



**ACT Government Gazette**  
**Gazetted Notices for the week beginning 05 September 2019**

## VACANCIES

### Calvary Health Care ACT (Public)

#### Medical

#### Wards

#### 4 East

#### Registered Nurse 2

**RN 2.1-2.4 \$93,151-\$98,728, Canberra (PN: LP8407)**

Gazetted: 11 September 2019

Closing Date: 16 September 2019

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

Reference Number: 10580

Contact Officer: Rani Joseph (02) 6201 6040 rani.joseph@calvary-act.com.au

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

#### Medical

#### Maternity

#### Registered Nurse 1

**RN 1.1-1.8 \$67,078-\$89,604, Canberra (PN: LC0133)**

Gazetted: 11 September 2019

Closing Date: 8 December 2019

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

Reference Number: 10558

Contact Officer: Toni Gwynn-Jones 02 6201 6987 toni.gwynn-jones@calvary-act.com.au

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

Health Systems, Policy and Research

Office of Professional Leadership and Education

Office of Chief Psychiatrist

Executive Assistant

Administrative Services Officer Class 4/5 \$70,359 - \$82,771, Canberra (PN: 05082)

Gazette Date: 5 September 2019

Closing Date: 19 September 2019

Details: The Office of the Chief Psychiatrist is seeking an enthusiastic person with strong organisational and interpersonal skills to fill the role of Executive Assistant. The position works directly to the Chief Psychiatrist. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. The position provides a range of administrative support functions to the Chief Psychiatrist 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. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This position will be filled at either the Administrative Services Officer Class 4 or Administrative Services Officer Class 5 level, dependent on the skills and experience of the successful applicant.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current Curriculum Vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marisa Bialowas (02) 5124 9966 marisa.bialowas@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.

#### Digital Solutions Division

Office of the Chief Information Officer

Director, Office of the Chief Information Officer

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 24758)

Gazette Date: 5 September 2019

Closing Date: 19 September 2019

Details: Are you a professional, well-organised person who is strong at managing competing priorities? Do you want to lead a dynamic team responsible for the operations of a large Division? The Digital Solutions Division within ACT Health is looking to recruit someone to be responsible for the management of the Office of the Chief Information Officer. This involves the preparation and coordination of important correspondence and associated documentation. You will also be responsible for leading change, identifying and implementing actions to continually improve the operations of the Division. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. The Director, Office of the Chief Information Officer is responsible for coordination of communication activities across the Directorate, seeking to ensure that consistent and timely messages are relayed to our stakeholders. You will need to be able to communicate with influence and be capable of engaging with a wide range of stakeholders. 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:

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

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Philippa Kirkpatrick (02) 5124 9342 philippa.kirkpatrick@act.gov.au

Health Systems, Policy and Research/Public Health, Protection and Regulation

Health Protection Service

Business Management Service

Administrative Service Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 29469)

Gazette Date: 10 September 2019

Closing Date: 24 September 2019

Details: Business Management Services, Health Protection Service is seeking an administration service officer to join our team. 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 advertised position provides administrative support to operational areas of the Health Protection Service, liaising daily with staff and other customers including members of the public.

Eligibility/Other Requirements: The successful applicant will have high level customer service skills, a working knowledge of record management and experience using computer systems including databases and Microsoft Office applications.

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 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: Tracey Docherty (02) 5124 9926 [tracey.docherty@act.gov.au](mailto:tracey.docherty@act.gov.au)

#### ACT Long Service Leave Authority

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 Long Service Leave Authority

Long Service Leave Authority

Finance & Compliance Financial Controller Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41800)

Gazette Date: 9 September 2019

Closing Date: 30 September 2019

Details: The ACT Long Service Leave Authority (the Authority) was established to administer portable long service leave benefit schemes under the Long Service Leave (Portable Schemes) Act 2009, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries.

The Authority is looking for a Financial Controller as the CFO's 2IC, with strong financial management experience and a drive for improvement, to join the Authority. Reporting to the CFO, the Financial Controller will supervise and manage a small team and is responsible for overseeing financial and investment matters for the Authority, such as the day-to-day review of financial transactions, regular reporting of financial position and performance, annual budget and financial reports preparation, effective debt recovery, and other operational duties as directed by the CFO.

The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcome focused and accountable for their actions. Further information relating to the ACT Long Service Leave Authority can be found at <https://actleave.act.gov.au/>.

**Eligibility/Other Requirements:** The successful candidate will have acquired a tertiary Accounting Degree and be CA or CPA qualified. Previous audit experience is highly desirable. Educational and professional qualification checks will be undertaken prior to employment.

**How to Apply:** Selection will be based on a full merit process. Applicants should submit a supporting statement no more than three pages, outlining experiences and or ability against the Selection Criteria, current curriculum vitae and the contact details of at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Christine Miller 6247 3900 [christine.miller@actleave.act.gov.au](mailto:christine.miller@actleave.act.gov.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)**

#### **Chief Executive's Office**

##### **Executive Officer**

##### **Senior Officer Grade A \$145,048, Canberra (PN: 45243)**

Gazetted: 10 September 2019

Closing Date: 24 September 2019

**Details:** The successful applicant will work directly to the Chief Executive Officer (CEO), Canberra Institute of Technology (CIT) and work with the Executive team and senior leaders across CIT to review, analyse and provide quality advice in relation to the strategic alignment of the CIT Strategic Compass, business strategies and Government and Board priorities. The role will be required to support and provide advice to the CEO and Executive team in relation to Cabinet, Assembly and Legislation matters. The role will also undertake research and project work, and analyse and provide advice about reports, reviews and policy that shape the local and national VET environment. Collaboration across CIT and across ACT Government, along with consultation, engagement and negotiation with key stakeholders is critical to the success of this role. CIT supports workforce diversity and is committed to creating an inclusive workforce. 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. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

**Eligibility/Other Requirements:** Relevant tertiary qualifications to underpin the duties outlined above. Experience working within the ACT Government and a broad understanding of the administrative, regulatory and policy issues associated with the Vocational Education sector will be of advantage.

**Note:** The position may be filled at either the Senior Officer Grade A or Senior Officer Grade B classification depending on the experience and/or qualifications of the successful applicant. Selection may be based on application and referee reports only.

**How to Apply:** Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Cheryl Steff (02) 6205 0647 [cheryl.steff@act.gov.au](mailto:cheryl.steff@act.gov.au)

#### **CIT Student and Academic Services**

## **CIT Education Services**

### **Education Quality**

#### **Education Advisor**

#### **Teacher Level 2 \$106,090, Canberra (PN: 34788)**

Gazetted: 11 September 2019

Closing Date: 18 September 2019

Details: Canberra Institute of Technology (CIT) Education Services is seeking an experienced and skilled Education Advisor to contribute to the Vocational Education and Training (VET) leadership and improvements at CIT.

Key skills for the position include:

High level skills and experience to be able to teach, mentor and lead staff in a range of professional development activities including teaching on TAE programs.

Ability to advise and lead validation to meet requirements

Extensive experience and knowledge of current vocational education and training environment and regulations including the ability to contribute to quality assurance

Ability to lead staff in developing contemporary and engaging vocational training and assessment practices

Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professional, Collaborative, Trusted, Adaptable, Accountable and Inspirational).

CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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: All managers at Teachers Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or its successor), and a Diploma of Vocational Education and Training (or equivalent). All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Relevant VET industry experience is essential. Bachelor of Education or relevant higher level qualification.

Notes: This is a temporary position available immediately until 31 December 2019 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Submit a one page pitch showing how and why you are best placed to meet the requirements and a detailed curriculum vitae (max six pages) with two completed referees reports (including current manager) using the ACT Government CIT referee report template.

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

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

## **CIT Student and Academic Services**

### **CIT Education Services**

#### **Program Services**

#### **Education Advisor**

#### **Teacher Level 2 \$106,090, Canberra (PN: 34774)**

Gazetted: 09 September 2019

Closing Date: 16 September 2019

Details: Canberra Institute of Technology (CIT) Education Services is seeking an experienced and skilled Education Advisor to contribute to the vocational education and training leadership and improvements at CIT.

Key skills for the position include:

Detailed knowledge of program design including implementing Training Package products to meet requirements

Extensive experience and knowledge of current vocational education and training environment and regulations including the ability to contribute to quality assurance

Ability to lead staff in developing contemporary and engaging vocational training and assessment practices

High level skills and experience to be able to teach, mentor and lead staff in a range of professional development activities including teaching on TAE programs

Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professional, Collaborative, Trusted, Adaptable, Accountable and Inspirational).

CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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:** All managers at Teachers Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or its successor), and a Diploma of Vocational Education and Training (or equivalent). All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Relevant VET industry experience is essential. Bachelor of Education or relevant higher level qualification. An order of merit will be created from this recruitment from which future identical vacancies may be temporarily filled. Selection may be based on application and referee report only.

**Notes:** This is a temporary position available immediately until the 31 December 2019 with the possibility extension up to 12 months.

**How to Apply:** Submit a one page pitch showing how and why you are best placed to meet the requirements of this role. Please provide a detailed curriculum vitae of no more than six pages with two referees reports including one from your current manager.

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

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

## **CIT Executive**

### **CIT Industry Engagement and Strategic Relations Management**

#### **Executive Officer**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 40055)**

Gazetted: 09 September 2019

Closing Date: 13 September 2019

Expressions of Interest are sought from potential candidates to fill the role of Executive Officer, CIT Industry Engagement and Strategic Relations located at CIT Reid.

A vacancy as an Executive Officer is available within the Office of the Executive Director, Industry Engagement and Strategic Relations for a dynamic and energetic individual to provide high level support and strategic advice to support the portfolio.

You will be a results-driven individual who is seeking a challenging role. You will support the Executive Director to meet organisational objectives in a complex, high pressure and highly confidential environment. You will have experience in balancing competing interests and demands as well as coordinating and implementing strategies to achieve effective and efficient services and project outcomes.

Your ability to use tact and diplomacy is paramount and you will forge strong partnerships with key internal stakeholders and subject matter experts, to engage, support and inform the decision-making of the Executive Team.

CIT staff have a two week Christmas shutdown and enjoy free parking.

How to Apply: Expressions of Interest should include a supporting statement of no more than two pages outlining experience/knowledge in the above areas, contact details of a current referee and curriculum vitae

Note: This is a temporary position available for six months and is available to ACT Public Service Officers and employees. Selection may be based on application and referee reports

*Applications should be sent to the Contact Officer by COB 13 September 2019.*

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

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

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

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

#### **Economic Development**

##### **Skills Canberra**

##### **Analytics and Policy Services**

##### **Research and Policy Analyst**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 31373)**

Gazetted: 11 September 2019

Closing Date: 4 October 2019

Details: Do you have great writing, data and critical analysis skills? Then bring your sought-after skill set and put it to good use in a supportive and interdisciplinary-minded team environment! If you haven't worked in government 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 Skills Canberra Analytics and Policy Services team, supporting the team's Director and Assistant Director and liaising across functions within Skills Canberra. As a research and policy analyst you will be involved in providing timely research and statistical analysis of the ACT Vocational Education and Training (VET) sector and Labour market. In addition, you will consult and liaise with industry, training organisations, national bodies, other government agencies and the community in relation to gathering and reporting VET information and data.

What you require? You will have highly developed research, analysis, synthesis and evaluation skills, with the ability to apply these skills to crafting well-reasoned recommendations about policy issues. You will bring your skills in setting priorities and monitoring workflow, together with your aptitude for developing efficient work practices, to assisting Skills Canberra meet a range of deliverables and timelines. Your excellent written and oral communications skills and ability to tailor research findings to a range of audiences will set you apart from the rest. About Skills Canberra Skills Canberra is responsible for the provision of strategic advice and overall management of VET and Adult Community Education (ACE). Skills Canberra also manages Commonwealth and ACT funding directed to VET and ACE programs in the ACT. 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 from 1 November 2019 until 30 June 2020 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the attached Position Description and submit the following documents: Your current curriculum vitae with contact details for at least two referees



A supporting statement, of no more than 1800 words, providing evidence of your suitability for the role. Include examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities.

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

Contact Officer: Anita Dolstra (02) 6205 7092 anita.dolstra@act.gov.au

## **Shared Services**

### **Technology Services**

#### **Technical Services Delivery**

##### **Sharepoint Administrator**

##### **Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 03969)**

Gazetted: 09 September 2019

Closing Date: 16 September 2019

Details: Shared Services Information and Communications Technology (ICT) are seeking and appropriately skilled and experienced person to join our Sharepoint team. The successful applicant, as part of a small team will provide day to day support of Sharepoint 2013 and above including Sharepoint Online. Sharepoint related infrastructure including IIS and Sharepoint backups. Microsoft Teams and One Drive for Business. Sharepoint-Related third party tools. 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 Baseline.

Notes: 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

## **Economic and Financial Group**

### **Macroeconomic Branch**

#### **Macroeconomic analyst**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 55374)**

Gazetted: 09 September 2019

Closing Date: 7 October 2019

Details: Macroeconomic Branch in the ACT Treasury has a vacancy for an analyst to undertake a forecasting and general economic analysis role. The Branch is responsible for economic and revenue forecasting (including the production of the economic outlook and the revenue chapter of the ACT Budget), demographic projections, long term fiscal modelling, monitoring of the economy and related economic policy advice.

Working in a small team, you will draw upon your experience and qualifications to undertake highly accurate economic and revenue forecasts, write Briefs on the economy for the ACT Treasurer as well as a range of related tasks.

This is an ideal opportunity for an ambitious Economist who wishes to further their career as a Macroeconomist while gaining world class training.

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: Economics qualifications from a leading university are essential. Four years relevant work history highly desired. Experience in Commonwealth or State Treasuries or the RBA highly regarded.

How to Apply: Please provide a one page pitch outlining your experience and suitability for the position along with a copy of your curriculum vitae and two relevant referees.

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

Contact Officer: Andrew Beaumont (02) 6205 9121 [andrew.beaumont@act.gov.au](mailto:andrew.beaumont@act.gov.au)

## **Corporate**

### **Corporate Governance**

#### **Governance**

##### **Audit and Compliance Officer**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41268)**

Gazetted: 05 September 2019

Closing Date: 19 September 2019

Details: The Audit and Compliance Officer is a member of the Corporate, Governance Team. This role is a diverse role responsible for providing support to the internal audit functions for the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and conduct compliance reviews, under the direction of the Internal Audit Manager. This includes, but is not limited to: preparation of meeting papers; supporting the Audit and Risk Committee; coordination and provision of internal documentation for service providers; liaising with business areas on the implementation of outstanding recommendations; preparing written reports; and reviewing draft reports. 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: Qualification/s in Internal Audit, Risk Management are highly desirable.

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

How to Apply: Applicants are asked to provide a written response to the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of three referees. Referees will not be contacted without your prior approval.

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

Contact Officer: Julie Baker (02) 6207 9913 [julie.baker@act.gov.au](mailto:julie.baker@act.gov.au)

## **Economic Development**

### **Skills Canberra**

#### **Client Services**

##### **Field Officer Team Leader**

##### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 25196)**

Gazetted: 05 September 2019

Closing Date: 19 September 2019

Details: Skills Canberra is seeking a highly motivated and enthusiastic Field Officer Team Leader. This customer-centric leader will manage workflow and complex enquiries escalated through Skills Canberra's Field Officer Program. The successful candidate will lead a small team who engage with Australian Apprentices, registered training organisations, schools and businesses across the ACT, facilitating linkages between ACT Government and relevant vocational education and training stakeholders. As a team leader you will need to have excellent communication skills and the ability to work with people across different levels. This is a great opportunity to engage and collaborate with other areas of ACT Government, industry and the ACT Community. 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 June 2020 with the possibility of extension and/or permanency. For more information about this position please contact the Contact Officer. Selection may be based on application and referee reports only. This position is in an activity-based workplace (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Selection Criteria outlined in the Position Description; and your curriculum vitae with contact details.

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

Contact Officer: Skye Turner (02) 6205 7047 [skye.turner@act.gov.au](mailto:skye.turner@act.gov.au)

## **Communications and Engagement**

### **CMTEDD Communications and Engagement**

#### **Content Stream**

#### **Digital Communications Officer**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 18993, several)**

Gazetted: 09 September 2019

Closing Date: 18 September 2019

Details: As part of a small team the successful applicant will help manage the day to day delivery of the directorate's digital channels including websites and intranets. We're looking for someone to work across the division to develop, publish and improve content across channels and manage this with key stakeholders. Relevant tertiary qualifications and a minimum of two years' experience working professionally in digital communications is preferred.

Note: Permanent and temporary positions are available with temporary positions being offered for periods of four months with the possibility of extension. Selection may be based on application and referee reports only. The ability to work flexibly with some out of hours work is required. 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. 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: Applications should submit a response to the Selection Criteria, current curriculum vitae and details of two referees.

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

Contact Officer: Stephanie Quek (02) 6207 6758 [stephanie.quek@act.gov.au](mailto:stephanie.quek@act.gov.au)

## **Commercial Services and Infrastructure**

### **Property and Venues**

#### **ACT Property Group**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 15553)**

Gazetted: 06 September 2019

Closing Date: 20 September 2019

Details: Bring your personality, passion and drive to the role of Executive Assistant to the Executive Branch Manager (EBM) of ACT Property Group. We are looking for a proactive and enthusiastic Executive Assistant to provide high level support to the EBM as part of the Executive Team, assisting us

to deliver our core business objectives. Your contribution will play a key role in assisting ACTPG to continue to build strong partnerships across government. Who we are looking for to join our 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 correspondence to suit their audience

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

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.

Notes: This is a temporary position available immediately until 30 June 2020 with a possibility of extension and/or permanency. This position is part of a new workplace designed for activity-based working (ABW). 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: Brianna Crowe (02) 6205 2368 [brianna.crowe@act.gov.au](mailto:brianna.crowe@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.

## **Treasury Stream**

### **Commercial Services and Infrastructure**

#### **National Arboretum Canberra**

##### **Tourism Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44964)**

Gazetted: 09 September 2019

Closing Date: 2 October 2019

Details: The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, scientific and educational study, display and preservation. The National Arboretum engages its diverse visitors by providing recreational and educational opportunities, as well as providing scientific research interpretation through public activities including events, programs and guided tours. If you are experienced in Tourism, Sales and passionate about creating and delivering Public Tours, possess excellent customer service and would like to join a positive and energetic team we want to hear from you. The successful applicant will be based at the National Arboretum Canberra and have a strong understanding of Aboriginal and Torres Strait Islander cultures. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Notes: The position includes regular evening and weekend work. This is a permanent position working 73.5 hours per fortnight; the National Arboretum Canberra is open 7 days a week so flexibility around working hours including weekends is required. Applicants must have the right to work in Australia and possess a clean Driver's licence with the ability to obtain a commercial Bus licence. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applications should take care to address each of the Selection Criteria providing examples that demonstrate your experience in each area.

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

Contact Officer: Christine Callen (02) 6205 4468 [christine.callen@act.gov.au](mailto:christine.callen@act.gov.au)

## **Economic Development**

### **Finance and Business Services**

#### **Finance and Business Services Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 45225)**

Gazetted: 10 September 2019

Closing Date: 17 September 2019

Details: The Finance and Business Services Unit is seeking a highly capable individual to provide financial and administrative support to a range of diverse business units situated within the Economic Development Division. If you are an innovative thinker who is eager to learn a vast variety of tasks, can initiate conversations, holds a history of delivering quality customer service and can handle competing priorities in a fast-paced environment, then we are very keen to hear from you. To be successful in this position, you will need to be a collaborative team player that can demonstrate the capability to apply previous gained experience and quickly adapt to a varied workspace in a financial and administrative setting. 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.

Notes: This is a temporary opportunity available immediately until 31 March 2020 with the possibility of extension and/or permanency. A merit pool 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 two page statement providing examples from your past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your statement please provide your curriculum vitae including two referees.

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

Contact Officer: Steven Gallace (02) 6205 0793 [steven.gallace@act.gov.au](mailto:steven.gallace@act.gov.au)

## **Partnership Services Group**

### **Shared Services**

#### **ICT Service Desk**

#### **Service Delivery Officer**

#### **Information Technology Officer Class 1 \$68,204 - \$77,639, Canberra (PN: 05160, several)**

Gazetted: 10 September 2019

Closing Date: 26 September 2019

Details: Shared Services Service Centre is currently looking for highly motivated individuals with experience in providing first level technical support as well as experience in providing onsite support. You will be responsible for providing and coordinating support to a number of ACT Government Directorates. You will have a strong customer focus, and a willingness to be part of a dynamic team is essential. 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: Educational and professional qualification checks may be undertaken prior to employment. Successful applicants may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles as required. Driver's licence C is essential. Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous. A strong understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded. Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory. Note: This is a temporary position available immediately for three months, with possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Part-time hours will be considered.

How to Apply: Please review the Position Description for further details about the role, and the capabilities required to perform the duties and responsibilities of the position. Please submit a written response of no more than two pages, contact details for at least two referees and a current Curriculum Vitae, including application cover sheet. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities as listed under the sections "What you will do" and "What you require" in the Position Description. Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

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

Contact Officer: James Prothero (02) 6207 1751 james.prothero@act.gov.au

## **Revenue Management Group**

### **Business Systems**

#### **Senior Director Business Systems**

##### **Senior Officer Grade A \$145,048, Canberra (PN: 03664)**

Gazetted: 09 September 2019

Closing Date: 16 September 2019

Details: ACT Revenue Office (ACTRO) Business Systems Team is seeking a dynamic and experienced leader to fill the permanent role of Senior Director Business Systems. The position requires a hands on Senior Manager who will be responsible for managing a medium size team and multiple vendors. The position is also responsible for setting and reporting on work objectives to deliver against the ACTRO Digital Plan, encompassing the priorities of the Commissioner for ACT Revenue. The successful applicant will have an in-depth knowledge of legislation relevant to ACTRO and an understanding of the transitional systems that support tax administration.

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.

Notes: 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: Applicants should provide a current curriculum vitae, details of current referees, and an application addressing capabilities listed under the What You Require section.

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

Contact Officer: Kim Salisbury (02) 6207 0010 kim.salisbury@act.gov.au

## **Access Canberra**

### **Licensing and Registrations**

#### **Transport**

##### **Director**

##### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 00867, Several)**

Gazetted: 11 September 2019

Closing Date: 25 September 2019

Details: Can you get your head around multiple regulatory issues? Can you translate the work your teams do into the real world impact? Can you find solutions to problems you don't even know you have yet? Do you have an appetite for innovation and a taste for transformation? If this sounds like a place you could call home, then we'd love to hear from you! Access Canberra's Licensing and Registrations Branch is seeking individuals who are good communicators, with excellent skills in negotiation and the management of multiple high level and complex tasks. You should value and be committed to personal development and improvement. As Director you will be responsible for delivering against Access Canberra's business plan for tomorrow. To be successful you must embrace 'change as the new normal', support and nurture innovation and collaboration with a renewed focus on outcomes. 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: These roles require a willingness to work hard, lead by example and provide customer centric services. The roles are supported by great teams within a progressive agency, who look to you to provide them with strategic direction and arm them with the skills to build the Access Canberra of the future.

Notes: 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 is part of a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your Skill, Knowledge and Behaviour with reference to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please submit a curriculum vitae and the contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Detail your greatest achievement in the last five years and how it relates to this position and the duties. 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: Felicity Burns (02) 6205 9373 [felicity.burns@act.gov.au](mailto:felicity.burns@act.gov.au)

## **Shared Services**

### **Technology Services**

#### **Technical Service Delivery**

#### **Director, Windows Support**

#### **Senior Information Technology Officer Grade B \$124,891 - \$140,596, Canberra (PN: 14679)**

Gazetted: 05 September 2019

Closing Date: 12 September 2019

Details: The successful occupant will lead Windows Production Support Team within Technical Service Delivery, providing high level advice and guidance to influence and raise the level of collaboration and effectiveness of the team. They will coordinate the provision of server support for Microsoft Windows server infrastructure in a large enterprise environment which includes a range of Microsoft server applications in both internal and DMZ domains. Knowledge in the application and management of emerging Cloud Technologies particularly IAAS, and PAAS solutions, utilizing services such as SQL MI within Azure and AWS environments. 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: Shared Services ICT workforce roles and skills are aligned to The Skills Framework for Information Age (SFIA). This role profile corresponds to a SFIA responsibility level 4. Competent understanding of ITIL frameworks would be highly advantageous. Microsoft Certification in the areas of Windows 2003 Server, Windows 2008 Server, Clustering Support, SQL2005/2008, Exchange or ISA Support would be advantageous. Educational and professional qualifications checks may be undertaken prior to employment. Possession of, or the ability to rapidly attain, an ACT Baseline Clearance is mandatory.

Note: 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 role. 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 one current referee.

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

Contact Officer: Con Bogiatzis (02) 6207 8923 con.bogiatzis@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)**

### **Housing ACT**

#### **Executive Government and Engagement**

#### **Strategic Engagement Officer**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43984)**

Gazetted: 06 September 2019

Closing Date: 13 September 2019

Details: Housing ACT, Executive, Government and Engagement Services is looking for a Strategic Engagement Officer to join our team. The position assists the Director, Strategic Engagement to manage the internal and external strategic engagement activities for Housing ACT, with particular focus on the newly funded Growth and Renewal Program being rolled out over the next five years.

With a high degree of initiative and a focus on good outcomes, you will collaborate with a range of peers and stakeholders to deliver a high volume of communication and engagement outcomes. High level written communication, liaison and negotiation skills are necessary to achieve positive outcomes across a range of responsibilities. The successful applicant will have strong organisation skills with a flexible approach to working in a dynamic environment.

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 Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Notes: 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 outlining your Skills, Knowledge and Behaviours against the position duties. Please also include details of at least two referees and a current curriculum vitae.

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

Contact Officer: Sharni Silver (02) 6205 3188 sharni.silver@act.gov.au

### **Strategic Policy**



## **Performance and Systems**

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

#### **Project Officer/Senior Project Officer**

#### **Administrative Services Officer Class 5/6 \$78,197 - \$96,430, Canberra (PN: 38185, Several)**

Gazetted: 10 September 2019

Closing Date: 24 September 2019

Details: Are you passionate about using evidence to inform human services policy? Do you recognise data as an asset to inform strategic decision making? If so we would like you to apply for the position of Project Officer/Senior Project Officer within our team. We are a diverse, multidisciplinary team dedicated to improving outcomes for our community through the promotion of evidence informed service design and decision making. We are responsible for developing frameworks for, providing advice on, and undertaking collaborative and innovative practices including evaluation, human centred-design, and organisational strategy. We are also responsible for Community Services Directorate's data management and performance reporting, including the development of new, outcomes focussed reporting frameworks.

Eligibility/Other requirements: Desirable qualifications and experience, but not essential: An understanding and knowledge of analysing data, and developing and reporting against performance and outcomes frameworks. An understanding and knowledge of human services portfolio issues. Tertiary qualifications in a related discipline or relevant lived experience.

Notes: These positions may be filled at either the Administrative Services Officer Class 5 (ASO 5) or Administrative Services Officer Class 6 (ASO 6) classification depending the skills and/or qualifications of the successful applicants. A merit pool will be established from this process to fill identical positions over the next 12 months. Please note, this position will be in a trial activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide a response of no more than two pages to the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Gerry Banks (02) 6207 0645 gerry.banks@act.gov.au

## **Children, Youth and Families**

### **Children and Families**

#### **Child and Family Centre**

#### **Administrative Officer - Child and Family Centre's**

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 09276, several)**

Gazetted: 09 September 2019

Closing Date: 23 September 2019

Details: The Child and Family Centre's are seeking a proactive and enthusiastic Administration Officer to provide high quality customer service to clients and members of the public as well as administrative support to the management and staff of the Child and Family Centre. The position will also provide a variety of administrative tasks for the Centre such as maintaining office records and files, petty cash and invoice payments, set-up of programs and coordination of building and facilities maintenance. The Children and Families Branch provides early intervention and prevention services to ACT children and young people and their families. The Centres are staffed by highly skilled, experienced and qualified practitioners with social work, psychology, specialised nursing or other health, welfare and education qualifications. The staff at the Centres work to deliver a range of support programs and services to assist parents and young children (pre-birth to eight years; however selected services can be offered to children up to 12 years of age). Child and Family Centres provide services for families with young children in the Gungahlin, Tuggeranong and West Belconnen communities. The position will be based at the Tuggeranong Child and Family Centre, however this recruitment will be used to fill any up and coming positions that may arise across the three sites. 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 and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems.

Current driver's licence.

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 registrations refer to: [legislation.act.gov.au/a/2011-44/default.asp](http://legislation.act.gov.au/a/2011-44/default.asp) and

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

How to Apply: Applicants are required to submit 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: Kim Gardiner (02) 6205 3620 [Kim.Gardiner@act.gov.au](mailto:Kim.Gardiner@act.gov.au)

## **Children, Youth and Families**

### **Children and Families**

#### **Child Development Service**

#### **Senior Manager, Child Development Service**

#### **Senior Officer Grade A \$145,048, Canberra (PN: 36086)**

Gazetted: 11 September 2019

Closing Date: 25 September 2019

Details: An exciting opportunity exists for a highly motivated and experienced officer to undertake the role of Senior Manager at the Child Development Service. The Child Development Service focuses on identifying developmental delays for children zero-six years; children seven- eight years with complex needs who have not had a previous diagnosis; and autism assessment to age 12 years. Innovation and demonstrated ability to lead strategic and operational policy in times of change, are central to this role. The successful candidate will have demonstrated experience leading high performing teams to achieve positive outcomes for families with young children. The role requires a strong understanding of the ACT early childhood early intervention service landscape and demonstrated ability to inform service system changes to provide integrated pathways for families; and partnerships with a range of service providers. They will also have demonstrated experience with financial management and human resources processes. The Senior Manager is responsible for providing strategic leadership, management and direction to ensure an efficient, seamless service to identify children at risk of developmental delay and to support their movement through the service system. The Senior Manager will represent the Child Development Service at the executive level in the Community Services Directorate. The position reports to the Executive Branch Manager, Children and Families and is supported by a small management team of clinical leaders. 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 or equivalent in a relevant Allied Health or Health Profession are highly desirable. Demonstrated experience in providing leadership and supervision to staff. Demonstrated experience in a broad range of clinical service delivery areas. 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).

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

How to Apply: Applicants are required to submit 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: Melanie Saballa (02) 6205 4430 [melanie.saballa@act.gov.au](mailto:melanie.saballa@act.gov.au)

## **Inclusion and Participation**

### **Office for Disability**

#### **Senior Director Office for Disability**

#### **Senior Officer Grade A \$145,048, Canberra (PN: 38691)**

Gazetted: 09 September 2019

Closing Date: 16 September 2019

Details: A temporary position exists in the ACT Office for Disability for the role of Senior Director.

The position is responsible for policy development, community engagement and relationship building to progress greater inclusion of people with disability across the Canberra community.

Note: This is a temporary position available for six months and is available to ACT Public Service employees.

How to Apply: Applicants can apply through a two page expression of interest outlining their experience and skills as related to the duties of the role and the Selection Criteria. Please also include two current referees and curriculum vitae.

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

Contact Officer: Amanda Charles (02) 6207 5323 [amanda.charles@act.gov.au](mailto:amanda.charles@act.gov.au)

## **Education**

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

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

### **School Performance and Improvement**

#### **Belconnen Network**

#### **Canberra High School**

#### **Business Manager**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45241)**

Gazetted: 06 September 2019

Closing Date: 20 September 2019

Details: Canberra High School is seeking a highly experienced and suitably qualified officer for the position of Business and Facilities Manager. Canberra High School is 7-10 School with Trade Skills Centre. The successful applicant will work closely with, and provide high level support, to the principal in developing policies and procedures relating to the management of the school and the implementation of school-based management; supervise administrative/support staff to ensure the delivery of high level support and customer service; coordinate the preparation of budgets, estimates and financial returns and manage the dual-campus buildings, grounds and facilities ensuring effective maintenance.

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).

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

How to Apply: Applicants are asked to supply a written response to the Selection Criteria and a current curriculum vitae.

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

Contact Officer: Samara Chisholm (02) 6142 0800 samara.chisholm@ed.act.edu.au

## **School Performance and Improvement**

### **Belconnen Network**

#### **Canberra High School**

##### **Deputy Principal Canberra High School**

##### **School Leader B \$143,046, Canberra (PN: 04118)**

Gazetted: 06 September 2019

Closing Date: 20 September 2019

Details: Canberra High School is seeking an experienced and suitably qualified applicant for the position of Deputy Principal Canberra High School. Canberra High School is 7-10 School with approximately 800 students enrolled. The successful applicant will:

Assist the Principal to manage the human, financial and physical resources of the school/section to achieve optimal social and educational outcomes for all students.

Support the Principal to develop and achieve whole school strategic goals and implement the new school improvement plan

Support the Principal to establish and maintain positive and collaborative relationships with students, staff, parents/carers and stakeholder groups in the wider community.

Shape the positive image of the school in the broader community and ensure that the school values are embedded in school culture and celebrated.

Play a leading role in the Executive team and cultivate productive working relationships within the school community on a day to day basis.

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

Eligibility/Other Requirements: Prior to commencing in this role a 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 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: Samara Chisholm (02) 6142 0800 samara.chisholm@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**

### **School Operations**

#### **Director, School Operations**

##### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 09516, several)**

Gazetted: 05 September 2019

Closing Date: 19 September 2019

Details: An exciting opportunity exists within the School Improvement Division for three director positions within the School Operations team. School Operations provides advice and support day-to-day to principals and schools around operational matters, student related matters and policy and procedure advice. The team is also responsible for incident and case management. The director positions are

responsible for leadership and management of incident and case management across a network of schools as well as providing high level executive support to principals across the region. The positions will also lead a team of individuals to manage all aspects of School Operations.

Eligibility/Other Requirements: Applicants with a strong understanding of the operational context of ACT schools and government obligations.

Note: There are two permanent positions and one temporary position with the possibility of permanency.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current Curriculum Vitae and the names and contact details of two referees.

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

Contact Officer: Jessica Summerrell (02) 6205 0079 [jessica.summerrell@act.gov.au](mailto:jessica.summerrell@act.gov.au)

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Gilmore Primary School**

##### **Executive Teacher**

##### **School Leader C \$122,856, Canberra (PN: 18444)**

Gazetted: 06 September 2019

Closing Date: 20 September 2019

Details: Gilmore Primary School is a small, P-6 school seeking an executive teacher who is an outstanding educational practitioner focussed on high level student engagement and outcomes, with particular expertise in building the pedagogical practice and curriculum knowledge of teaching staff. As a member of the executive team:

Contribute to the development and achievement of whole school strategic priorities and the implementation and evaluation of the school plan,

Support the principal with strategic and operational leading and managing of the school,

Lead and manage a team with a focus on pedagogy, curriculum, assessment and reporting,

Take on a coaching role within the team with a focus on innovation, reflective practices and collaborative planning and teaching,

Support staff to fulfil their whole-of-school leadership roles,

Provide support for students in line with the Gilmore Safe and Supportive Schools Guidelines,

Take on the operational tasks associated with team and executive leadership,

Provide leadership in staff professional learning and practice within the framework of the school's professional learning plan, and

Work with families, cluster schools and community groups working with the school.

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

Eligibility/Other Requirements: Prior to commencing in this role a 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). An early childhood qualification is highly desirable.

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: Lili Jankovic (02) 6142 1780 [lili.jankovic@ed.act.edu.au](mailto:lili.jankovic@ed.act.edu.au)

## **School Performance and Improvement**

## **Tuggeranong Network**

### **Bonython Primary School**

#### **Executive Teacher**

#### **School Leader C \$122,856, Canberra (PN: 02018)**

Gazetted: 06 September 2019

Closing Date: 20 September 2019

Details: Bonython Primary School is an Inquiry School with the motto: 'Learning with Purpose and Passion'. This underpins the school's beliefs that students learn best when there is meaning, context and high levels of engagement and empowerment. The school works in partnership with families to develop positive learning experiences for our students where curiosity, creativity and passion is harnessed in a contemporary classroom. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Note: This is a temporary position available from 27 January 2020 until 11 October 2020. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a copy of their curriculum vitae, two referees and a two page written response to the Leadership Capabilities Framework. Please address Professional Practice 1, 2 and 4.

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

Contact Officer: Gregory Terrell (02) 6142 0640 [gregory.terrell@ed.act.edu.au](mailto:gregory.terrell@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**

#### **Caroline Chisholm School**

#### **School Leader C**

#### **School Leader C \$122,856, Canberra (PN: 37544)**

Gazetted: 05 September 2019

Closing Date: 19 September 2019

Details: Caroline Chisholm is a P-10 School seeking a highly motivated school leader to work as part of the junior campus leadership team to deliver excellent results. Duties include, but are not limited to: Contribution to the development and achievement of whole school strategic goals including the quality improvement plan. Active participation in the development and implementation of curriculum, pedagogy and assessment to meet the needs of all learners. Lead a team of educators through coaching and mentoring practices to ensure high quality performance. Implement action research cycles in the primary years with a specific focus on the analysis of data, focused on learner need and progress. Lead the inclusion and response to intervention protocols in the primary years. Undertake an appropriate teaching load as determined by the principal.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

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: Jennifer Howard (02) 6142 3550 [jennifer.howard@ed.act.edu.au](mailto:jennifer.howard@ed.act.edu.au)

### **School Performance and Improvement**

#### **Tuggeranong Network**

#### **Caroline Chisholm School**

#### **School Leader C**

#### **School Leader C \$122,856, Canberra (PN: 02058)**

Gazetted: 05 September 2019

Closing Date: 19 September 2019

Details: Caroline Chisholm is a P-10 School seeking a highly motivated school leader to lead the preschool to year 2 teaching team. Duties include, but are not limited to: Contribution to the development and achievement of whole school strategic goals including the quality improvement plan. Active participation in the development and implementation of curriculum, pedagogy and assessment to meet the needs of all learners. Leadership of the implementation of the Early Years Learning Framework and the National Quality Standards. The implementation of action research cycles in the early years with a specific focus on the analysis of data, focused on learner need and progress. Undertaking an appropriate teaching load as determined by the principal.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*. Early Childhood Qualification is preferred.

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: Jennifer Howard (02) 6142 3550 [jennifer.howard@ed.act.edu.au](mailto:jennifer.howard@ed.act.edu.au)

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

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

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

#### **Urban Renewal**

#### **Asbestos Response Taskforce**

#### **Senior Case Manager**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 34629)**

Gazetted: 11 September 2019

Closing Date: 18 September 2019

Details: The Asbestos Response Taskforce (Taskforce) within the Urban Renewal Branch of the Environment, Planning and Sustainable Development Directorate is seeking interest from suitably experienced and qualified applicants for the temporary vacancy of Senior Case Coordinator (Senior Officer Grade C). The Senior Case Coordinator provides personal support case coordination to support engagement and education activities for affected homeowners and the broader ACT community in relation to the management of and eradication of loose fill asbestos insulation. This position works collaboratively across ACT Government, community and the private sector. We are looking for an experienced frontline Case Coordinator that has a demonstrated ability to support quality engagement and outcomes for clients, utilising a case coordination and community recovery practice framework. The



successful applicant will work as part of a multi-disciplinary team, will be comfortable working in a regularly changing environment addressing complex and sensitive issues. The Asbestos Response Taskforce supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A current driver's licence is required for this position.

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

How to Apply: Please 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: Kathryn Looke (02) 6205 8680 [kathryn.looke@act.gov.au](mailto:kathryn.looke@act.gov.au)

### **Justice and Community Safety**

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

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

#### **Emergency Services Agency**

##### **Commissioner's Office**

##### **Project Officer - Emergency Services Agency Programs**

##### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 37886)**

Gazetted: 11 September 2019

Closing Date: 18 September 2019

Details: The Emergency Services Agency (ESA) is seeking a highly competent Project Officer to support the delivery of the ESA Program. The successful applicant will have exceptional software skills with a focus on communication and a track record of delivering project materials of a high quality. It is also expected that the successful applicant will support the development of appropriate governance and reporting mechanisms in the ongoing delivery of projects within the ESA Program. The role will require the successful applicant to work both collaboratively and independently across the ESA, as well as engage extensively with external stakeholders, provide project and secretariat support and lead and assist with the development and implementation of supporting governance arrangements. All interested applicants are strongly encouraged to seek further details about the role from the Contact Officer.

Eligibility/Other Requirements: Ideally, the successful applicant will have a minimum of five year's experience in a corporate or business support role, with extensive experience in preparing and producing communication materials and reports in a programme, project or strategic planning role. Proficiency in Adobe Creative Suite, encompassing Adobe InDesign is an preferred. Qualifications in Business, Creative Arts (Visual Arts), Communications or Commerce are required.

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

How to Apply: Applicants are asked to supply their curriculum vitae (including names of referees) and statement of claims against the Selection Criteria of no more than two pages demonstrating their ability to undertake the functions of the position, drawing on their skills, experience and qualifications.



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

Contact Officer: Janelle Wheatley (02) 6205 4713 [janelle.wheatley@act.gov.au](mailto:janelle.wheatley@act.gov.au)

### **ACT Corrective Services**

#### **Community Corrections and Release Planning**

##### **Throughcare**

##### **Administrative Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 11238)**

Gazetted: 05 September 2019

Closing Date: 19 September 2019

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to temporarily fill the position of Administration Officer within the Throughcare Unit. The Administrative Officer work closely with the Throughcare team, providing administrative and clerical support, which enables the work of the Unit. The successful candidate will contribute collaboratively to quality customer service delivery in a high volume work environment, including as the first point of contact on the telephone. You will also manage manual and computerised records, accurately and securely, ensuring accessibility and confidentiality are maintained. In addition, you will co-ordinate a range of financial and administrative support activities efficiently and complete designated tasks fully in accordance with established timelines, legislation, policy, procedures and standards. Further to this, you will generate routine, factual correspondence whilst exercising discretion and judgment at all times and seeking supervisory direction as necessary. To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills 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:**

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

Current registration issued under the *Working with Vulnerable People Act 2011* is essential.

Current driver's licence.

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

Note: This is a temporary position available for six months with possibility of permanency.

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: Elisabetta Marin (02) 6205 2623 [elisabetta.marin@act.gov.au](mailto:elisabetta.marin@act.gov.au)

### **ACT Emergency Services Agency**

#### **ACT Fire and Rescue**

##### **Firefighter**

#### **FB1 (FF 4th Class in Training) \$69,301, Canberra (PN: FF2019, several)**

Gazetted: 09 September 2019

Closing Date: 23 September 2019

ACT Fire and Rescue are seeking intelligent, fit and community focused women and men from all walks of life to join our professional firefighting team.

For more information on the challenges, opportunities and rewarding lifestyle enjoyed by modern firefighters, [please visit our careers page here](#).

Applications for recruit firefighting positions with ACT Fire and Rescue are now open. For more information on this rewarding and challenging career [please click here](#). Access to the online application form is [available here](#) or by contacting HorizonOne Recruitment at [actfr@horizonone.com.au](mailto:actfr@horizonone.com.au) or on (02) 6189 1044.

**Contact Officer:** HorizonOne Recruitment (02) 6189 1044 [actfr@horizonone.com.au](mailto:actfr@horizonone.com.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.

## **ACT Courts and Tribunal**

### **MC Registrar**

#### **Coroners**

#### **Coroners Support Officer**

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 42317)**

Gazetted: 11 September 2019

Closing Date: 2 October 2019

Details: The ACT Law Courts and Tribunal Administration is seeking a person with a mature approach, well developed communication skills and the capacity to work with people from diverse backgrounds to undertake the role of Coroners Support Officer. The successful applicant will assist the Coroners Court by providing confidential and efficient administrative support services, updating records on the local database, providing procedural advice to clients and liaising with key stakeholders and members of the public on Court 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: The work of the Coroners Court can be confronting and distressing. A Coroners Support Officer often deals with grieving people. This work is not for everyone. Some people decide shortly after starting work with the Coroners Court that the job is not for them. Accordingly, the successful applicant will be started on a six month probation period. If the successful applicant is already a permanent member of the ACTPS, this will take the form of a six month temporary transfer before permanent employment.

Note: 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: Sarah Baker-Goldsmith (02) 6207 0598 [sarah.baker-goldsmith@courts.act.gov.au](mailto:sarah.baker-goldsmith@courts.act.gov.au)

## **ACT Courts and Tribunal**

### **ACT Civil and Administrative Tribunal**

#### **Registry Support Officer**

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 44040)**

Gazetted: 11 September 2019

Closing Date: 2 October 2019

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of registry support officer. The successful applicant will be customer focused with well-developed administration skills, the ability to work effectively individually and in a team, and with good attention to detail. The registry support officer works in a dynamic front-line role, providing customer and administrative services to tribunal users across ACAT. The officer will undertake a wide range of tribunal registry work, including processing tribunal applications, general administration and providing customer service to guide tribunal users throughout their ACAT experience

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

How to Apply: Applicants should provide a curriculum vitae and a personal pitch (the pitch is to be a maximum of two pages) which explains why you are the best person for the job. Applicants should also respond to the following questions:

1. How do you manage competing priorities in your day to day working environment?
2. How do you ensure that your work is produced with minimal errors?

Applicants should also explain how they meet the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Selection Criteria. Specific examples should be provided where appropriate.

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

Contact Officer: Paul Taylor (02) 6207 1438 [acatadmin@act.gov.au](mailto:acatadmin@act.gov.au)

### **Emergency Services Agency**

#### **ACT State Emergency Service**

#### **Director Membership and Engagement**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44656)**

Gazetted: 11 September 2019

Closing Date: 27 September 2019

Details: The Director, Membership and Engagement (DME), supports the Chief Officer of ACT State Emergency Service (ACTSES) in the leadership and management of the Service. Under broad direction from the Chief Officer, the DME leads the ACTSES recruiting, community engagement and liaison, youth engagement and member training programs. Along with the Director, Readiness and Service Delivery, this role provides day-to-day operational leadership of the ACTSES, and plays a key role in leading incident response activities within the ACTSES legislated responsibilities. The DME will develop and implement programs, policies, and administrative systems to enhance the ability of the ACTSES to recruit, develop and retain a highly-capable volunteer workforce. The DME will also lead the development of community engagement activities that help to build the readiness and resilience of the ACT community to deal with the impacts of natural disasters. The role will require the preparation of complex correspondence, reports and briefing material and representing the ACTSES and the Emergency Services Agency on local and national level forums, committees and working groups. To be successful in the role, the DME will need to be highly organised with attention to detail and be able to lead the ACTSES on core priorities. The candidate will be self-motivated, respond efficiently to business needs and show initiative, sound judgement, professionalism and adhere to tight timeframes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: A minimum of a C class Driver's licence. Certificate II in Public Safety (SES) (or equivalent), or the willingness to complete within 12 months. This is a Position of Trust and security clearance checks may be conducted. Applicants may refuse to undertake the checks however an offer of employment will not be made. 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).

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

How to Apply: Please provide a copy of your curriculum vitae and a two page statement outlining your key requirements for this role.

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

Contact Officer: Brioni Young (02) 6205 8552 [brioni.young@act.gov.au](mailto:brioni.young@act.gov.au)

**Emergency Services Agency**

**ACT State Emergency Service**

**Director Readiness and Service Delivery**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44653)**

Gazetted: 10 September 2019

Closing Date: 27 September 2019

Details: The Director, Readiness and Service Delivery (DRSD), supports the Chief Officer ACT State Emergency Services (ACTSES) in the leadership and management of the Service. Under broad direction from the Chief Officer, the DRSD leads the ACTSES operational capability development and assurance program. Along with the Director, Membership and Engagement, this role provides day-to-day operational leadership of the ACTSES, and plays a key role in leading incident response activities within the ACTSES legislated responsibilities. The DRSD will develop and implement programs, policies, and administrative systems to enable ACTSES operational activities and be responsible for leading and managing organisational change management programs, the preparation of complex correspondence, reports and briefing material and representing the ACTSES and the Emergency Services Agency on local and national level forums, committees and working groups.

The DRSD will support the Chief Officer in the development of the Strategic Flood Risk Management Plan and manage the Flood and Storm Sub-Plans under the ACT Emergency Plan. To be successful in the role, the DRSD will need to be highly organised with attention to detail and be able to lead the ACTSES on core priorities. The candidate will be self-motivated, respond efficiently to business needs and show initiative, sound judgement, professionalism and adhere to tight timeframes. 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: Certificate II in Public Safety (SES) (or equivalent), or the willingness to complete within 12 months. This is a Position of Trust and Security Clearance checks may be conducted. A minimum of a C class driver's licence is required. 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).

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

How to Apply: Please provide a copy of your curriculum vitae and a two page statement outlining your key requirements for this role.

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

Contact Officer: Brioni Young (02) 6205 8552 [brioni.young@act.gov.au](mailto:brioni.young@act.gov.au)

**Office of the Legislative Assembly**

**Parliamentary Support Branch**

**Chamber Support**

**Executive Assistant and Papers Officer**

**Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 214)**

Gazetted: 11 September 2019

Closing Date: 26 September 2019

The Office of the Legislative Assembly (OLA) is seeking applications from suitably experienced and skilled individuals to fill the role of Executive Assistant and Papers Officer. The Office's chamber support function provides administrative and procedural advice and support to the operation of the chamber. The successful candidate will provide high quality executive assistance to the Deputy Clerk including coordinating meetings and taking minutes, preparing correspondence and other documents, and liaising with stakeholders as required. In addition, the successful candidate will provide assistance

with Chamber Support operations, including maintaining the database of tabled papers, processing legislation and compiling periodic statistical information, and related tasks. The role offers an interesting variety of work in both sitting and non-sitting weeks, with an experienced team of parliamentary officers. The successful candidate will need to demonstrate flexibility in their approach, and possess well developed administrative skills, sound judgement and either sound knowledge or the ability to acquire sound knowledge about the parliamentary procedures and practices of the ACT Legislative Assembly. Note: Please provide a curriculum vitae, responses to the Selection Criteria outlining experiences and or ability and the contact details of two referees.

Contact Officer: Julia Agostino 6205 0171 Julia.Agostino@parliament.act.gov.au

Applications should be submitted via the Apply Now button below.

### **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**

#### **Libraries ACT**

#### **Libraries ACT**

#### **Contracts Administrator**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41836)**

Gazetted: 05 September 2019

Closing Date: 30 September 2019

Details: Libraries ACT is looking for a highly effective and motivated Contracts Administrator with ICT experience to join its team. The successful applicant will be pro-active and responsive, have demonstrated high-level communication and leadership skills, and work with staff, external vendors and other stakeholders, to manage business critical systems. Knowledge, or the ability to quickly acquire it, of library ICT systems, including for discovery and delivery, are highly desirable. The Contracts Administrator plays an important role in managing daily operations and promoting a culture of high-quality customer service to our community.

Eligibility/Other Requirements: At least three years demonstrated experience in an ICT service delivery environment (for example, system help desks/service desks) is highly desirable. Experience in contract management and knowledge of ICT-related service delivery frameworks such as ITIL, are highly desirable. Knowledge, or an ability to quickly acquire it, of the modern Galleries, Libraries, Archives and Museums (GLAM) sector is highly desirable, specifically knowledge of metadata or system management.

Notes: 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 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: Shruti Navathe (02) 6207 5567 shruti.navathe@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**

#### **Transport Canberra Operations**

#### **Network Planning and Performance**

#### **Business Analyst**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 35982)**

Gazetted: 05 September 2019

Closing Date: 19 September 2019

Details: Transport Canberra is seeking an experienced Business Analyst who is curious, enjoys applying their highly-developed critical thinking skills to translate data and information into performance reports, as well as interrogating data to identify opportunities to reduce costs, improve services and increase revenue.

To be successful in this position you will:

Have highly-developed business and data analytical skills, critical thinking and problem-solving abilities

Have a high-level of attention to detail

Be able to quickly understand the business of delivering public transport

A solid working knowledge of business intelligence tools and concepts

Have fantastic inter-personal and communication (both verbal and written) skills

Be able to work as part of team to deliver organisational outcomes

Tertiary qualification in commerce, business, economics, transport planning or a related field, or equivalent experience will be highly desirable

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: Permanent Resident of Australia. Drivers Licence (C-class). Tertiary qualifications in Commerce, Business, Economics, Transport Planning or a related field, or equivalent experience will be highly desirable.

How to Apply: 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.

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

Contact Officer: Peter Steele (02) 6205 2179 peter.steele@act.gov.au

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

## **City Services**

### **Roads ACT**

#### **Road Maintenance/Program Development**

#### **Planning and Investigations Officer**

#### **Technical Officer Level 2 \$62,521 - \$71,593, Canberra (PN: 14745)**

Gazetted: 06 September 2019

Closing Date: 27 September 2019

Details: Roads ACT are seeking candidates to join the Program Development team. The successful candidate will be integral in the inspection program for road and community path assets. See Position Description for detailed duties. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, original 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: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Mynul Chowdhury (02) 6207 7453 mynul.chowdhury@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**

### **Transport Canberra Operations**

#### **Public Transport Operations**

### **School and Community Liaison Manager**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 35980)**

Gazetted: 06 September 2019

Closing Date: 20 September 2019

Details: Transport Canberra Operations is looking for a Manager Schools and Community Liaison to lead a small team of Customer Service Assistants and to manage and respond to the high-level queries from the Education Directorate, public schools and non-government schools. The Manager School and Community Liaison is also responsible for local community engagement – particularly relating to school travel, as well as managing and rostering the Customer Service Assistants. The Manager Schools and Community Liaison will represent Transport Canberra at community and school forums.

We are seeking a Schools and Community Liaison Manager with strong communication and management skills, with a strong focus on building relationships and customer service.

To be successful in this position you will:

Have great customer service experience and communication skills

Have experience in recruiting, rostering and managing a workforce that is geographically dispersed

Be able to understand, explain and manage customer queries on the public transport network

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: Experience managing rostering and recruitment of staff would be highly regarded. Drivers' Licence (C-Class) is mandatory. 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).

Notes: This is a temporary position available immediately until the 30 June 2020. 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 work places 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 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)

### **Transport Canberra**

#### **Public Transport Operations**

#### **Field Operations**

#### **Field Transport Officer**

**Transport Officer Grade 3 - ACTION \$100,490, Canberra (PN: A11728, Several)**

Gazetted: 10 September 2019

Closing Date: 24 September 2019

Details: Transport Canberra is currently seeking applications to fill several vacancies within Public Transport Operations. Field Transport Officers monitor network performance and attend to incidents or situations that affect the correct, safe and timely operation of the bus network and individual services.

Field Transport Officers interact with the public frequently and must demonstrate the TCCS Values of Excellence, Safety, Innovation, Respect, Collaboration and Integrity on a daily basis. Field Transport Officers operate in small teams under limited supervision and are expected to demonstrate high-levels of initiative and independence. 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:

Essential

Drivers licence (HR-class)

Knowledge of the public transport industry, specifically bus network operations

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).

Highly Desirable

A current First Aid Certificate or approved equivalent; or willingness to obtain

A demonstrated knowledge of Transport Canberra's operational network, bus fleet, policies, procedures and the legislation that applies to public transport in the ACT

Minimum one years' experience as a Bus Operator

Notes: 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 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: Ian Corey (02) 6205 0676 [ian.corey@act.gov.au](mailto:ian.corey@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)**

**Development Delivery**

**Greenfield**

**Development Director Infrastructure**

**Infrastructure Manager/Specialist 1 \$161,585, Canberra (PN: 45207)**

Gazetted: 09 September 2019

Closing Date: 11 September 2019

Details: The Suburban Land Agency is responsible for the encouragement and promotion of inclusive communities, suburban development through delivering all Government land sales and acquisitions. The Greenfield Program Branch is primarily responsible for the planning, design and delivery of projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's Indicative Land Release Program (ILRP). This includes development of Government owned land for residential, commercial, industrial, community and non-urban uses.

The Greenfield Program Branch is seeking a highly skill individual with extensive knowledge and experience of land development and infrastructure project delivery. The successful applicant will be responsible for the delivery exciting and complex land infrastructure development projects from their current stats through to completion. Your strengths will include the strategic understanding of land and property development processes and the ability to manage a program of works according to budgets, risks and deadlines, build and maintain effective stakeholder relationships, analysis and manage risks and make sound, well informed decisions. You will be required to manage workloads, work to multiple deadlines, deliver high quality outputs under pressure and represent the Suburban Land Agency at various meetings



Note: This is a temporary position available until September 2021 with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please 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.

## **Finance Systems and Valuations**

### **Valuations and Advisory Services**

#### **Assistant Director, Valuations and Advisory Services**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 39372)**

Gazetted: 11 September 2019

Closing Date: 27 September 2019

Details: An opportunity has become available within one of the ACT Government's most exciting agencies. This diverse role offers a unique opportunity to become a valued member of several land development project teams delivering on the ACT Governments Indicative Land Release Program. The Suburban Land Agency (SLA) is seeking an enthusiastic and committed team member to join the Valuations and Advisory Services support team. This team provides valuations and advisory services to the SLA, City Renewal Authority and the Asbestos Response Taskforce by securing independent market valuation advice for the purpose of informing decisions relating to reserve prices, revenue forecasting, taxation reporting and business case development. The successful candidate will be responsible for securing market advice, intelligence and facilitating the process for making recommendations when setting and reviewing market value land sale reserves. This position will provide valuable input when developing or modifying price setting and sales negotiation policies. To be successful in this position, you will need a broad skillset, including the ability to communicate with confidence at all levels and have strong written skills. You will need the ability to navigate and interpret the ACT Territory plan, complex commercial sales contracts and crown leases. You will need a well-developed understanding of the land development system.

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: Stephen Terracini (02) 6207 7231 [stephen.terracini@act.gov.au](mailto:stephen.terracini@act.gov.au)

## **Finance**

### **Commercial Finance**

#### **Assistant Director, Commercial Finance**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45146)**

Gazetted: 05 September 2019

Closing Date: 7 October 2019

**Details:** The Suburban Land Agency is looking for a finance professional with outstanding communication skills for the role of Assistant Director, Commercial Finance. This diverse role offers a unique opportunity to work in a hybrid commercial and government setting. This specialist role will provide support to the Senior Director and Director, Commercial Finance in providing strategic financial and taxation advice. This role also has carriage of ensuring that all financial policies are developed, maintained and complied with. To succeed in this role you will be degree qualified and have completed

or are substantially progressed towards a CPA/CA qualification. It is essential that you have well developed communication skills with experience in developing and maintaining financial policies. If you are a finance professional who thrives in a fast paced and diverse environment, we would like to hear from you.

**Eligibility/Other Requirements:** Degree qualified in a related field and completion or substantial progression towards full membership of CPA Australia or Chartered Accountants Australia and New Zealand.

**Note:** An order of merit list may be established to fill future vacancies at level over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. 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 employed under the ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021 <https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements>

**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: Lauren Callaghan (02) 6207 6872 [lauren.callaghan@act.gov.au](mailto:lauren.callaghan@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**

##### **Pathology**

##### **Administration**

##### **Clinical Lead - Pathology LIS Project**

##### **Health Professional Level 6 \$145,048, Canberra (PN: 44929)**

Gazetted: 12 September 2019

Closing Date: 23 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

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

An exciting opportunity exists for organised and motivated people to be involved in the implementation of the Pathology Laboratory Information System (LIS). The LIS Project aims to provide a modern and contemporary system that supports the entire process of the pathology services from ordering and specimen collection through to testing and reporting. This includes managing all current and historical patient information and test results, as well as interfacing to the automated analysers, managing quality control across the laboratory and supporting billing.

The new LIS system will support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care.

The Pathology LIS Project requires the expertise of a specialised laboratory subject matter expert who will fulfil the role of clinical lead on the LIS Project. This role will lead and support the Implementation Planning Study, the Solution Design, Configuration, Implementation, Go-Live and Post Go-Live phases.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Medical Laboratory Science or equivalent

Highly Desirable:

Must hold a current driver's licence.

Desirable:

Extensive experience in a public hospital pathology environment

Expert knowledge in the existing Kestral PLS System and associated applications (or similar program and system)

Familiarity with the file structure of the legacy data

Working knowledge of laboratory instrumentation

Knowledge of HL7 standards

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Provide proof of vaccination status

Note

The position is full-time for a period of 18 months with the possibility of extension.

Please forward an application with responses to the Selection Criteria, along with your current resume and two current professional referees. Applicant may be selected on written response to selection criteria and referee reports only.

Contact Officer: Tracey Farrar (02) 5124 2893 [tracey.farrar@act.gov.au](mailto:tracey.farrar@act.gov.au)

## **Clinical Services**

### **Critical Care**

#### **Critical Care Administration**

##### **Nurse Unit Manager, Intensive Care Unit**

##### **Registered Nurse Level 3.2 \$120,730, Canberra (PN: 19373)**

Gazetted: 12 September 2019

Closing Date: 26 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 of publicly funded health facilities, programs and services including but not limited to:

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

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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

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

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

Overview of the work area and position:

The Nursing Leadership team is responsible for the strategic and operational management of the Division of Critical Care nursing workforce, ensuring the effective and efficient operations of the Critical Care business units at Canberra Hospital.

This position reports directly to the Assistant Director of Nursing, Intensive Care unit and is responsible for the human resource (staff, rostering) and budgets (salaries and operational), Eligibility/Other Requirements

Mandatory:

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

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*.

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

Contact Officer: Genevieve Harrigan (02) 5124 5094 [genevieve.harrigan@act.gov.au](mailto:genevieve.harrigan@act.gov.au)

## **Clinical Services**

### **Critical Care**

#### **Shock Trauma Service**

#### **Trauma Case Manager**

#### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 42915)**

Gazetted: 12 September 2019

Closing Date: 26 September 2019

Details: [About us](#)

[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.

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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.

Overview of the work area and position

Canberra Hospital was designated as the major trauma centre for the ACT in 2000 and supports a population of around 750,000. Due to the proximity of the ACT to New South Wales (NSW), TCH has an integral role in management of patients injured in rural areas of NSW as well as ACT, and is recognised as part of the NSW trauma system network. The ACT Trauma Service provides holistic, collaborative, solution focused care to optimize outcomes for Trauma patients, their family and the wider community. The trauma case manager (TCM) position is an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of major trauma patient admissions to The Canberra Hospital. The Trauma case managers role is to negotiate, arrange and coordinate clinical services and to intervene at key points in the patient's inpatient stay so to improve quality care while at the same time conserving hospital resources, and in conjunction with the Trauma Nurse Coordinator, data collection and staff/patient education.

Eligibility/Other Requirements:

Mandatory:

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

Please note 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.

Desirable:

Three (3) years nursing experience at an advanced level and two (2) years in relevant specialty

    Holds a relevant post registration qualification

Note:

This is a part-time position up to 32 hours per week. Hours are negotiable and the full-time salary noted above will be paid pro rata.

Contact Officer: Georgia Gotts 0439366234 [georgia.gotts@act.gov.au](mailto:georgia.gotts@act.gov.au)

## **Clinical Services**

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

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

#### **Neonatal Care Coordinator**

**Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 41652)**

Gazetted: 12 September 2019

Closing Date: 26 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.

CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

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

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

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

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

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

Overview of the work area and position

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

As the Neonatal Care Coordinator you will lead and manage the coordination and discharge of neonates with complex care needs and their families in the Department of Neonatology. In the role you will be pivotal in supporting families through the journey from antenatal care to discharge while supporting staff to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Post-graduate qualifications in Neonatal Nursing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

This is a temporary position available for a period of 12 months with the possibility of extension.

Contact Officer: Kerry Pope (02) 5142 6331 kerry.pope@act.gov.au

**Clinical Services**

## **Critical Care**

### **Medical Emergency Team**

#### **Clinical Development Nurse Medical Emergency Team**

#### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 21162)**

Gazetted: 12 September 2019

Closing Date: 26 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

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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 Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team (MET), ACT Trauma Services, Capital Region Retrieval Service, Critical Care Research and Service Development Unit (RSDU) and the Early Recognition of the Deteriorating Patient Program.

The Medical Emergency Team (MET) is part of the Intensive Care Unit. The MET provide a frontline medical emergency response to patients experiencing an acute deterioration across the Canberra Hospital Health Services (CHHS) campus. The unit is currently seeking applications to the MET Clinical Development Nurse position for a suitably qualified registered nurse. In addition to providing education to staff at The Canberra Hospital, the successful applicant will be required to provide a frontline medical emergency response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach service for patients at risk of deterioration within inpatient wards.

Eligibility/Other Requirements:

Mandatory:

Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

Highly Desirable:

Experience in a critical care area and/or resuscitation.

Relevant competency in advanced life support and other relevant responding to deteriorating patient qualifications.

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 a period of six months with the possibility of extension.

Contact Officer: Jo Lindbeck 0409260971 jo.lindbeck@act.gov.au

## **Clinical Services**

### **Division of Critical Care**

#### **Research and Service Development Unit**

##### **Research and Data Coordinator**

##### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 36802)**

Gazetted: 12 September 2019

Closing Date: 23 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**

The Research and Data office within the Research and Service Development Unit provides support for the conduct of research in the Division of Critical Care. The Unit currently has active studies in varying stages ranging from ethics submissions to study close outs. The number of participants in each study varies from 1 to 500 participants. These studies are either Pharmaceutical Sponsored, Collaborative, or Investigator Led studies. The office also supports data collection, collation and reporting on all patients admitted to the Intensive Care Unit. The Research and Data Coordinator is integral to the coordination of research projects undertaken within the Division of Critical Care and intensive care data collection and reporting.

##### **Eligibility/Other Requirements:**

###### **Mandatory:**

Registered or eligible for registration with the Australian Health Practitioner Regulation Agency

###### **Desirable:**

Three years recent nursing experience at an advanced level and two years in a critical care specialty area or

Relevant post-registration qualifications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

###### **Note:**

This is a temporary position available for 12 months with possible extension. This position is part-time at (20) hours per week and the full-time salary noted above will be pro-rata. Consideration will be given to a part-time arrangement within RSDU as part of a fulltime clinical role with agreement from the releasing area. Hours of work negotiable within business hours Monday to Friday. Selection may be based on written application and referee reports only. A merit list may be established to fill identical positions which may arise within the next 12 months.

Contact Officer: Narelle Aldridge (02) 5124 4147 narelle.aldridge@act.gov.au

## **Clinical Services**

### **Rehabilitation, Aged and Community Services**

#### **Community Care Program**

##### **Registered Nurse**

##### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 22658)**

Gazetted: 12 September 2019

Closing Date: 26 September 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together



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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.

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the 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 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 CHS's 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 CHS. CHS is a values-led Directorate.

**Overview of the work area and position**

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

Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of Canberra Health Services 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 Canberra Health Services.

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.

An exciting opportunity exists for a dynamic, motivated Registered Nurse to work as an RN Level 2 in the progressive and rewarding Community Care Program. This position involves the provision of clinical

nursing care and nursing management skills to the residents of Canberra in the clinic and home environment.

Nurses interested in these positions should have experience working in the community and be committed to high quality patient centred care with a multidisciplinary focus. The role requires an ability to work autonomously with a high level of problem solving ability.

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

Desirable:

Must hold a current driver's licence

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

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

Contact Officer: Vaughn Feltham (02) 5124 1484 [vaughn.feltham@act.gov.au](mailto:vaughn.feltham@act.gov.au)

## **Clinical Services**

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

#### **Child and Adolescent Mental Health Services**

##### **CAMHS Hospital Liaison Clinician**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 18847)**

Gazetted: 12 September 2019

Closing Date: 25 September 2019

Details: About us:

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

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

ACT Wide Mental Health Services (ACT Wide MHS)

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Overview of the work area and position:

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 and HP2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

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

Eligibility for professional membership of Occupational Therapy Australia.

For Psychology:

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

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*.

Highly desirable for all disciplines:

Minimum of three years (ideal five years) post qualification

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals

Comply with Canberra Health Services occupational screening requirements related to immunization

Undergo a Pre-employment National Police check.

Must hold a current driver's license.

Note:

This vacancy is a full time position, based at The Canberra Hospital (this may change). Please note part-time hours will not be considered. An order of merit will be established from this process and may be used to fill future identical full time vacancies within a 12 month period. Selection may be based on written application and referee reports only.

Contact Officer: Delia O'Shea (02) 6205 1469 [delia.o'shea@act.gov.au](mailto:delia.o'shea@act.gov.au)

## **Clinical Services**

### **Pathology**

#### **Pathology Administration**

##### **Subject Matter Expert - Pathology LIS Project**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade),  
Canberra (PN: 44847, several)**

Gazetted: 12 September 2019

Closing Date: 26 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

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

An exciting opportunity exists for organised and motivated people to be involved in the implementation of the Pathology Laboratory Information System (LIS). The LIS Project aims to provide a modern and contemporary system that supports the entire process of the pathology services from ordering and specimen collection through to testing and reporting. This includes managing all current and historical patient information and test results, as well as interfacing to the automated analysers, managing quality control across the laboratory and supporting billing.

The new LIS system will support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care.

The Pathology LIS Project requires the expertise of a specialised laboratory subject matter experts (SMEs) to support the Implementation Planning Study, the Solution Design, Configuration, Implementation, Go-Live and Post Go-Live support phases of the project in the following disciplines:

Anatomical Pathology and Diagnostic Genomics

Clinical Chemistry and Immunopathology/Infectious Immunoassay

Haematology /Transfusion

Microbiology and Molecular Microbiology

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in medical laboratory science or equivalent.

Highly Desirable:

A current driver's licence.

Desirable:

Experience in the configuration and/or use of a Pathology Laboratory Information System.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note:

These are temporary part-time and full-time positions at 29:24 - 36:45 hours per week for a period of 12 months with the possibility of extension. Internal staff if successful may be required to maintain

laboratory competency by working 7:21 hours in the laboratory performing normal clinical duties.  
Selection may be based on application and referee reports only.  
Contact Officer: Tracey Farrar (02) 5124 2893 tracey.farrar@act.gov.au

## **Medical Services**

### **Pharmacy Services**

#### **Specialist Pharmacist - Intensive Care**

**Pharmacist Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving personal upgrade), Canberra (PN: 26235, several)**

Gazetted: 12 September 2019

Closing Date: 25 September 2019

Details: Our Vision: creating exceptional health care together

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

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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.

Overview of the work area and position

The Office of the Executive Director of Medical Services (EDMS) 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.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department supports flexible working arrangements in accordance with the ACT Public Sector Health Professional Enterprise Agreement, supporting both full time and part time work to promote a positive work-life balance. Funding opportunities are accessible, through application, to support learning, development and the advancement of knowledge and skills to support practice and career progression.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Work is underway to plan a new Surgical Procedures, Interventional Radiology and Emergency Centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

As a highly skilled and experienced clinical pharmacist in the intensive care field the pharmacist will work within a highly engaged multidisciplinary team to deliver a safe, efficacious and patient centred service to patients. This will include working under the broad direction of the Lead Pharmacists and Deputy Directors of Pharmacy and closely with a team of dedicated and skilled technicians and pharmacists to deliver the service.

### Eligibility/Other Requirements

#### Mandatory:

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

Competency standards at the Consolidation Level for Advanced Pharmacy Practice.

#### Highly Desirable:

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Membership linked to this area of specialty

Publication in peer reviewed journals

Prior to commencement successful candidates may be required to:

Undergo a pre-employment Police check.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Hamed Lane (02) 5124 2121 [hamed.lane@act.gov.au](mailto:hamed.lane@act.gov.au)

### Clinical Services

#### Pathology

#### Pathology Administration

#### Subject Matter Expert - Pathology LIS Project

#### Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44851, several)

Gazetted: 12 September 2019

Closing Date: 26 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

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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.

#### Overview of the work area and position

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

An exciting opportunity exists for organised and motivated people to be involved in the implementation of the Pathology Laboratory Information System (LIS). The LIS Project aims to provide a modern and contemporary system that supports the entire process of the pathology services from ordering and specimen collection through to testing and reporting. This includes managing all current and historical patient information and test results, as well as interfacing to the automated analysers, managing quality control across the laboratory and supporting billing.

The new LIS system will support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care.

The Pathology LIS Project requires the expertise of a specialised laboratory subject matter experts (SMEs) to support the Implementation Planning Study, the Solution Design, Configuration, Implementation, Go-Live and Post Go-Live support phases of the project in the following disciplines: Billing – part-time position only.

Orders, Collections, Specimen Tracking and Sendaways – full-time position.

Eligibility/Other Requirements:

Mandatory:

Experience in the configuration and/or use of a Pathology Laboratory Information System.

Highly Desirable:

A current driver's licence.

Desirable:

Tertiary Qualifications in relevant area of expertise

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note:

There are two positions available, one is full-time and one is part-time at 18:22 hours per week and the full-time salary noted above will be paid pro rata. These are temporary positions available for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Tracey Farrar (02) 5124 2893 tracey.farrar@act.gov.au

## **Infrastructure and Health Support Services**

### **Facilities Management**

#### **Plumber**

#### **Building Trade \$70,261 - \$74,311, Canberra (PN: 35692)**

Gazetted: 12 September 2019

Closing Date: 26 September 2019

Details: Canberra Health Services

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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

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 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 Mechanical and Hydraulic Supervisor, the Plumber shall undertake planned and reactive maintenance and repairs on Hydraulic related infrastructure and equipment located at the Canberra Hospital.

The Plumber shall also undertake minor improvement works as directed by management, ensuring compliance with safety standards, codes of practice and relevant procedures.

Eligibility/Other Requirements:

Desirable:

Confined Space training

Working at Heights training

Experience in plumbing maintenance

Certificate IV in Plumbing and Services

Mandatory:

Certificate III in Plumbing

Asbestos awareness training

General induction white card

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note:

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

Contact Officer: Scott Harding (02) 5124 5382 [scott.harding@act.gov.au](mailto:scott.harding@act.gov.au)

## **Clinical Services**

### **Women's, Youth and Children**

#### **Obstetrics and Gynaecology**

##### **Registered Midwife - Casual on Call**

**Registered Midwife Level 1 \$67,078 - \$89,604, Canberra (PN: C03787, several)**

Gazetted: 12 September 2019

Closing Date: 30 July 2020



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.

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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:

Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team.

Centenary Hospital for Women and Children (CHWC) is seeking Registered Midwives with an interest in working women and babies across all areas of maternity services including: antenatal, postnatal, birthing and outpatient services.

Eligibility/Other Requirements:

Mandatory:

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

Applicants require a minimum 12 month midwifery experience.

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:

These are casual on call positions.

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

## **Nursing and Midwifery and Patient Support Services**

### **Nursing Administration**

#### **Registered Nurse**

#### **Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 25585, several)**

Gazetted: 12 September 2019

Closing Date: 30 September 2020

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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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.

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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 Nursing and Midwifery Resource Office (MRMO) working within the Division Nursing and Midwifery and Patient Support Services provides recruitment opportunities for Registered Nurses with experience across the following areas: Medical, Surgical, Critical Care, Mental Health, Oncology, Perioperative, Midwifery and Paediatrics and Acute and Subacute Aged Care and Rehabilitation.

A supportive and comprehensive orientation period is provided with ongoing training and education through the Staff Development Unit (SDU), Clinical Development Nurse (CDN) support. Positions require a rotating roster.

Eligibility/Other Requirements:

Mandatory:

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

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*.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note:

There are temporary full-time or part-time positions available for a period of six to 12 months with the possibility of extension on rotating rosters. \*The salary noted above is the current salary which will increase in December 2019 in accordance with the current Nursing-Midwifery Agreement 2017-2019.

Contact Officer: Jenny Hegarty (02) 5124 2915 [jenny.hegarty@act.gov.au](mailto:jenny.hegarty@act.gov.au)

## **Clinical Services**

### **RACS**

#### **Allied Health**

#### **Speech Pathologist**

#### **Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 42141)**

Gazetted: 12 September 2019

Closing Date: 23 September 2019

Details: Our Vision: creating exceptional health care together

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

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Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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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 RACS Speech Pathology service is a dynamic team of Speech Pathologists and allied health assistants. Based across Canberra Health Services, we provide a range of inpatient and outpatient services in rehabilitation and aged care environments, including working with adult neurological caseloads across both acute, rehabilitation, and community settings.

We work to enhance function, activity, and independence for patients in the treatment of acquired neurological communication and swallowing impairments.

The position provides an opportunity to develop skills in working with adult neurological caseloads across a range of rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements:

Mandatory:

A Degree or Diploma in Speech Pathology from a recognised tertiary institution.

Eligibility for practicing membership of Speech Pathology Australia.

Must hold a driver's licence.

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.

If practicing 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 Service facilities, the person occupying this position will be required to comply with Canberra Health Service credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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

Note:

This is a temporary position available for nine months with possibility of extension. This position is part-time at 29.40 hours per week and the full-time salary noted above will be pro-rata. Applications from this recruitment process may be used to fill temporary or permanent identical positions within the next 12 months. Recruitment may be determined by application only.

Contact Officer: Rachel Heatley (02) 5124 0068 rachel.heatley@act.gov.au

## **Clinical Services**

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

**Adult Community Mental Health Services**

**Clinical Manager**

**Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 23953)**

Gazetted: 12 September 2019

Closing Date: 26 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.

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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.

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 allied health position is based in the Tuggeranong Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Allied health 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 (MoC) which will improve the responsivity and diversity of services offered to people. The new 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 role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role.

This work will primarily be based in the City Community Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The successful applicant will 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:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Psychology:

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

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Social Work:

Degree in Social Work

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

Registration under the *ACT Working with Vulnerable People Act 2011*.

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Current driver's licence.

Prior to commencement successful candidates will be required to:

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*.

Contact Officer: Danny Farrow 0451996565 danny.farrow@act.gov.au

## **Central Equipment and Courier Service**

### **Ward Services**

#### **Technical Officer**

**Technical Officer Level 2 \$62,521 - \$71,593, Canberra (PN: 32500, several)**

Gazetted: 12 September 2019

Closing Date: 18 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.

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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.

Overview of the work area and position:

The Central Equipment and Courier Service sits in the Division of Nursing and Midwifery and Patient Support Services, which provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS).

The Central Equipment and Courier Service (CECS) is a small team responsible for the distribution, maintenance, and record management of various forms of clinical equipment, as well as couriating Pathology specimens and blood products and Pharmaceutical medications to patients across the Canberra Hospital and Health Services campus.

Under the direction of the Manager Technical Officer will work closely with a dedicated and skilled team to deliver a safe, efficient and effective service for inpatients and associated clients at The Canberra Hospital.

The Ward Services Team Charter includes that every day we will;

Communicate in a polite, clear, honest and open way being respectful of our clients and one another

Use good body language and listen attentively to our clients and one another

Respect each other's opinions and personal values

Seek to understand each other by being non-judgemental, compromising and asking questions considerately when seeking clarification

Cooperate to improve client outcomes by creating a caring environment for all Treating others the way we wish to be treated and sharing our experiences and skills

Take responsibility for our actions, take pride in our work and trust each other to do the same

Acknowledge our work colleagues and offer assistance while working toward a common goal

Applications are invited from self-motivated, organised people looking for a challenging and rewarding role within the Central Equipment and Courier Service.

Responsibility Statement: The Technical Officer, CECS is responsible to the Operations Manager CECS.

The Technical Officer manages the distribution of equipment such as infusion pumps, bariatric, pressure care and falls risk equipment, as well as delivery and collection of Pathology blood products and specimens, delivery of Pharmaceutical products and collection of Clinical Records, following requests from stakeholders such as nursing staff, Pharmacy, Specimen Reception and the Pathology Transfusion department. The primary function of the Technical Officer is to assist in managing the day to day operation of the CECS, and ensure equipment and courier services meet patient and organisational needs.

Eligibility/Other Requirements:

Desirable:

A sound appreciation of the provision of Patient Support Services within Canberra Health Services.  
Possess experience in the supply, management and maintenance of equipment, preferably in a hospital setting.

Proven experience in mentoring staff and staff delegation.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment National Police check.

Note:

These are temporary positions available for three months with a possibility of extension. Successful applicants will be required to work a rotating roster including evening shift work.

Contact Officer: Neil Howlett (02) 5124 5217 neil.howlett@act.gov.au

## **Infrastructure and Health Support Services**

### **Clinical Support Services**

#### **Sterilising and Cleaning**

##### **Health Service Officer**

##### **Sterilising Services Health Service Officer Level 3/4/5 \$51,072 - \$58,287, Canberra (PN: 29374, several)**

Gazetted: 12 September 2019

Closing Date: 23 September 2019

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

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

Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework.

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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 Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including:

Biomedical Engineering

Clinical Records Service

Medical Physics and Radiation Engineering

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

Pharmacy

Food Services

Domestic and Environmental Services

Sterilising Services

Supply

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

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Pre-Rinse Sterilising Unit (PRSU) at CH

Pre-Rinse Sterilising Unit (PRSU) at CPHB

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

Eligibility/Other Requirements:

Desirable:

Experience working in a Sterilising Services Department is preferred,

Certificate III in Sterilising.

A current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment 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 involves participating in a rotating roster. The rotating shift roster may require the employee to work within a 24 hour/7 days per week period across all Sterilising Services sites (Mitchell, CH including CRU and CPHB). Selection may be based on applications. The merit list from this process may be used for temporary vacancies within the next 12 months. Employees will commence at the HSO 3/4 base salary point and will then move through the salary points contained in the pay classification HSO 3/4 broadband when they:

have met all the elements of their development plan; and

have generally performed the competencies at that level for a period of 12 months

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

Contact Officer: Kavitha Kugathas (02) 5124 3583 [Aishwarya.Konakalla@act.gov.au](mailto:Aishwarya.Konakalla@act.gov.au)

### **Clinical Services**

#### **Rehabilitation, Aged and Community Services**

#### **Community Care Program**

#### **CNC Research and Development**

#### **Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 17634)**

Gazetted: 12 September 2019

Closing Date: 26 September 2019

Details: [About us](#)

Canberra Health 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.

Overview of the work area and position

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

ACT's first sub-acute rehabilitation hospital has been recently completed and is located on the grounds of the University of Canberra. This new hospital, 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 Canberra Health Services.

The Community Care Program is seeking applications from motivated Registered Nurses to fill the RN 3.1 Development and Research position.

This is an exciting opportunity to develop leadership skills, and work autonomously to support your colleagues in the rewarding area of development and research in the community setting.

This role works across the multidisciplinary program to provide input into processes for clinical governance, including relevant standards, quality review and new developments affecting the clinical areas.

You will also be required to collaborate with Clinical Placement Office, coordinate and monitor student placements across Community Nursing.

This is a full-time role which provides high level leadership and consultancy in the field of development and research.

Eligibility/Other Requirements:

Mandatory:

Registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold current drivers' licence.

Desirable:

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

Please note 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 is an expected permanent position. The position is physically based at the City Community Health Centre.

Contact Officer: Gail Hawke (02) 5124 1672 [gail.hawke@act.gov.au](mailto:gail.hawke@act.gov.au)

## **Allied Health**

### **Acute Allied Health Services**

#### **Social Work**

#### **NDIS Lead Social Worker**

#### **Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 42164)**

Gazetted: 12 September 2019

Closing Date: 25 September 2019

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#### **Overview of the Work Area and Position**

Social Work Service provides leadership in psychosocial care of patients and their families or carers. Services include crisis support, assessment and identification of issues and concerns, problem solving, counselling and linkage with specialist services, access to resources, discharge planning and advocacy. The NDIS Social Work Lead position has been established to provide oversight and coordination for patients (adults under 65 years) with significant barriers to their discharge and children seeking Early Childhood Early Intervention access to the National Disability Insurance scheme (NDIS).

The overall function of the position is to proactively facilitate and coordinate timely NDIS access and discharge planning for NDIS eligible patients with multi-faceted and complex care needs. The target group of patients will be those who are assessed as requiring NDIS services to meet specialist housing and complex care and/or therapy needs. The overall responsibility of this role is to facilitate positive client outcomes through the establishment of clear pathways and collaborative partnerships with key non-government and government agencies to enable a timely support services. The NDIS Social Work Lead will liaise closely with social work colleagues and other members of the multi-disciplinary team to identify holistic patient NDIS support needs, establish time-lines and provide regular reports on progress.

#### **Eligibility/Other Requirements:**

##### **Mandatory:**

Tertiary qualifications in Social Work- a minimum of 8 years' experience post qualification in Social Work.

Current membership or eligibility for membership of the Australian Association of Social Workers;

Hold current driver's licence;

Previous clinical experience working with complex NDIS clients;

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note:

This position will be rotated across the senior social work team leader positions as required operationally.

Contact Officer: Nancy Jacobs (02) 5124 2316 nancy.jacobs@act.gov.au

## **Allied Health**

### **Allied Health Clinical Education Unit**

#### **Inter-professional Learning Coordinator**

#### **Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 04524)**

Gazetted: 12 September 2019

Closing Date: 26 September 2019

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Overview of the work area and position:

This position is based in the Allied Health Clinical Education Unit, within the Office of the Executive Director of Allied Health, Division of Allied Health, Canberra Health Services. The Office is responsible for providing professional and strategic leadership and high level advice on a broad range of allied health issues including clinical governance and professional practice, regulation of practice, policy, workforce development, reform and innovation, continuous quality improvement and research and education.

The Inter-professional Learning Co-ordinator position plays a leadership role across two key portfolios: Inter-professional Learning: Provision of leadership and coordination of inter-professional learning policy, priorities and key initiatives at Canberra Health Services. This portfolio includes building partnerships and engaging with a variety of stakeholders within Canberra Health Services relating to inter-professional learning, as well as with external stakeholders including education providers. Note that the work of this portfolio crosses allied health, nursing, midwifery and medicine.

Allied Health Research: Provision of leadership and coordination of across allied health level activities that promote and enhance research capacity and culture within allied health at Canberra Health Services. This includes strategic work regarding research for allied health, including activities relating to the Allied Health Research Network and the new joint Canberra Health Services and University of

Canberra Professor of Allied Health Research position, as well as the coordination of the Allied Health Research Support Grants Scheme.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) in an allied health profession.

or, where from a non-registered allied health profession, eligibility for membership of the appropriate professional organisation.

Desirable:

Experience and/or qualifications in health-related education, clinical supervision, research and/or evaluation.

Please note 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.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

Note:

Prospective applicants are required to communicate with the Contact Officer as part of the application process.

Contact Officer: Jo Cole (02) 5124 7959 jo.cole@act.gov.au

## **Allied Health**

### **Allied Health Adviser**

### **Allied Health Clinical Education Unit**

### **Psychology Clinical Educator**

### **Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 22566)**

Gazetted: 12 September 2019

Closing Date: 25 September 2019

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Overview of the work area and position:

The Office of the Executive Director of Allied Health is based at Canberra Hospital and comprises of two teams including the Allied Health Clinical Education Unit (AHCEU).

This position is located in the AHCEU and reports directly to the Allied Health Clinical Education Co-ordinator. The Psychology Clinical Educator position provides clinical education and supervision support for psychology students and staff and assists with facilitating and promoting inter-professional clinical education activities.

This position is for an experienced clinician who leads with commitment, is able to create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes. Key areas of practice include:

Promote positive client outcomes through the provision of high quality evidence-based clinical services and contribution to research.

Responsible for effective utilisation of available resources to enable service provision.

Make significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team.

Provide a consultative role across allied health and contribute to their field of professional speciality.

Eligibility/Other Requirements:

Mandatory

General registration with Psychology Board of Australia (AHPRA)

Minimum five (5) years' experience since general registration

Area of Practice Endorsement with Psychology Board of Australia

Psychology Board-approved supervisor

Highly desirable:

Tertiary qualification in a relevant education field or Certificate IV Workplace Training and Assessment, or willing to work towards relevant education qualifications.

Prior to commencement successful candidates may be required to:

Undergo pre-employment checks including National Police Check.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

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

Note:

Group Attraction and Retention Incentive: \$983 - \$14,240. Successful applicants may be eligible for the CHS Psychology Group ARIn. Speak to the Contact Officer listed to find out if you could be eligible.

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework.

Contact Officer: Jo Cole (02) 5124 7959 [jo.cole@act.gov.au](mailto:jo.cole@act.gov.au)

## **Clinical Services**

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

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

#### **Child at Risk Health Unit**

#### **Registered Nurse**

#### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 01207)**

Gazetted: 12 September 2019

Weeks to Close: 26 September 2019

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

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

- o 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:

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context.

The Child at Risk Health Unit (CARHU) provides specialist health services to children, young people and their families/carers who have been affected by abuse and/or neglect. Functioning within a multidisciplinary framework, the nursing team work in collaboration with child protection services and community-based agencies to support the health and wellbeing of vulnerable children.

The Registered Nurse Level 2 participates referrals and intake, assessment and planning, intervention and follow-up of nursing and medical services of CARHU and its outreach services. This is a rewarding and exciting position within a well-established service, and brings an opportunity to enhance knowledge and skills in the holistic care of children and families. In recognition of the specialist skills and knowledge required of the Registered Nurse in this service, access to training opportunities is provided e.g. forensic assistant/chaperone, trauma informed care, attachment.

Eligibility/Other Requirements:

Mandatory:

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

- o Extensive experience in the nursing care of children

Desirable:

- o Tertiary qualifications or equivalent in child health.

- o Hold a current driver's licence.

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

- o Undergo a pre-employment National Police Check.

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

- o 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 part-time position at 24 hours per week for eight months, working Mon, Tues and Thurs (negotiable), with the possibility of extension and/or permanency.

Contact Officer: Adele Clifton (02) 5124 2712 [adele.clifton@act.gov.au](mailto:adele.clifton@act.gov.au)

## **APPOINTMENTS**

### **Canberra Institute of Technology**

#### **Teacher Level 1 \$74,437 - \$99,320**

Catherine Law 858-58312, Section 68(1), 5 September 2019

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

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Sheryll Bernsons 858-79148, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Charmain Blundell 858-72317, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Julie-Ann Brown 858-78743, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Marianne Bruyn 858-79228, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Zachary Buckman 858-79201, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Meagan Carey 858-72309, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Mietta Carr 858-78903, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Michael Carscadden 858-72261, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Emily Corey 858-78815, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Callum Craill 858-72245, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Stavroula Dimos 858-54733, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Sarah Elliott 858-78954, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Renata Falesiu 858-79105, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Matthew Fogarty 858-79164, Section 68(1), 12 September 2019

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204**

Robyn Fridd 858-79113, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Miranda Frith 858-79172, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Lisa Gledhill 858-78735, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Ashlinn Gorman 858-78874, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Matthew Guthrie 858-78698, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Chloe Hasler 858-78866, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Laura Hay 858-79519, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Elaine Healy 858-72296, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Lauren Hropic 858-79500, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Sonah James 858-78938, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Madelyn Lander 858-78671, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Marilyn Ludski 858-78700, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Bria Lustri 858-78823, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Elizabeth Luteru 858-79156, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Mitchell Lyons 858-72253, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Mai Miller 858-78727, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Alexandra Moleva 858-79236, Section 68(1), 12 September 2019

**Information Technology Officer Class 1 \$68,204 - \$77,639**



Angel MORALES 858-76342, Section 68(1), 9 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Margaret Perkovic 858-79092, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Linda Pillay 858-78807, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Mirsini Posantzis 858-78655, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Kerrie Rummukainen 858-78778, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Nina Rusanov 858-78970, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Tara Sanderson 858-69791, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Dayna Smith 858-72325, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Timothy Sterrett 858-79076, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Frances Thompson 858-54784, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Bernard Tiu 858-72333, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Melissa Tokarski 858-79017, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Stephanie Tye 858-78890, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Courtney Walsh 858-79084, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Alicia Wason 858-79535, Section 68(1), 12 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Queenty Wulandari 858-78989, Section 68(1), 12 September 2019

**Education**

**Administrative Services Officer Class 4 \$70,359 - \$76,184**

Mark Baldwin 858-12840, Section 68(1), 4 September 2019

**Justice and Community Safety**

**Ambulance Support Officer 1 \$54,949 - \$58,394**

Zaviera Crozier 858-78364, Section 68(1), 9 September 2019

**Ambulance Support Officer 1 \$54,949 - \$58,394**

Karla Dakers 858-79420, Section 68(1), 9 September 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Susan Loftus 858-71269, Section 68(1), 15 August 2019

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Steven Watt 853-78714, Section 68(1), 9 September 2019

Note: This Appointment is made under Clause P3.2 (o) of the Justice and Community Safety Ambulance Service Agreement 2013-2017.

**Administrative Services Officer Class 5 \$78,197 - \$82,771**

Fiona Zimmermann 858-78145, Section 68(1), 9 September 2019

**Transport Canberra and City Services**

**Capital Linen Service Band 2 \$52,397 - \$54,325**

Ifeyanyi Okoli 858-61546, Section 68(1), 12 September 2019

**Canberra Health Services**

**Health Service Officer Level 7 \$62,521 - \$66,023**

Mato Babic 862-63986, Section 68(1), 6 October 2019

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

Jennifer Coyne 858-79391, Section 68(1), 9 September 2019

**Health Professional Level 2 \$65,216 - \$89,528**

Alison Douglas 857-44809, Section 68(1), 12 September 2019

**Registered Midwife Level 1 \$67,078 - \$89,604**

Pretoria Dunn 858-79324, Section 68(1), 5 September 2019

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

Diane Fraser 858-79447, Section 68(1), 9 September 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Susan Grant 820-94695, Section 68(1), 3 October 2019

**Assistant in Nursing \$51,603 - \$53,350**

Rony Sebastian 857-44171, Section 68(1), 10 September 2019

**Technical Officer Level 1 \$57,759 - \$60,556**

Ariane Stensrud 858-78559, Section 68(1), 19 September 2019

## **TRANSFERS**

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

#### **Ocean Wilson: 848-67268**

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development, Canberra (PN. 55788) (Gazetted 22 July 2019)

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

#### **Melaine Couper: 853-55969**

From: Professional Officer Class 1 \$59,489

Transport Canberra and City Services

To: Professional Officer Class 1 \$59,489 - \$82,486

Transport Canberra and City Services, Canberra (PN. 22038) (Gazetted 26 July 2019)

### **Canberra Health Services**

#### **Sally Bacon: 853-73761**

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: Registered Midwife Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 22495) (Gazetted 30 May 2019)

#### **Emma Dale(Fox): 825-47121**

From: Senior Officer Grade C \$106,043 - \$114,146

ACT Health

To: Senior Officer Grade C \$106,043 - \$114,146

Canberra Health Services, Canberra (PN. 23879) (Gazetted 11 July 2019)

#### **Melissa Dwyer (Austen): 825-47922**

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services, Canberra (PN. 45095) (Gazetted )

#### **Courtney Woodford: 836-08643**

From: Registered Nurse Level 1 \$67,078

Canberra Health Services

To: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services, Canberra (PN. 37320) (Gazetted 11 July 2019)

### **ACT Health**

#### **Kristen Kennelly: 848-85052**

From: \$74,081 - \$78,415

ACT Health

To: Health Professional Level 1 \$61,160 - \$80,129

ACT Health, Canberra (PN. 29641) (Gazetted 9 August 2018)

## PROMOTIONS

### Community Services

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

##### **Grace Portelli: 853-76479**

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Community Services

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Community Services, Canberra (PN. 02855) (Gazetted 21 June 2019)

#### **Housing ACT**

##### **Infrastructure and Contracts**

##### **Strategic Finance**

##### **Jamie Valdivia: 773-03827**

From: Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$145,048

Community Services, Canberra (PN. 38002) (Gazetted 23 July 2019)

### Justice and Community Safety

#### **ACT Corrective Services**

##### **Corporate Services**

##### **Business Performance Unit**

##### **Anthony Lamanda: 853-58174**

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Justice and Community Safety

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Justice and Community Safety, Canberra (PN. 44150) (Gazetted 31 May 2019)

### Transport Canberra and City Services

#### **Chief Operating Office**

##### **Innovation and Customer Experience**

##### **Customer Experience**

##### **Jacqueline Goddard: 846-83717**

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Transport Canberra and City Services, Canberra (PN. 15217) (Gazetted 1 August 2019)

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

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

##### **Claudia Haggarty: 846-96059**

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Transport Canberra and City Services

To: †Senior Officer Grade C \$106,043 - \$114,146

Transport Canberra and City Services, Canberra (PN. 36522) (Gazetted 30 July 2019)

**City Services**

**City Presentation**

**Urban Treescapes**

**Geoffrey Lewis-Hughes: 853-41794**

From: General Service Officer Level 5/6 \$55,097 - \$60,637

Transport Canberra and City Services

To: †General Service Officer Level 7 \$62,521 - \$66,023

Transport Canberra and City Services, Canberra (PN. 56988) (Gazetted 17 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.

**City Services**

**City Presentation**

**Urban Treescapes**

**Christopher Medhurst: 835-79731**

From: General Service Officer Level 5/6 \$55,097 - \$60,637

Transport Canberra and City Services

To: †General Service Officer Level 7 \$62,521 - \$66,023

Transport Canberra and City Services, Canberra (PN. 45581) (Gazetted 17 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.

**Canberra Health Services**

**Canberra Hospital and Health Services**

**Katherine Goodsell: 795-50127**

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

To: †Health Professional Level 4 \$106,043 - \$114,146

Canberra Health Services, Canberra (PN. 25519) (Gazetted 27 June 2019)

**Canberra Hospital and Health Services**

**Jessica Nuss: 828-66157**

From: Administrative Services Officer Class 4 \$70,359 - \$76,184  
Canberra Health Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Health Services, Canberra (PN. 15913) (Gazetted 8 August 2019)

**Clinical Services**

**Cathy O'Neill: 842-88522**

From: Registered Nurse Level 5.3 \$137,840

Canberra Health Services

To: †Registered Midwife Level 5.5 \$164,734

Canberra Health Services, Canberra (PN. 15570) (Gazetted 4 July 2019)

**Clinical Services**

**Gia Paravara John: 845-02066**

From: Registered Nurse Level 1 \$67,078 - \$89,604

Health

To: Registered Nurse Level 2 \$93,151 - \$98,728  
Canberra Health Services, Canberra (PN. 40849) (Gazetted 25 July 2019)

**Clinical Services**

**Roman Vejvara: 840-49601**

From: Administrative Services Officer Class 3 \$63,374 - \$68,204  
Canberra Health Services

To: Administrative Services Officer Class 5 \$78,197 - \$82,771  
Canberra Health Services, Canberra (PN. 13806) (Gazetted 28 February 2019)