic organisational and time-management skills;

Have a high-level of attention to detail;

Be a whiz at administration;

Have fantastic inter-personal and communication (both verbal and written) skills; and Be able to work as part of team to deliver organisational outcomes.

The ACT Public Service is committed to building a culturally diverse workforce and 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: Driver's licence (C class). Suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties and responsibilities listed in the position description. How to Apply: Please attach your curriculum vitae and provide a one-page pitch demonstrating your:

*Skills*

- Ability to obtain and collate information and evidence and to prepare and process administrative documentation;
- Ability to set priorities, organise workloads and meet deadlines; and
- Proven decision-making and problem-solving skills.

*Knowledge*

- Proven use of technology; and
- Ability to adhere to legislation and policies.

*Behaviour*

- Demonstrated high-level communication and customer-service skills with internal and external customers/clients; and
- Proven ability to work as part of a team and contribute to a positive team culture.

Contact Officer: Rebecca Davis (02) 6207 8073 [rebecca.davis@act.gov.au](mailto:rebecca.davis@act.gov.au)

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

**Transport Canberra**

**Transport Canberra Operations**

**Fleet**

**Heavy Vehicle Apprentice Mechanic**

**EAPY 1.1 - EAPY 4G \$26,879 - \$59,817, Canberra (PN: APP010, several)**

Gazetted: 28 August 2019

Closing Date: 11 September 2019

Details: Transport Canberra has expected vacancies for temporary full-time Heavy Vehicle Apprentice Mechanic positions at both North and South Depots. The successful applicants will be required to



undertake and competently complete trade training in accordance with the apprenticeship requirements as set out in the Heavy Vehicle Trade Certificate. You will be required to work across all Transport Canberra's workshop sites as directed; providing you with all the maintenance and/or repair training and exposure to competently complete your trade certificate. 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. The ACT Public Service is committed to building a culturally diverse workforce and 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: Possession of a Year 10 or Year 12 certificate (or equivalent) is desirable; possession of a current motor vehicle licence and the ability to obtain and hold a Transport Canberra yard licence. Work rostered shifts, from early morning to late at night. Successful applicants may be subject to undertake a range of pre-employment assessment activities to determine their suitability for an apprenticeship.

Note: This is a temporary position available from 27 January 2020 until 26 January 2024.

How to Apply: You should provide contact details of at least 2 referees, a current curriculum vitae and a written response, no longer than two A4 pages demonstrating your skills, knowledge and behaviour in relation to the duties and responsibilities listed in the Position Description. *Applications should be submitted via the Apply Now button below.*

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

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

## **City Services**

### **Canberra Cemeteries**

#### **Chief Executive Officer**

#### **Senior Officer Grade A \$145,048, Canberra (PN: 35409)**

Gazetted: 23 August 2019

Closing Date: 6 September 2019

Details: The CEO of Canberra Cemeteries has overall responsibility for the provision of burial services in the ACT. The CEO reports to both the ACT Cemeteries Authority Board which has legislative responsibilities under the *Cemeteries and Crematoria Act 2003* and the ACT Government through TCCS. The CEO is required to oversee operations at three sites in Woden, Gungahlin and Hall. Staffing in Canberra Cemeteries consists of office based and outdoor staff. As a senior leader, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for managing and motivating a team and providing appropriate burial services to the community. The CEO leads staff in delivering cemetery services to the ACT community in a way which is compassionate, caring, respectful and takes account of the diversity of community needs. The CEO provides regular written and oral reports to the Authority Board as well as to TCCS. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect, safety and customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in an appropriate manner, align team performance and develop capacity to achieve organisational objectives. The successful applicant must understand how to work with a Board as well as work within a government context.

Eligibility/Other Requirements: Drivers licence (C-class) is mandatory. Relevant tertiary qualifications are desirable but not essential. Relevant horticulture qualifications are desirable but not essential.

Note: This is a temporary position available immediately until 1 November 2019 with a possibility of extension up to six months. Selection may be based on application and referee reports only.

How to Apply: Please respond to selection criteria located in the Position Description and provide an up-to-date curriculum vitae.

*Applications should be sent to the Contact Officer.*

Contact Officer: Vanessa Little (02) 6207 5002 [vanessa.little@act.gov.au](mailto:vanessa.little@act.gov.au)

**City Services**

**ACT NoWaste**

**Waste Policy**

**Assistant Director, Waste Policy**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41441)**

Gazetted: 23 August 2019

Closing Date: 6 September 2019

Details: Are you passionate about achieving sustainability outcomes? We are looking for someone who has a passion for thinking outside the box and who wants to contribute to our efforts to help the Canberra community avoid waste and recycle well. This position is also for someone who is looking for an opportunity to further develop their career in environmental and waste policy space. The successful person will be able to work on multiple projects simultaneously, have excellent writing skills, and familiarity with government processes and policy work. Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT. ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations. ACT NoWaste delivers strategic policies to guide waste management and is also the regulator of waste management activities conducted in the ACT. The Assistant Director is an exciting position that sits within the Waste Policy team of ACT NoWaste.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field will be highly regarded.

Knowledge of or experience in the fields of waste, environment, climate change and/or sustainability policy including international, national, state and local government responsibilities and interactions will be highly regarded.

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

How to Apply: Applicants are required to submit a response against each of the Selection Criteria as well as their curriculum vitae. The response, which should be no longer than two pages in length, must outline your experience and abilities against each of the Selection Criteria.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sanzida Akhter (02) 6207 0224 [sanzida.akhter@act.gov.au](mailto:sanzida.akhter@act.gov.au)

**Transport Canberra**

**Transport Canberra Operations**

**Executive**

**Business Manager**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42200)**

Gazetted: 22 August 2019

Closing Date: 5 September 2019

Details: The Business Manager is a key coordination role within the Transport Canberra Operations team. Transport Canberra Operations is comprised of bus and light rail operations, network systems,

assets and procurement and business systems management. The focus of the role is to support, build and implement the processes involved in effective delivery of high profile projects and business critical operational tasks. The ACT Public Service is committed to building a culturally diverse workforce and 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: Driver's licence (C-class) and tertiary qualifications in Accounting, Human Resources, and/or Business would be an advantage.

Note: This is a temporary position available from 2 September 2019 until 31 January 2020 with the possibility of extension up to less than 12 months. This position will be moving to a new workplace designated for Activity Based Working (ABW) in 2020. ABW is a transformation in the way we work. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please attach your curriculum vitae and provide a one-page pitch demonstrating your skills, knowledge and behaviour in relation to the duties and responsibilities listed in the Position Description.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Nikki Curtin (02) 6205 3091 [nikki.curtin@act.gov.au](mailto:nikki.curtin@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.

### **Suburban Land Agency**

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

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

#### **Program Solutions and Operations**

#### **Sustainability and Release Coordination**

#### **Project Officer, Sustainability**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 36632)**

Gazetted: 22 August 2019

Closing Date: 28 August 2019

Details: The Suburban Land Agency is seeking an enthusiastic and dedicated Project Officer to support the development, updating and implementation of the Agency's Sustainability Strategy and non-financial objectives. The successful candidate should be able to maintain effective relationships and have strong communication skills and demonstrated organisational skills, with the ability to represent the agency, work with a variety of project teams, and undertake research and reporting. The position requires an understanding of sustainability relating to land development. We are looking for applicants who are committed to sustainability, interested in implementing sustainability initiatives, and have an ability to work effectively as part of a small team.

Eligibility/Other Requirements: Qualifications in a relevant field such as Sustainability or Environmental Management.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Rob Thorman (02) 6205 3062 [rob.thorman@act.gov.au](mailto:rob.thorman@act.gov.au)

### **Canberra Health Services**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>  
Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

## **Clinical Services**

### **Executive Director Medical Services**

#### **Pre-vocational Medical Education Officer**

#### **Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 38038)**

Gazetted: 29 August 2019

Closing Date: 5 September 2019

Overview of the work area and position: The Executive Director of Medical Services (EDMS) is a member of the CHS Executive, and oversees the medical services provided by Canberra Health Services (CHS), including professional leadership of the medical workforce, senior medical appointments, recruitment and line management for the junior medical workforce. The EDMS has operational management responsibility for: o ACT Pathology o Medical Imaging o Pharmacy o Medical Officer Support, Credentialing, Education and Training Unit (MOSCETU) o Health Technology Management o General Practitioner Liaison Unit o Library and Multimedia o Prevocational Education and Training o Physician Education and Training o ACT Blood Counts The PME0 is responsible for supporting the training and clinical supervision of Junior Medical Officers (JMOs) in their first two years following graduation (PGY1/2). The position reports to the Director of Prevocational Education and Training and has direct line management through the Director of MOSCETU. 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 \$272,410 - \$331,380 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Postgraduate qualification in medical education will be highly regarded. Desirable: o Fellowship of a Specialist Medical College or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This position is temporary for 3 years at 8 hours per week. Contact Officer: Dr Paul Dugdale, Executive Director Medical Services (02) 5124 2009 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, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

## **Clinical Services**

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

#### **WCH Operational**

#### **Director, Community Health Programs Women Youth and Children**

#### **Senior Officer Grade A \$145,048, Canberra (PN: 28424)**

Gazetted: 29 August 2019

Closing Date: 9 September 2019

Details: About us

Canberra Health Services (CHS) is a modern health service provider of most major medical and surgical sub-specialties. The CHS provides acute, sub-acute, primary, ambulatory and community-based health services to the Australian Capital Territory (ACT)—a catchment of over 400,000 people. The CHS also

serves the surrounding south-eastern New South Wales region with a population in excess of 650,000. This region includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS is a vision and values-led organisation. 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 administers a range of publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 620-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

Centenary Hospital for Women and Children (CHWC): a modern purpose built hospital located on the Canberra Hospital campus offering a range of inpatient and outpatient services for women, children and families including a range of community based services.

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

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services across the Territory from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments including within the Territory's detention facilities.

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

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

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

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

Women, Youth and Children's Services delivers services at a number of locations, including the Centenary Hospital for Women and Children inpatient and outpatient settings, community health centres and other community settings including people's home. These services include:

Pediatrics and Children's Health

Neonatology

Maternity Services for Women and Babies

Community Health Programs for women and families.

Overview of work area and position

Women, Youth and Children Community Health Programs currently delivers a range of community-based services to children, families and women. Most of these services are oriented towards primary health care: education and information designed to prevent poor health outcomes; early identification and referral; the delivery of public health programs including immunisation and screening. Some services offer targeted interventions including secondary assessment and therapeutic counselling. Services are delivered within a multi-disciplinary context.

The Division is constantly evolving with growth and changes to the populations needs. The successful candidate will be expected to influence that direction and evolve over time to meet these changing drivers.

This role is responsible for the overarching management of financial, human and material resources and the strategic leadership of the Community Health Programs.

This position may be required to work, on occasions, outside ordinary business hours.

Eligibility/Other Requirements:

Mandatory:

Current driver's licence.

Tertiary qualifications in health or a related discipline.

Highly Desirable:

Postgraduate qualifications in management field.  
Prior to commencement successful candidates will be required to:  
Undergo a pre-employment National Police check.  
Contact Officer: Katrina Bracher (02) 5124 7389 [katrina.bracher@act.gov.au](mailto:katrina.bracher@act.gov.au)

## **Clinical Services**

### **Cancer Ambulatory Support**

#### **Walk in Centres**

##### **Nurse Practitioner**

##### **Registered Nurse Level 4.2 \$129,289, Canberra (PN: 43214, several)**

Gazetted: 29 August 2019

Closing Date: 11 September 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the work area and position:

The Walk in Centre is a nurse-led primary health service with Advance Practice Nurses and Nurse Practitioners that provides episodic care for minor injury and illness to the community. Nurse Practitioners provide autonomous care to our clients, using advanced clinical assessment skills and are guided and supported by protocols, medication standing orders and clinical decision making.

Eligibility/Other Requirements:

Mandatory:

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

Tertiary qualifications or equivalent as a Nurse Practitioner and eligibility for membership of appropriate professional organisations

Ability to work across all ACT Walk in Centres.

Desirable:

Extensive clinical experience in primary health care or within a Walk-in Centre or relevant acute and/or primary care area.

Tertiary level qualification OR Post Graduate course work or study.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

The successful candidate/s will be eligible for appointment to a permanent RN 4.2 Nurse Practitioner position/s on evidence of completion of the WiC competency program. Competency is to be met within four weeks and assessed via Objective Structured Clinical Exams (OSCE). A merit list will be compiled and may be used for filling any subsequent casual, temporary or permanent vacancies, for Nurse Practitioners 4.2 at the Walk in Centre's, over the next 12 months.

Contact Officer: Cassandra Beaumont 0403 050 967 [cassandra.beaumont@act.gov.au](mailto:cassandra.beaumont@act.gov.au)

## **Clinical Services**

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

#### **Community Health Programs**

##### **Healthcare Access at School (HAAS)**

##### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 26525 , several)**

Gazetted: 29 August 2019

Closing Date: 13 September 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

Healthcare Access at School (HAAS) enables students with complex or invasive health care needs to attend school safely.

This service is provided by Canberra Health Service in partnership with the Education Directorate. Your acute pediatric background will be necessary to complete the health needs and risk assessment. Your primary health knowledge will be required to advocate for and to ensure that safe supports for the child or young person in the school setting are in place.

This is an opportunity to use your valuable knowledge and skills in a different way; one that has a long lasting beneficial outcome for children and young people living with complex health conditions, their families, and their schools. The HAAS team is positive and dynamic, and you will be welcomed and well supported as you learn the role.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence

Desirable:

Paediatric qualifications and/or extensive experience in this specialist area

Note:

There are two part-time positions at 16 hours per week and the full-time salary noted above will be pro-rata. Both are Thursday and Friday (only) 0800-1630hrs. One position is permanent with a start date as soon as possible. The second position will commence in mid-January 2020 to backfill maternity leave for 11 months with the possibility of extension. Your days will be divided between the schools and the office located at 1 Moore Street, Civic.

Taking annual leave during the school holidays is an advantage in this position due to the main workload being during school term time, and there may be the opportunity to purchase extra leave to take during the school holiday period if clinical needs are met.

Contact Officer: Carolyn Thomas (02) 5124 1631 [carolyn.thomas@act.gov.au](mailto:carolyn.thomas@act.gov.au)

## **Clinical Services**

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

### **City Mental Health Team**

#### **Clinical Manager, City Mental Health Team**

**Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 26407)**

Gazetted: 29 August 2019

Closing Date: 9 September 2019

Details: 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.

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

The nursing position is based in the City Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new Model of Care (MoC) is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions



Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact.

Provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

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

This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements

*Mandatory:*

Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Contact Officer: Jonathan Amirthanathan (02) 5124 1639 [jonathan.amirthanathan@act.gov.au](mailto:jonathan.amirthanathan@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Respiratory and Sleep Medicine**

##### **Respiratory Outpatient Nurse**

**Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 22515)**

Gazetted: 29 August 2019

Closing Date: 11 September 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the work area and position

The Canberra Health Services 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. An exciting opportunity exists for an enthusiastic and suitable qualified Registered Nurse within the Department of Respiratory and Sleep Medicine (DRSM). Our service delivery operates from the Canberra Hospital and Health Services campus and provides nursing services to both inpatient and outpatients for Tuberculosis (TB) case management, TB employment screening, smoking cessation, asthma education, Cystic Fibrosis and supporting the Medical Officers (MO) clinics. The primary role of this position is of an Asthma Educator as well as supporting the MO's clinics.

Eligibility/Other Requirements

*Mandatory:*

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

Tertiary qualifications or equivalent in relevant field and eligibility for membership of the appropriate professional organization.

*Desirable:*

Current driver's licence,

Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment National Police check.

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

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 six months with the possibility of extension and or permanency.

Contact Officer: Kim Bailey (02) 5124 2702 kim.bailey@act.gov.au

## **Clinical Services**

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

#### **Women and Babies**

##### **Perinatal Systems Officer**

##### **Registered Midwife Level 2 \$93,151 - \$98,728, Canberra (PN: 21383)**

Gazetted: 29 August 2019

Closing Date: 13 September 2019

Details: About us:

Canberra Health Services (CHS) is focused 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.

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

Women, Youth and Children Division deliver a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community.

Overview of the work area and position:

The Department of Obstetrics and Gynaecology consists of 3 inpatient areas (Antenatal, Birthing, and Postnatal), Birth Centre, and Maternity Outpatients (FMU, ANC, Midcall)

We attend daily audit meetings, provide support and training to all users of Birth Outcome System (BOS). Liaise with hospital agencies, GP Liaison, Medical Records Department and Information Management. Attend to record maintenance and ensure that all episodes are complete as possible. Data entry for Perinatal Mortality Data bases. Extract data for National Benchmarking Women's Health Australasia (WHA) and Baby Friendly Health Initiative (BFHI). Facilitate BOS upgrades in conjunction with shared services ICT. Work collaboratively in a team and demonstrate sound communication skills.

Eligibility/Other Requirements:

Mandatory:

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

Competence and recent experience in the area of Maternity care.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

Part time hours will be considered.

Contact Officer: Fiona Cameron (02) 6142 6159 [fiona.cameron@act.gov.au](mailto:fiona.cameron@act.gov.au)

## **Clinical Services**

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

#### **Women and Babies**

##### **Neonatal Intensive Care Unit Support Officer**

**Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 13542)**

Gazetted: 29 August 2019

Closing Date: 12 September 2019

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the work area and position:

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Under broad direction, you will play a key role in providing day to day database management and aggregate data for research, clinical trials, clinical indicator reporting, activity reporting and audit. You will work closely with the multidisciplinary teams within the Department of Neonatology and Department of Obstetrics.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Postgraduate qualification in Maternal or Neonatal Nursing and/or

Postgraduate qualification in Information Computer Technology

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note

This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Fiona Cameron (02) 6142 6159 [fiona.j.cameron@act.gov.au](mailto:fiona.j.cameron@act.gov.au)

## **Clinical Services**

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

#### **Justice Health Services**

##### **Registered Nurse Forensic Mental Health Service**

##### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 25563)**

Gazetted: 29 August 2019

Closing Date: 11 September 2019

Details: Canberra Health Services (CHS) is focused 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.

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

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

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position

The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings.

FMHS is one united service with four distinguishable yet integrated service components as follows:

FMHS Community Outreach service (FCOS)

FMHS Court Assessment and Liaison (FCAL)

FMHS Bimberi Youth Justice Centre (FMHS BYJC)

FMHS at Alexander Maconochie Centre (FMHS AMC)

The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process.

Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications in Nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Relevant experience in the area of Mental Health.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Comply with CHS Occupational Assessment, Screening and Vaccination policy.

Undergo a pre-employment National Police check.

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

Note

Selection may be based on written application and referee reports only. Please provide two written referee reports with your written application.

Contact Officer: Jaime Bingham (02) 5124 1813 Jaime.Bingham@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Clinical**

#### **Nurse Educator**

#### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 10063)**

Gazetted: 29 August 2019

Closing Date: 9 September 2019

Details: 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

Ward 7A is seeking applications from dynamic, motivated registered nurses for the role of the Clinical Development Nurse. Ward 7A is a general medical ward covering the specialities of Neurology, Infectious Diseases and Acute Stroke. There are 28 ward beds and four acute stroke beds.

The successful applicant will be responsible for the education and support of graduate nurses, overseas nurses and new and existing staff. The successful applicant will provide and promote education, feedback, reflective practice and innovative change to provide excellent and safe patient care.

Eligibility/Other Requirements

*Mandatory:*

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

*Desirable:*

It is desirable, but not mandatory that the successful applicant has a Certificate IV in Training and Assessment.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment National Police check.

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

Contact Officer: Kathryn McMaster (02) 5124 2535 kathryn.mcmaster@act.gov.au

## **Clinical Services**

### **University of Canberra Hospital**

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

#### **Community Nurse**

#### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: Various)**

Gazetted: 29 August 2019

Closing Date: 10 September 2019

Details: 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.

Overview of the work area and position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's values: care, excellence, collaboration and integrity.

The University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population.

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS.

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

Eligibility/Other Requirements

*Mandatory:*

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

Tertiary qualifications in Bachelor of Applied Science in Nursing

Current driver's licence

*Desirable:*

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position.

Community Nursing experience is preferred.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment National Police check.

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

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

Note

This recruitment process will be used to create a pool of eligible Registered Nurses to fill temporary vacancies which may occur over the next 12 months in the Community Care Program, Community Nursing.

Contact Officer: Wendy Woodman (02) 5124 1298 [wendy.woodman@act.gov.au](mailto:wendy.woodman@act.gov.au)

## **Clinical Services Medicine**

## **Chronic Disease**

### **Bariatric Surgery Coordinator**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade),  
Canberra (PN: 45170)**

Gazetted: 29 August 2019

Closing Date: 9 September 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

This position will be responsible for the coordination of patients referred by specialist services, through the publicly funded bariatric surgery pathway and will work closely with speciality units and services within the Divisions of Medicine and Surgery.

The position will suit an experienced health professional (allied health or nursing) who has previously worked within multidisciplinary teams to assist clients with obesity to improve their health status. The position will work and liaise closely with relevant specialty services and the Bariatric Surgical Service to triage, assess, educate and prepare patients for bariatric surgery and facilitate their return to the specialist service for ongoing management. Initially, the position will develop a governance framework, clinical guidelines, and communication and education strategies, with a focus on patient centred, safe and effective care in line with the ACT Health Quality Strategy 2018-2028. The ongoing role will involve reporting and evaluation of the clinical service related to identified key performance and quality indicators.

Eligibility/Other Requirements

*Mandatory:*

Be registered or eligible for registration as a nurse or allied health professional with the Australian Health Practitioner Regulation Agency (AHPRA) or

For self-regulated allied health professionals, appropriate tertiary qualifications and eligibility for professional membership of the relevant allied health professional association.

Current driver's licence

*Desirable:*

Tertiary qualifications in Nutrition and Dietetics,

Prior project management and implementation experience.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment National Police check.

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

Allied health professionals must comply with CHS credentialing and scope of clinical practice requirements.

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

Contact Officer: Alison Lancaster (02) 5124 2911 [alison.lancaster@act.gov.au](mailto:alison.lancaster@act.gov.au)

## **Forensic Mental Health Services**

### **Justice Health Services**

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

### **Forensic Mental Health Service Clinician**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade),  
Canberra (PN: 25987, several)**

Gazetted: 29 August 2019

Closing Date: 9 September 2019



Details: About us: Canberra Health Services (CHS) is focused 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 and a range of community based health services including Early Childhood Services, Youth and Women’s Health, Dental Health, Mental Health and Alcohol and Drug Services.

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

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

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

Overview of the work area and position: Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings.

FMHS is one united service with five distinguishable yet integrated service components as follows:

- FMHS Community Outreach Service (FCOS)
- FMHS Court Assessment and Liaison (FCAL)
- FMHS Bimberi Youth Justice Centre (FMHS BYJC)
- FMHS at Alexander Maconochie Centre (FMHS AMC)
- Fixed Threat Assessment Team (FTAT).

Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

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

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

Eligibility/Other Requirements:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy.

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's licence.

For Psychology:

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

Must hold a current driver's licence.

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students.

For Social Work:

Degree in Social Work.

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Comply with ACT Health credentialing requirements for allied health.
- Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are two positions available and may be required to participate in overtime, on call and/or rotation roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jaime Bingham (02) 5124 1813 [jaime.bingham@act.gov.au](mailto:jaime.bingham@act.gov.au)

**Clinical Services**

**Medicine**

**Acute Support Services**

**Occupational Therapist**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade),**

**Canberra (PN: 25573)**

Gazetted: 29 August 2019

Closing Date: 12 September 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 Service provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for CHS is to ensure the delivery of ACT Health's Territory Wides Services Framework, the Canberra Health Services Quality Strategy and government priorities.

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:

Occupational Therapy services work collaboratively with individuals, families, carers and service providers within and external to Canberra Health Services.

The Acute Support Occupational Therapy team is responsible for the delivery of Occupational Therapy services to the acute areas of the Canberra Hospital and ensuring that individual patients' needs are met from the perspective of our profession while contributing to the safe and timely discharge of patients to their home environments in line with State and Federal requirements.

With distant supervision you will play a key role in providing day to day occupational therapy to a range of patients within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team.

Our staff are committed to the delivery of health services that reflect Canberra Health Services values of being reliable, progressive, respectful and kind.

Working with us you will have peer support from an experienced team of clinicians and provided with direct clinical supervision from a designated senior Occupational Therapist or the Department Manager at this level. To be considered for this position you will need to provide us with an introductory letter, the most recent copy of your curriculum vitae (2 Pages) and written responses to selection criteria (12 font, single spaced, half to 1 page per selection criteria).

Eligibility/Other Requirements:

Mandatory:

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Tertiary qualifications or equivalent in Occupational Therapy and eligibility for membership of Occupational Therapy Australia

Hold a current Australian driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

Note:

This position(s) maybe required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. The results of this recruitment round may be used to fill any similar additional vacancies should they occur. This is a temporary position available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Domenico Tripodi (02) 6244 3286 [domenico.tripodi@act.gov.au](mailto:domenico.tripodi@act.gov.au)

## **Clinical Services**

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

#### **Community Care Program**

##### **Occupational Therapist**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 17699)**

Gazetted: 29 August 2019

Closing Date: 11 September 2019

Details: Canberra Health Services (CHS) is focused 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. CHS administers a range of publicly funded health facilities, programs and services including but not limited to:

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

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

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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

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

Rehabilitation, Aged and Community Care (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, 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. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: care, excellence, collaboration and integrity.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population.

RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

Overview of the work area and position

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

The Occupational Therapist role is responsible for the provision of high-quality Occupational Therapy services, clinical assessments and interventions to the ACT community. Promoting positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Applications from this recruitment process may be used to fill temporary or permanent identical positions within the next 12 months.

Eligibility/Other Requirements

*Mandatory:*

Be registered or eligible for registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence.

*Desirable:*

Previous experience as an Occupational Therapist within a Community setting.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment National Police check.

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Profession. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

**Note**

Applications from this recruitment process may be used to fill temporary or permanent identical positions within the next 12 months.

Contact Officer: Hayley Roll 0418 273 051 hayley.roll@act.gov.au

**Medical Services**

**Medical Imaging**

**Administration Manager**

**Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 20957)**

Gazetted: 29 August 2019

Closing Date: 9 September 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.

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

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

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

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

The Office of the Director of Medical Services (DMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

Applications are sought to fill a permanent, full time vacancy, as an Administrative Service Officer 6. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

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

Contact Officer: Sam Wilson (02) 5124 2159 sam.wilson@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Medical**

#### **Rheumatology Office Manager**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 30946)**

Gazetted: 29 August 2019

Closing Date: 10 September 2019

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

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:

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

The Rheumatology Department, Canberra Health Services, is a Department within the Division of Medicine and is devoted to diagnosis and therapy of rheumatic diseases (joints, soft tissue, autoimmune diseases, vasculitis and heritable connective tissue disorder).

The department has a strong focus on clinical service delivery, supporting Rheumatology patients within the ACT and surrounding regional areas, undergraduate and postgraduate teaching and research activities

This position provides day-to-day support to the Director of the Rheumatology Department. Duties will include, but will not be limited to diary management, human resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies and other duties that are appropriate to this level of classification. The position reports to the Administration Manager, Division of Medicine and Clinical Director, Rheumatology.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Jade Ngata (02) 5124 8199 [jade.ngata@act.gov.au](mailto:jade.ngata@act.gov.au)

### **Deputy Director General**

#### **Mental Health, Justice Health and Alcohol and other Drugs**

#### **Occupational Therapist**

#### **Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 41044)**

Gazetted: 29 August 2019

Closing Date: 9 September 2019

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

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

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

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

· Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

The Occupational Therapist role is responsible for providing day to day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes.

In this position the Occupational Therapist will have direct clinical supervision from a Senior Occupational Therapist and will be supported by an experienced team of clinicians and other Allied Health Assistants.

Eligibility/Other Requirements:

Mandatory:

- Be registered with the occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.
- Current drivers licence.

Desirable:

- Previous experience working with people with moderate to severe mental illness in an inpatient mental health service.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment national Police check.

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

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

Contact Officer: Emily Brown (02) 5124 1686 emily.p.brown@act.gov.au

### **Clinical Services**

**Psychology and Counselling, Allied Health  
Rehabilitation, Aged and Community Care**

**Clinical Psychology Registrar**

**Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 18485, several)**

Gazetted: 29 August 2019

Closing Date: 12 September 2019

Details: About us

Canberra Health Service (CHS) is a values-led Service. 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 Service 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 Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Service, include: Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Canberra Health Service is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

An exciting opportunity exists for a clinical psychology registrar to join the friendly and supportive Psychology and Counselling team in the Division of Rehabilitation, Aged and Community Services (RACS). Our team consists of Clinical Neuropsychology, Clinical Psychology, and Rehabilitation Counsellor positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality psychological services across the RACS inpatient and outpatient settings. Services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients and staff, as required. The caseload consists of: Rehabilitation (e.g. for adult clients post stroke, amputees, reconditioning) Older adults, including falls clinic

Inpatients and outpatients (through the Community Rehabilitation Team)

Supervision is available for the Psychology Board of Australia (PBA) registrar program. Supervision is provided by a Senior Clinical Psychologist who is a PBA approved supervisor for Clinical Psychology Area of Practice Endorsement.

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

Overview of the work area and position

The overall functions of the Clinical Psychology Registrar will:

Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Provide individual or group service delivery.

Perform normal professional work under general professional guidance.

May perform novel, complex, critical or difficult tasks with professional supervision.

Participate in the supervision and training of other staff, as directed.

Eligibility/Other Requirements

Mandatory:

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology

General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA)

To be enrolled in or eligible to enrol in the Clinical Psychology registrar program for Area of Practice Endorsement in Clinical Psychology with the Psychology Board of Australia.

Desirable:

Previous experience working in a multidisciplinary team in rehabilitation and/or aged care setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with Canberra Health Service credentialing and scope of clinical practice requirements for allied health professionals

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 12 months with possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies: permanent and/or temporary. This position may be required to participate in an overtime, on call, and/or rotation roster.

Selection may be based on written applications and referee reports only.

Contact Officer: Sean Hambrook (02) 5124 0076 sean.hambrook@act.gov.au

## **Infrastructure Management and Maintenance**

### **Facilities Management**

#### **Health Infrastructure Service Recurrent**

##### **Administration Support Officer**

##### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 35579)**

Gazetted: 29 August 2019

Closing Date: 10 September 2019

Details: 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

At CHS we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

CHS is a smoke free environment, across all buildings, grounds and vehicles.

CHS offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee.

Infrastructure and Health Support Services (IHSS) is responsible for the project delivery, maintenance and asset management of Canberra Health Services property portfolio.

Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all Canberra Health Services properties

(Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs.

Under the direction of the Asset Manager, the Administration Support Officer is responsible for the day to day office support duties including the closing and processing of work orders and service reports and back up administration duties when required.

Eligibility/Other Requirements

Experience in maintenance within a health environment is desirable,

Experience in using a computerised maintenance management system.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: John Kilday 0415 455 020 john.kilday@act.gov.au

## **Clinical Services**

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

#### **Women, Youth and Children Community Health Programs**

##### **Administration Officer**

##### **Administrative Services Officer Class 2/3 \$55,934 - \$68,204, Canberra (PN: 27807)**

Gazetted: 29 August 2019

Closing Date: 3 September 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

This position provides administrative support to the Community Paediatrics and Child Health services team by providing a range of administrative duties including file preparation, data entry, fleet management, telephone enquiries and appointment booking and scheduling. You will also be required to provide reception support as well as secretariat support to various committees. The position is based at the Child Development Services, Holder.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Mitchel Green (02) 5124 2776 mitchel.green@act.gov.au

## **Clinical Services**

### **University of Canberra Hospital Centre for Rehabilitation**

#### **Assistant in Nursing- University of Canberra Hospital**

**Assistant in Nursing \$51,603 - \$53,350, Canberra (PN: 44684)**

Gazetted: 29 August 2019

Closing Date: 10 September 2019

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 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 University of Canberra Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region.

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 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.

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 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.

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. The new hospital, the UCH is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population.

The Assistant in Nursing (AIN) works under the direction of the Registered Nurse and to provide personal care and assistance to patients.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Health Services Assistance or be working towards a Diploma in Nursing or Bachelor of Nursing or recognised equivalent.

Must hold a current driver's license and have a safe driving record.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This position works a 24/7 rotating roster including night duty. This position is open to both part time and full time applicants. The AIN may work across different units at UCH depending on operational requirements.

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

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

**Adult Acute Mental Health**

**PACER Design Project Officer**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44774)**

Gazetted: 29 August 2019

Closing Date: 30 August 2019

Details: About Us: Canberra Health Services (CHS) is focused 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.

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 people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

Adult Community Mental Health Services (ACMHS) is a program within the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). It consists of five Community Mental Health Centres in the ACT (Tuggeranong, Woden, City, Belconnen and Gungahlin), as well as acute community crisis and referral service (Access Mental Health), a home assessment and treatment service (HAART), extended community outreach services and the Mental Health Community Policing Initiative. The

ACMHS has a strong focus of timely, effective, evidence based treatment and care for people experiencing mental ill health, within a model that is patient centred, timely and accessible, and dignified.

The PACER model is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis.

PACER provides:

A police/ambulance/clinician first responder unit with a dedicated service able to inform management of the specific crisis including de-escalation, assessment, transport and referral options;

The person with a rapid mental health response to their service needs incorporating least restrictive principles and timely access to acute service provision, leading to better health outcomes;

Enhanced capability to respond promptly to incidents whilst reducing the overall amount of time that operational units spend with people presenting with acute mental health issues;

Training and education opportunities to police and ambulance paramedics, enhancing overall mental health literacy;

Destigmatisation and better management of the dignity of people experiencing acute mental illness by utilising a health platform to deliver services; and

Improved utilisation of client information and more targeted use of agency resources in emergency services.

The Senior Officer Grade B (SOGB) Project Officer position is responsible for contributing to the development, implementation and evaluation of the PACER model in collaboration with the Mental Health Community Policing Initiative (MHCPI). The Project Officer will work in partnership with ACT Policing and ACT Ambulance Service to deliver a PACER pilot in 2020.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence.

Demonstrated working knowledge of the *Mental Health Act 2015* and the Fifth National Mental Health and Suicide Prevention Plan 2017.

Highly Desirable:

Previous project management experience;

Experience in working in partnership with emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience;

Able to demonstrate an ongoing commitment to professional development and quality improvement.

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 ACT Health credentialing requirements for allied health.

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

Contact Officer: Bruno Aloisi (02) 5124 1747 [bruno.aloisi@act.gov.au](mailto:bruno.aloisi@act.gov.au)

## **Clinical Services**

### **Cancer and Ambulatory Support**

#### **Walk in Centres**

##### **Advance Practice Nurse**

##### **Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 44725, several)**

Gazetted: 29 August 2019

Closing Date: 11 September 2019

Details: Our Vision: creating exceptional health care together

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

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.

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

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

Overview of the work area and position:

The Walk in Centre's (WiC) are a primary health service with Advance Practice Nurses (APN) and Nurse Practitioners (NP) that provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by protocols, medication standing orders and clinical decision making.

Eligibility/Other Requirements:

Mandatory:

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

Minimum of five years post graduate nursing experience.

Ability to work across all ACT Walk-in Centres, as directed.

Desirable:

Primary health assessment experience.

Tertiary level qualification OR Post Graduate course work or study.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

The successful candidate/s will be eligible for appointment to a permanent RN 3.1 Advanced Practice Nurse position/s on evidence of completion of the WiC Advanced Practice Nurse Training Program, requiring competency to be met within four weeks and assessed via Objective Structured Clinical Exams (OSCE). A merit list will be compiled and may be used for filling any subsequent casual, or temporary or vacancies, for Registered Nurse 3.1 Advance Practice Nurses at the Canberra Ambulatory Support Walk in Centres, over the next 12 months.

Contact Officer: Kirsty Cummin 0466 455 727 [kirsty.cummin@act.gov.au](mailto:kirsty.cummin@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Medical**

#### **Parkinson's Disease Advance Practice Nurse**

**Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 24912)**

Gazetted: 29 August 2019

Closing Date: 11 September 2019

Details: About us:

Canberra Health Services (CHS) is focused 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.

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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.

Overview of the work area and position:

Canberra Health Services 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. Applications are invited from innovative and committed Registered Nurses who are interested in making a difference through the coordination and management of patients with Parkinson's disease and other movement disorders. This position would suit someone with a strong knowledge base and experience working with patients who have a degenerative neurological condition.

The Parkinson's disease Advance Practice Nurse (APN) will work within the Department of Neurology at Canberra Hospital in collaboration with other members of the multidisciplinary team, including specialist neurologists, to provide a patient centred service for patients, their families and carers.

The APN will collaborate and work in conjunction with neurologists in outpatient clinics and facilitate a nurse-led clinic. The APN will also work with the neurologist and ward staff to facilitate selected complex therapies for patients with neurological conditions. An interest in educating is essential, this is a key part of the role as you will act as a link and resource for health professionals, patients and their carers, providing specialist knowledge, support and training. Training and education will be provided if required for the successful applicant.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

Post graduate education in relevant field.



Note:

This is a temporary, full-time position for a period of six months with the possibility of extension working Monday to Friday based at the Canberra Hospital.

Contact Officer: Marg McManus (02) 5124 5164 margaret.mcmanus@act.gov.au

**Clinical Services**

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

**Alcohol and Drug Program**

**Clinical Manager Alcohol and Drug Services**

**Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 44783)**

Gazetted: 29 August 2019

Closing Date: 11 September 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS

provides a range of specialist services for people affected by alcohol and other drug use incorporating six areas including:

Opioid Treatment Services  
Medical Services,  
Consultation and Liaison Service,  
10 bed Inpatient Withdrawal Service  
Police and Court Drug Diversion Service  
Counselling and Treatment Services

The ADS are seeking a senior health professional to provide professional supervision and clinical leadership to staff supporting people with substance misuse disorders in the public health sector, specifically the Drug and Alcohol Court (DAC) and clients referred by ACT Policing and ACT Courts for assessment and referral to treatment. This includes providing clinical expertise, contribute to policy development and support for professional development in consultation with senior clinicians/professionals. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services and other stakeholders.

Successful applicants require recent clinical experience, knowledge of the AOD sector and issues impacting on this client group, excellent communication skills and ability to work as part of a multidisciplinary team.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Psychology  
Unconditional General Registration as a Psychologist with AHPRA or  
Degree in Social Work and eligibility for membership of the Australian Association of Social Workers.

Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

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

Note

This is a temporary position available for 21 months.

Contact Officer: Jill Hughes (02) 5124 1609 [jill.hughes@act.gov.au](mailto:jill.hughes@act.gov.au)

### **Cancer and Ambulatory Services**

#### **Palliative Care Psychosocial Clinical Lead**

**Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 18945)**

Gazetted: 29 August 2019

Closing Date: 6 September 2019

Details: [About Us](#)

Canberra Health Services (CHS) is focused 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.

Overview of the work area and position

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

The Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The role of Palliative Care Clinical Lead is Health Professional Level 4 (HP4) level and is part time, working three days per week. The position reports to the Palliative Care Clinical Nurse Consultant and is an integral member of the specialist team. The position is a critical reference point for patients and families with the most complex psychological and social needs relating to their diagnosis, treatment or adjusting to a new palliative care framework. The role also provides support, clinical supervision and education for staff across diverse professional background and as such is a highly experienced professional.

Working closely with other disciplines in all wards in Canberra Hospital, the role provides leadership in psychosocial care of patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis, individual and relationship counselling, leadership in palliative care conversations and recognition of and assistance with bereavement issues. Staff consultation and support is also an integral aspect of the role.

The Palliative Care Psychosocial Care Clinical Lead will have extensive understanding of and experience in issues relating to facing death, palliative care, bereavement and a commitment to working within an inter-professional environment. The overall function of the position is to promote positive client outcomes through the provision of high quality consultation and clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements

For Social Work:

Tertiary qualifications in Social Work.

Current membership of the Australian Association of Social Workers.

Experience in Clinical Supervision.

Previous experience/qualifications in group facilitation.

A minimum of five years' experience post bachelor degree qualification in Social Work.

Holds or is working towards a post graduate qualification in a relevant field.

For Psychology:

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

A minimum of five years' experience post registration.

Hold or is working towards postgraduate qualification in a relevant field.

Desirable:

Area of Practice Endorsement e.g. Clinical Psychology, Health Psychology or Counselling Psychology.

Board approved supervisor for Higher Degree programs and Registrar programs.

Previous experience/qualifications in group facilitation.

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

Note

This is a part-time position available at 23:00 hours per week and the full-time salary noted above will be paid pro-rata.

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

## **APPOINTMENTS**

### **Canberra Institute of Technology**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184**

Simon Stauffer 853-56910, Section 68(1), 27 August 2019

This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee - General. An appointment under this section is not appellable.

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

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430**

David Hodder 854-39652, Section 68(1), 26 August 2019

### **Community Services**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771**

Katarzyna Czaplinski 853-80072, Section 68(1), 31 August 2019

#### **Senior Officer Grade C \$106,043 - \$114,146**

Jennelle Irwin 858-56229, Section 68(1), 22 August 2019

### **Education**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771**

Ivette Cruz 858-78065, Section 68(1), 26 August 2019

#### **School Assistant 2/3 \$47,563 - \$57,998**

Simon Hone 848-86426, Section 68(1), 26 August 2019

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

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184**

Naryis Lina Alkasem Veloz 858-77345, Section 68(1), 26 August 2019

### **Health**

#### **Administrative Services Officer Class 2 \$55,934 - \$61,764**

James Stennett Riedel 858-73336, Section 68(1), 27 August 2019

### **Justice and Community Safety**

#### **Senior Officer Grade B \$124,891 - \$140,596**

Katherine Taplin 858-77062, Section 68(1), 26 August 2019

**Transport Canberra and City Services**

**Bus Operator - Training \$68,960**

Carol Briggs 858-76262, Section 68(1), 22 August 2019

**Administrative Services Officer Class 5 \$78,197 - \$82,771**

Brendan McKenzie 858-52463, Section 68(1), 22 August 2019

**Infrastructure Officer 2 \$84,359 - \$97,055**

Peter O'Brien 853-78888, Section 68(1), 22 August 2019

**Canberra Health Services**

**Registered Nurse Level 1 \$67,078 - \$89,604**

Binu Abraham 834-45661, Section 68(1), 28 August 2019

**Registered Nurse Level 2 \$93,151 - \$98,728**

Angelanette Anderson 858-73440, Section 68(1), 26 August 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Kim Bawden 827-24044, Section 68(1), 5 September 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Anthony Bracewell 858-76924, Section 68(1), 2 September 2019

**Health Professional Level 2 \$65,216 - \$89,528**

Chantelle Carr 850-42436, Section 68(1), 7 September 2019

**Technical Officer Level 1 \$57,759 - \$60,556**

Lorraine Diehm 853-59767, Section 68(1), 22 August 2019

**Registered Nurse Level 2 \$93,151 - \$98,728**

Naomi Edison 858-77054, Section 68(1), 5 September 2019

**Health Professional Level 4 \$106,043 - \$114,146**

Craig Kennedy 858-77257, Section 68(1), 2 September 2019

**Technical Officer Level 1 \$57,759 - \$60,556**

Jordan Kennedy 862-08688, Section 68(1), 6 November 2019

**Health Service Officer Level 7 \$62,521 - \$66,023**

Brett Langdon 862-11203, Section 68(1), 3 October 2019

**Administrative Services Officer Class 4 \$70,359 - \$76,184**

Penelope Pedemont 858-78313, Section 68(1), 23 September 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Rini Philip 857-91461, Section 68(1), 5 September 2019

**Administrative Services Officer Class 2 \$55,934 - \$61,764**

Andrew Powell 861-32345, Section 68(1), 30 August 2019

**Nurse Practitioner \$129,289**

Kate Reed-Cox 858-76641, Section 68(1), 26 August 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Mosa Sesele 858-78401, Section 68(1), 2 September 2019

**Registered Midwife Level 1 \$67,078 - \$89,604**

Alexandra Thomson 862-64110, Section 68(1), 2 September 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Xia Wang 857-92544, Section 68(1), 3 October 2019

**Registered Nurse Level 2 \$93,151 - \$98,728**

Amanda Watson 853-62894, Section 68(1), 26 August 2019

**ACT Health**

**Senior Officer Grade A \$145,048**

Nicola Gotovac 858-78428, Section 68(1), 2 September 2019

**TRANSFERS**

**Community Services**

**Carolyn Jackson-Grievés: 821-05622**

From: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)  
Community Services

To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)  
Community Services, Canberra (PN. 27430) (Gazetted 5 October 2019)

**Beth McDevitt: 779-06441**

From: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)  
Community Services

To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)  
Community Services, Canberra (PN. 03134) (Gazetted 5 October 2019)

**Canberra Health Services**

**Jyothis Jame: 834-45282**

From: Registered Nurse Level 1 82,782  
Canberra Health Services

To: Registered Nurse Level 1 \$67,078 - \$89,604  
Canberra Health Services, Canberra (PN. 27693) (Gazetted 9 May 2019)

**Judith O'Hagan: 606-67851**

From: Health Professional Level 3 \$92,103  
Health

To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 27586) (Gazetted 25 July 2019)

**Tosanwumi Otokuefor: 858-61394**

From: Enrolled Nurse Level 1 \$60,837

Calvary Public Hospital Bruce

To: Enrolled Nurse Level 1 \$60,837 - \$64,999

Canberra Health Services, Canberra (PN. P37309) (Gazetted 16 May 2019)

**Bastien Small: 789-46453**

From: Technical Officer Level 2 \$62,521 - \$71,593

Canberra Health Services

To: Technical Officer Level 2 \$62,521 - \$71,593

Canberra Health Services, Canberra (PN. 19239) (Gazetted 30 May 2019)

## **PROMOTIONS**

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

#### **Shared Services**

##### **Partnership Services Group**

##### **Customer Support Services**

**Komal Chaudhary: 853-70288**

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development, Canberra (PN. 37220) (Gazetted 4 July 2019)

#### **Commercial Services and Infrastructure**

##### **Shared Services**

##### **Finance and Payroll Services**

**Bruce James: 853-70763**

From: Senior Officer (Technical) Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$145,048

Chief Minister, Treasury and Economic Development, Canberra (PN. 44617) (Gazetted 15 July 2019)

#### **Economics and Financial Group**

##### **Macroeconomics Branch**

**Dinesh Kumar: 821-24321**

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 33473) (Gazetted 16 July 2019)

#### **Workplace Safety and Industrial Relations**

##### **Regulatory Policy**

**Ray Ren: 853-73294**

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430  
Chief Minister, Treasury and Economic Development, Canberra (PN. 44193) (Gazetted 6 June 2019)

**Economic Development**

**Skills Canberra**

**Executive Branch Manager's Officer**

**Aimee Stefanovic: 853-71352**

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Justice and Community Safety

To: †Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 02388) (Gazetted 22 July 2019)

**Access Canberra**

**Regulatory Solutions and Compliance**

**Traffic Camera Operations**

**Tony Taseski: 783-0959**

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development, Canberra (PN. 41250) (Gazetted 4 December 2018)

**Shared Services ICT**

**Customer Engagement Services Branch**

**CMTEDD and PATOCS ICT**

**Trung Tran: 835-94800**

From: Information Technology Officer Class 1 \$68,204 - \$77,639

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development, Canberra (PN. 01247) (Gazetted 25 June 2019)

**Shared Services**

**Finance and Payroll Services**

**Payroll Services**

**Cassandra Tucker: 799-87097**

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development, Canberra (PN. 09359) (Gazetted 26 October 2019)

**Education**

**School Performance and Improvement**

**Belconnen**

**Hawker Primary School**

**Lisa Bray: 816-79077**

From: School Assistant 3 \$53,889 - \$57,998

Education

To: School Assistant 4 \$64,615 - \$69,965

Education, Canberra (PN. 44123) (Gazetted 17 May 2019)



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

### **Sustainability and the Built Environment**

#### **Urban Renewal**

##### **Asbestos Response Taskforce**

**Lynette Kay Marsh: 820-95970**

From: Infrastructure Officer 3 \$106,288 - \$116,675

Chief Minister, Treasury and Economic Development

To: †Infrastructure Manager/Specialist 2 \$173,127

Environment, Planning and Sustainable Development, Canberra (PN. 44131) (Gazetted 23 May 2019)

## **Justice and Community Safety**

### **Legislation, Policy and Programs**

#### **Road Safety and Transport Regulation**

**Kym Copeman: 831-23881**

From: Senior Officer (Technical) Grade C \$106,043 - \$114,146

Justice and Community Safety

To: †Senior Officer Grade B \$124,891 - \$140,596

Justice and Community Safety, Canberra (PN. 00734) (Gazetted 4 April 2019)

### **Legislation, Policy and Programs**

#### **Road Safety and Transport Regulation**

**Belinda Jane Owen: 783-14384**

From: Senior Officer (Technical) Grade C \$106,043 - \$114,146

Justice and Community Safety

To: †Senior Officer Grade B \$124,891 - \$140,596

Justice and Community Safety, Canberra (PN. 03234) (Gazetted 4 April 2019)

## **Transport Canberra and City Services**

### **Transport Canberra**

#### **Light Rail**

##### **Operations**

**Jonathon Dragos: 836-08280**

From: Infrastructure Officer 1 \$69,932 - \$82,628

Transport Canberra and City Services

To: †Infrastructure Officer 4 \$125,969 - \$143,118

Transport Canberra and City Services, Canberra (PN. 41123) (Gazetted 24 June 2019)

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

collective/enterprise Agreement provisions and is non-appealable.

### **Transport Canberra**

#### **Light Rail**

##### **Light Rail Operations**

**Tahniah Littlejohn: 853-73665**

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Transport Canberra and City Services

To: †Senior Officer Grade C \$106,043 - \$114,146

Transport Canberra and City Services, Canberra (PN. 41121) (Gazetted 24 June 2019)

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

**Transport Canberra Operations**

**HR and Training**

**Allan Taylor: 853-34041**

From: Transport Officer Grade 2 - ACTION \$90,341

Transport Canberra and City Services

To: †Senior Officer Grade C \$106,043 - \$114,146

Transport Canberra and City Services, Canberra (PN. 35978) (Gazetted 12 July 2019)

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

collective/enterprise Agreement provisions and is non-appealable.

**Canberra Health Services**

**Clinical Services**

**Geneeieve Harrigan: 840-51090**

From: Registered Nurse Level 3.2 \$120,730

Canberra Health Services

To: †Registered Nurse Level 4.3 \$137,840

Canberra Health Services, Canberra (PN. 14143) (Gazetted 11 July 2019)

**Clinical Services**

**Vanessa Hoban: 771-93656**

From: Registered Nurse Level 2 \$93,151 - \$98,728

Health

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 38050) (Gazetted 9 May 2019)

**Clinical Services**

**Stephanie Parry: 836-09996**

From: Registered Nurse Level 1 \$67,078 - \$89,604

Health

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 37269) (Gazetted 1 August 2019)

**Clinical Services**

**Leslie-Ann Shepherd: 843-89649**

From: Dental Assistant Level 1 \$46,938

Health

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Health Services, Canberra (PN. 41545) (Gazetted 25 July 2019)

**Clinical Services**

**Lu Yi Tan: 739-66287**

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 16705) (Gazetted 25 July 2019)

**Vijeta Venkataraman: 845-04643**

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 12612) (Gazetted 23 May 2019)

**Clinical Services**

**Melanie Whiteley: 834-51607**

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Health Services

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services, Canberra (PN. 35141) (Gazetted 16 May 2019)

**ACT Health**

**ACT Health Directorate**

**Natasha Waters: 828-65744**

From: Health Professional Level 2 \$65,216 - \$89,528

ACT Health

To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

ACT Health, Canberra (PN. 26171) (Gazetted 6 June 2019)