



ACT Government Gazette
Gazetted Notices for the week beginning 19 December 2019

VACANCIES

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

Health community and science college

CIT Science

Animal studies teacher

Teacher Level 1 \$75,442 - \$100,661, Canberra (PN: 51259, Several)

Gazetted: 24 December 2019

Closing Date: 17 January 2020

Details: Canberra Institute of Technology (CIT) Science department is seeking a highly motivated part time teacher for the delivery of Veterinary nursing and Companion animal programs based at CIT Bruce campus. The position requires the ability to work collaboratively within the department with teaching and support staff, to provide educational outcomes, and meet compliance requirements in a VET environment. The position also requires the ability to grow and nurture links with Industry and other stakeholders, to support student progress, and to manage educational resources.

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: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40116 qualification or its successor, within the first eighteen (18) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. All teachers 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.

The successful applicants must have a minimum of one of the below qualifications:

- Certificate IV in Veterinary nursing
- Industry Experience of a minimum of five years in the Veterinary nursing Industry

Note: These are part-time temporary positions available for 12 months. There are two positions available one from 20 January 2020 until 19 January 2021 and the other 10 February 2020 until 9 February 2021. This position is part-time at (14.7) hours per week and the full-time salary noted above will be pro-rata.

How to Apply: Please submit a two page pitch outlining why you think you are the best person for the job, as well as a current curriculum vitae. Your suitability will be assessed based on your skills, knowledge and capabilities in relation to the selection criteria. Please also provide the names of two referees, you may be asked to provide referee's reports at a later date.

Applications should be submitted via the Apply Button now.

Contact Officer: Anita Wesney (02) 6207 3593 anita.wesney@cit.edu.au

Education Services

Yurauna Centre

Pathways Teacher

Teacher Level 1 \$75,442 - \$100,661, Canberra (PN: 19130)

Gazetted: 20 December 2019

Closing Date: 17 January 2020

Details: The Canberra Institute of Technology (CIT) is a public institution and is the leading vocational education provider in the Australian Capital region. The mission of CIT is to change lives through first class education and training and the organisational vision is to be the premier vocational education and training provider in Australia. CIT provides career and further education choices to its learners through the provision of education and training services. The Institute also collaborates with industry and enterprises to meet the skills development needs of a dynamic growing economy. CIT staff are expected to demonstrate the values and signature behaviours that underpin the ACT Public Service (ACTPS) Code of Conduct. Equally as a member of the ACT, tertiary education community CIT carries out its activities in a competitive environment where quality education is an advantage. For this reason, it is appropriate that CIT has its own vision and mission as it goes about changing lives through first class technical and further education; and a set of values, which are consistent with the ACTPS value system. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Qualifications and Experience: Mandatory Qualifications and/or Registrations/Licencing:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Mandatory qualifications to Work in CIT Yurauna: 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. 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.

Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021. 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.

Desirable: Tertiary qualifications relevant to teaching Aboriginal programs and/or Language, Literacy and Numeracy.

Note: This is a temporary position available until December 2020.

How to apply: Please submit a current curriculum and a written response of up to two pages. The response should be written in the form of a pitch, explaining how you have the skills and knowledge and behavioural capabilities to perform the role, including your involvement with Aboriginal and Torres Strait Islander Communities ('what you will do and manage'). Convince us you are the right person for the job!

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

Education Services
Yurauna Centre

Pathways Teacher

Teacher Level 1 \$75,442 - \$100,661, Canberra (PN: 38968)

Gazetted: 20 December 2019

Closing Date: 17 January 2020

Details: The Canberra Institute of Technology (CIT) is a public institution and is the leading vocational education provider in the Australian Capital region. The mission of CIT is to change lives through first class education and training and the organisational vision is to be the premier vocational education and training provider in Australia. CIT provides career and further education choices to its learners through the provision of education and training services. The Institute also collaborates with industry and enterprises to meet the skills development needs of a dynamic growing economy. CIT staff are expected to demonstrate the values and signature behaviours that underpin the ACT Public Service (ACTPS) Code of Conduct. Equally as a member of the ACT, tertiary education community CIT carries out its activities in a competitive environment where quality education is an advantage. For this reason, it is appropriate that CIT has its own vision and mission as it goes about changing lives through first class technical and further education; and a set of values, which are consistent with the ACTPS value system.

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: Mandatory Qualifications and/or Registrations/Licencing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Mandatory qualifications to Work in CIT Yurauna: 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. 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.

Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021. 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.

Desirable: Tertiary qualifications relevant to teaching Aboriginal programs and/or Language, Literacy and Numeracy.

Note: This is a temporary position available until December 2020. This position is part-time at 29:04 hours per week.

How to apply: Please submit a current curriculum and a written response of up to two pages. The response should be written in the form of a pitch, explaining how you have the skills and knowledge and behavioral capabilities to perform the role, including your involvement with Aboriginal and Torres Strait Islander Communities ('what you will do and manage'). Convince us you are the right person for the job! *Applications should be submitted via the Apply Now button below.*

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

Education and Training Services

Business and Leadership

Management and Business

Management and Business Teacher

Teacher Level 1 \$75,442 - \$100,661, Canberra (PN: 51516, several)

Gazetted: 19 December 2019

Closing Date: 7 January 2020

Details: Canberra Institute of Technology (CIT) Department of Management and Business is seeking an enthusiastic educator to deliver training and assessment using a range of methodologies in the classroom, online, flexibly and in the workplace. This position requires the development of student assessments, educational resources and materials for new and existing programs of study.

You will have the ability to work collaboratively, to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and 'best practice' developments in the Vocational Education and Training (VET) sector.

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

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021. 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.

Desirable: Vocational qualifications in one or more of the following disciplines: business, human.

Note: Full-time position advertised but part-time hours maybe considered.

How to Apply: Applicants are required to address the Selection Criteria (maximum 4 pages) and provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Judy Dickinson (02) 6207 3198 judy.dickinson@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

Workforce Capability and Governance Division

Public Sector Management Group

Workforce Inclusion

Inclusion and Diversity Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 18206)

Gazetted: 19 December 2019

Closing Date: 2 January 2020

Details: The Public Sector Management Group provides a central agency policy and advisory role for ACT public sector employment. Areas of responsibility cover service-wide employment, investigations, workforce strategies, human resources, accountability and learning and development issues. The Branch also provides support to the statutory office of the Public Sector Standards Commissioner, the ACT Remuneration Tribunal and the ACT Joint Council. We are seeking applications for an Inclusion and Diversity Officer. The successful applicant will:

provide direct support and advice to participants in ACTPS inclusion programs and their workplace managers;

contribute to the development and implementation of strategies and plans to achieve whole of government targets for employment for people with disabilities and Aboriginal and Torres Strait Islander peoples; and

provide advice to the Director, Workforce Inclusion about recruitment and retention, and responding to Government requests for information in relation to disability and Indigenous employment.

Eligibility/Other Requirements: Please note, this is an Identified position for People with Disability. The identification of this position to be filled by a person with disability is appropriate to the requirements of the role and aims to increase the diversity of the ACTPS Workforce under Section 13 of the *Public Sector Management Standards 2016*. Confirmation of disability may be requested as part of this application process.

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

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 Button now.

Contact Officer: Lowri Grice (02) 6205 7258 lowri.grice@act.gov.au

Workforce Capability and Governance

Secure Local Jobs Branch

Compliance Support Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 44206)

Gazetted: 24 December 2019

Closing Date: 7 January 2020

Details: The Secure Local Jobs Branch supports the Secure Local Jobs Code Registrar, an independent statutory appointment in accordance with the *Government Procurement Act 2001*, in the administration of the Secure Local Jobs Code (the Code). The Registrar is responsible for;

Administering the Code and the legislative obligations conferred on Territory entities, Code Certified Entities and approved auditors;

Making decisions regarding applications for Secure Local Jobs Code Certificates; appointing approved auditors;

Maintaining a number of registers; and

Providing a range of education and awareness activities to support compliance with the Code.

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 for up to 12 months with possibility of permanency. This position is located in an activity-based working (ABW) environment. Under ABW

arrangements, officers do not have a designated workstation/desk. 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: Jessica Pupulkovski 0466 932 858 jessica.pupulkovski@act.gov.au

Partnership Services

Service Centre

Service Desk

HR/Finance Shared Service Desk Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 36217)

Gazetted: 23 December 2019

Closing Date: 23 January 2020

Details: The Shared Services Service Desk is seeking a full-time customer service professional to join our team. The role covers a wide variety of areas and is responsible for providing front line customer support to ACT Government directorates. As a HR/Finance Service Desk Officer you will; Provide a high level of customer service in responding to customer enquiries on the telephone and via email in a Service Desk environment, actively contributing to achievement of key performance indicators; Provide expert advice and guidance on HR legislation, policies and ACT conditions of service to customers and Shared Services colleagues; Provide advice on financial policies and procedures, including APIAS (Invoice Automation), invoices and payments; Create and maintain records by inputting data into Service Desk systems accurately, within agreed time frames and in accordance with Service Desk processes, and contribute to the maintenance of effective personnel records by inputting data into HR systems. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This position requires an ACT Government baseline security clearance which will be completed as part of the induction process if not already obtained.

Note: There will be a permanent position available on the Service Desk from the 1st January 2020. A pool of suitable applicants will be created to fill any permanent or temporary identical vacancies that may occur in the next 12 months.

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 up to two pages and a current curriculum vitae. The response should be written in the form of a pitch, by providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Button now.

Contact Officer: Matthew Davis (02) 6207 9719 matthew.davis@act.gov.au

Treasury

Commercial Services and Infrastructure

National Arboretum Canberra

Visitor Service Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: C09530)

Gazetted: 19 December 2019

Closing Date: 23 January 2020

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 through public activities including events, programs and guided tours. We build community support by providing enjoyable visiting experiences to increase understanding of the National Arboretum, including its scientific research. We are looking for experienced, enthusiastic and motivated individuals to join our Visitor Services Team. The primary purpose of this position is to provide high quality and pro-active customer service to all National Arboretum visitors, including working at the Information Desk within the Village Centre. The position also supports the Education Officer to deliver education programs and tours to visiting school groups. The successful applicants will have experience working in a busy and dynamic environment with multiple demands and possible emergency situations.

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:

Current driver's licence.

Willingness to work rostered weekends.

First Aid Certificate desirable.

This position requires a pre-employment medical.

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

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

How to Apply: Applicants are 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: Further information about the position is available from Shelly Parer, shelly.parer@act.gov.au, (02) 6205 2269

Commercial Services and Infrastructure

Property and Venues

National Arboretum Canberra

Arboriculture Supervisor

General Service Officer Level 7 \$63,365 - \$66,914, Canberra (PN: 45503)

Gazetted: 24 December 2019

Closing Date: 7 January 2020

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to fill a new Arboriculture supervisor role within its dynamic Horticulture team, based at the Arboretum. The successful candidate will report directly to the Arboretum's Senior Horticulturalist, and will be responsible for directly supervising, training, coordinating and overseeing horticultural field officers, apprentices, volunteers and other stakeholder groups working within the Arboretum on arboriculture projects.

With limited supervision, the Arboriculture supervisor will be required to conduct regular inspections of their relevant areas, including forests and trees within garden areas; develop comprehensive weekly work programs and contribute to the development of seasonal work programs; and maintain accurate records for planned and reactive works.

Good communication skills and digital aptitude are important in this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout the Government whilst maintaining a high degree of professionalism.

The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

If you are an experienced and passionate arboriculturalist, who takes pride in your work and your ability to unite and motivate your team members, we want to hear from you.

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

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary qualifications in Horticulture/Arboriculture

ChemCert accreditation

Current driver's licence.

Highly Desirable:

Irrigation and water management experience

MR truck licence

Plant operator's licences

Side by side ATV licence

WHS/Construction industry White Card.

Other Requirements:

First aid certificate or willingness to be trained in such

This position requires a pre-employment medical

This position involves direct supervision of staff.

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 Button now.

Contact Officer: Owen Bolitho 0481005771 owen.bolitho@act.gov.au

Commercial Services and Infrastructure

Property and Venues

National Arboretum Canberra

Horticultural Supervisor

General Service Officer Level 7 \$63,365 - \$66,914, Canberra (PN: 30924)

Gazetted: 24 December 2019

Closing Date: 7 January 2020

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to fill a new Horticultural supervisor role within its dynamic Horticulture team, based at the Arboretum.

The successful candidate will report directly to the Arboretum's Senior Horticulturalist, and will be responsible for directly supervising, training, coordinating and overseeing horticultural field officers, apprentices, volunteers and other stakeholder groups working within the Arboretum on horticultural projects.

With limited supervision, the horticultural supervisor will be required to conduct regular inspections of their relevant areas, including forests, gardens and turf areas; develop comprehensive weekly work

programs and contribute to the development of seasonal work programs; and maintain accurate records for planned and reactive works.

Good communication skills and digital aptitude are important in this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout the Government whilst maintaining a high degree of professionalism.

The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

If you are an experienced and passionate horticulturalist, who takes pride in your work and your ability to unite and motivate your team members, we want to hear from you.

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

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary qualifications in Horticulture/Arboriculture

ChemCert accreditation

Current driver's licence.

Highly Desirable:

Irrigation and water management experience

MR truck licence

Plant operator's licences

Side by side ATV licence

WHS/Construction industry White Card.

Other Requirements:

First aid certificate or willingness to be trained in such

This position requires a pre-employment medical

This position involves direct supervision of staff.

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 Button now.

Contact Officer: Owen Bolitho 0481005771 owen.bolitho@act.gov.au

Enterprise Canberra

Active Canberra

Academy of Sport

ACTAS Athletic Performance Coach

Professional Officer Class 1 \$60,292 - \$83,600, Canberra (PN: 05769)

Gazetted: 24 December 2019

Closing Date: 20 January 2020

Details: Sport and Recreation is seeking an enthusiastic and experienced person to join our ACT Academy of Sport (ACTAS) team as an Athletic Performance Coach. The successful applicant will be a member of a team delivering athletic performance services to approximately 115 talented athletes across seven high performance sport programs and an Individual Athlete Program.

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: Relevant university qualifications in Sports Science/Physical Education or equivalent. Australian Strength Conditioning Association (ASCA) Level 1 Accreditation. ASCA Professional Membership. Current sports first aid qualifications. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available immediately until 30 June 2020 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this recruitment process to fill future similar vacancies over the next 12 months.

How to Apply: Please provide a supporting statement outlining experience and/or abilities against the Selection Criteria and Behavioural Capabilities outlined in the Position Description and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Krystle Tate 0418 620 582 krystle.tate@act.gov.au

Procurement ACT

Procurement Policy Branch

Procurement Policy Section

Senior Director Procurement Policy

Senior Officer Grade A \$147,006, Canberra (PN: 01455)

Gazetted: 23 December 2019

Closing Date: 13 January 2020

Details: Procurement ACT is seeking a Senior Director for the Procurement Policy team. This position will provide high level advice and support in relation to procurement policy development and implementation. The successful candidate will be part of a small team and will work closely with stakeholders across Government and industry.

For the first twelve months, the position will have a particular focus of designing and engaging across government on a policy solution that drives the government's social outcome priorities through procurement processes. Other policy activities will be determined and adjusted around that work program.

The Policy team works collaboratively with other teams in Procurement ACT to develop, advise government and implement, policies and procedures that are effective, practical and can be readily taken up within the already complex procurement environment. This includes preparation of associated documentation and material to guide procurement staff and be posted on the intranet and website

How to Apply: Please provide a statement against the Selection Criteria and a copy of your current curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Nicole Masters (02) 6205 2895 nicole.masters@act.gov.au

Enterprise Canberra

Active Canberra

Academy of Sport

ACTAS Medical Registrar

Senior Professional Officer Grade C \$107,475 - \$115,687, Canberra (PN: 42285)

Gazetted: 23 December 2019

Closing Date: 13 January 2020

Details: Sport and Recreation is seeking a suitably qualified and experienced person to join our ACT Academy of Sport (ACTAS) team as a Medical Registrar. Under direction from the ACTAS Performance

Services Manager and the Australian Institute of Sport (AIS) Chief Medical Officer, the Medical Registrar will provide high quality medical services and undertake a research project to achieve section and business outcomes, including: Provide high quality medical services to ACT and National high performance athletes and coaches which contribute to the achievement of ACTAS performance targets; contribute to educational activities within the ACTAS Performance Services team and the AIS Medical team including teaching of medical students, other doctors, athletes and members of the athlete support team; contribute to research activities within the AIS Medical team; provide medical monitoring and support for athletes training and competing out of their home environment in the ACT; undertake observational and form research learning activities for continual professional development. 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: Bachelor of Medicine, Bachelor of Surgery (MBBS) degree or equivalent. Australian Health Practitioner Regulation Agency (AHPRA) Registration to practise medicine in Australia. Part 1 examination of the Australasian College of Sport and Exercise (ACSEP) (preferred). Current CPR and First Aid Certificate. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available immediately for 18 months, with the possibility of extension. 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 (no more than two pages), 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: Gerard Corradini (02) 6207 4410 gerard.corradini@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

Corporate Services

People Management

Senior Director - People Management

Senior Officer Grade A \$147,006, Canberra (PN: 38435)

Gazetted: 19 December 2019

Closing Date: 16 January 2020

Details: People Management Branch is currently seeking an experienced Human Resources professional to fill a current Senior Officer Grade A position leading the branch with the Executive Branch Manager. To be successful in this role you will have excellent written and oral communication skills and the ability to provide high level advice on human resources matters including recruitment, training, employee relations and workplace health and safety. With the ability to build and maintain effective working relationships, and ability to resolve complex issues will be an integral part of the branch. This opportunity is available for a temporary period until the 31st of March 2020 with possibility of extension and/or permanency. This position may be filled on application only. 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. Please note, this position will be moving to a new

workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. To apply for the position please send submit an expression of interest addressing the selection criteria limiting the response to no more than two pages.

Contact Officer: Craig Rose (02) 6207 1210 craig.rose@act.gov.au

Housing ACT

Infrastructure and Contracts

Specialist Homelessness Service Delivery

Assistant Director

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 14584)

Gazetted: 20 December 2019

Closing Date: 10 January 2020

Details: Do you want to make a positive difference to vulnerable people in our community?

Specialist Homelessness Service Delivery unit in Housing ACT is looking for an enthusiastic and committed individual to join the team in ensuring people who are experiencing homelessness or who are at risk of homelessness in the Canberra community have access to high quality support services to assist in breaking cycles of disadvantage and homelessness. The successful applicant will possess high level contracting and negotiation skills within a human services environment, and play a vital role in contributing to the ongoing development of homelessness responses in the ACT, including early intervention supports, crisis responses, and initiatives supporting social inclusion for all Canberrans.

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

Eligibility/Other Requirements: Experience in human services contract management, program development and administration is highly desirable.

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 Button now.

Contact Officer: Michelle Anderson (02) 6205 3305 michelle.anderson@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

Service Design and Delivery

Universal School Support

Workplace Learning Program Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 07203)

Gazetted: 24 December 2019

Closing Date: 22 January 2020

Details: A vacancy exists for an enthusiastic and professional individual to fill the position of Workplace Learning Program Officer within the Transitions and Careers Section, Universal School Supports Branch. This is a unique opportunity to develop your procedures and project management skills in a busy office environment. The successful applicant will provide high level support to schools regarding student work placement procedures and compliance, as well as assisting them to use the online work placement management system, InPlace. The applicant may also be required to provide a range of administrative supports across the Branch. The role supports the Transitions and Career team in working with schools to deliver consistently high quality career education programs and services more broadly. You will

possess well developed written and communication skills, the ability to liaise effectively with internal and external stakeholders, including business and industry, and a proven ability to organise, prioritise and monitor workloads both as an individual and as a member of a team. The successful applicant will have excellent ICT capability, attention to detail and the willingness to develop new skills.

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 .

Highly Desirable:

Knowledge of workplace safety, health and welfare legislation and the *Children and Young People Act 2008*, and the range of career education programs offered within ACT public schools.

Previous experience working in ACT Government.

Note: This is a temporary position available from 1 February 2020 until 31 December 2020 with the possibility of extension or permanency.

How to Apply: Please submit a statement of claims (no more than four pages) responding to the Selection Criteria in the Position Description, a current curriculum vitae, and the names and contact details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Penelope Butt (02) 6205 7873 penelope.butt@act.gov.au

School Performance and Improvement

Belconnen Network

Hawker College

Information Technology Teacher

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 05234)

Gazetted: 23 December 2019

Closing Date: 13 January 2020

Details: Hawker College is seeking a chief wizard wrangler! We need an outstanding teacher to lead exciting and innovative learning programs in Data Science and Networking; Robotics and Mechatronics. The successful candidate will work collaboratively with staff and students in our IT Labs and Maker space to engage our future coders, systems engineers, intelligence analysts and aerospace entrepreneurs in the highest levels of creativity and intellectual rigour.

Our teacher will be expected to have extraordinary interpersonal skills, outstanding communication and organisational skills, with commitment to evidence based practice and the principle that every student matters and can succeed. They will demonstrate initiative and innovation in the development, implementation and review of programs, policy and procedure in support of our school's strategic objectives.

Our teacher will have qualifications and experience in advanced programming, coding and related fields such as engineering and design, sufficient to challenge year 11 and 12 students achieving at high levels. Ideally our teacher will also have broad interests and worldview, with 'real-world' experience in industry and in life. They will be committed to reflective practice and be a good, practical and balanced human.

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.

Qualifications for EALD highly desirable.

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

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers. Your two-page statement does not need to address each individual standard, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Applications should be submitted via the Apply Button now.

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

Contact Officer: Andy Mison (02) 6142 0355 andy.mison@ed.act.edu.au

System Policy and Reform

Executive Branch Manager, Enrolments and Planning

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1049)

Gazetted: 19 December 2019

Closing Date: 13 January 2020

Details: The Executive Branch Manager, Enrolments and Planning will develop, lead and manage the Directorate's student enrolment policy and planning for school infrastructure in response to student demand. The development of new policies and process and delivery of outcomes will be conducted in the context of significant growth in demand for government school enrolments across the next decade. As the Directorate has not experienced significant growth in the government school sector for decades, part of the challenge of the role will be to build a capability and capacity within the Directorate for meeting the growth challenge.

The Executive Branch Manager will be responsible for leading a collaborative Directorate effort to build the ability to efficiently roll out new and expanded capacity across the government school system. The Executive Branch Manager will be responsible for developing strategic direction and defining deliverables for the teams and their work programs, consistent with governing legislation, government priorities and the Directorate's Strategic Plan. The Executive Branch Manager will also assure the quality and timeliness of the teams' deliverables. In executing the responsibilities of the position, the Executive Branch Manager will also ensure appropriate management of financial, staff and other resources.

The work programs of the teams will involve a high degree of intra-directorate collaboration. The School Planning function will also involve a high degree of cross-agency collaboration, including development and negotiation of new whole of government governance arrangements and public policy making processes around changing Greenfields suburban developments and the new challenge of schools to respond to urban infill development. Principal stakeholder agencies include:

EPSDD (several areas)

The Suburban Land Agency

The City Renewal Agency

CMTEDD

TCCS (both Transport Canberra and City Services areas)

Additional stakeholders include Catholic Education and the ACT Association of Independent Schools. The work of the teams will also involve development and delivery of associated community consultations and communications.

Note: This is a temporary position available from 23 February 2020 to 30 June 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

How to Apply: Interested candidates should submit a 1-2 page expression of interest, outlining what they could contribute to this critical role in the acting period, details of two referees, a current curriculum vitae and confirmation of their availability.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deb Efthymiades on deb.efthymiades@act.gov.au or (02) 6205 9171

Service Design and Delivery

Student Engagement

Occupational Violence and Complex Case Management

Clinical Complex Case Manager

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 42269, several)

Gazetted: 24 December 2019

Closing Date: 8 January 2020

Details: The ACT Education Directorate is committed to the safety of all staff, students and visitors. As a part of its approach to supporting Work Health and Safety in schools, the Occupational Violence and Complex Case Management section works with schools to respond and plan for complex incidents with a risk management lens. These matters often involve staff and/or staff safety issues, challenging and complex behaviours of students or parents and multiple competing interests. A wide variety of stakeholders need to be considered and communicated with including students, parents, school-based and other Education Directorate staff, unions, advocates and legal representatives. The Team supports schools in meeting obligations to provide a safe working and learning environment for staff and students. The functions of the team include providing: Specialist therapeutic and behavioural support to schools in addressing staff safety and supporting students who may have challenging behaviours and complex needs; and undertaking risk management activities to support the removal or mitigation of risk at the school level. This includes undertaking risk assessments for incidents, identifying appropriate control responses and providing training for staff on implementing risk management plans and control responses; data analysis relating to occupational violence and complex behaviours; triaging and reporting of incidents; and providing expert advice to all stakeholders on appropriate responses to occupational violence and complex case management. The successful applicant will work as part of a small team delivering quality services to schools and other stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The candidate will need to possess excellent communication skills and have demonstrable relevant experience/qualifications in Occupational Therapy, Speech-Language Pathology or Psychology.

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

How to Apply: Applications must include the contact details of at least two referees; written response to the Selection Criteria outlining experiences and/or ability; and a current curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Rebecca Smith (02) 6205 0680 rebecca.smith@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Assistant Director, Project Manager

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 37133)

Gazetted: 23 December 2019

Closing Date: 6 January 2020

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures.

DSST is a fast-paced working environment with great rewards being able to see contributions to the schools being embraced. There is a large program of works which needs to be implemented swiftly with high quality.

This role will ensure projects are delivered in accordance to the WHOG standards. Ensure the priorities are managed and quality of projects are delivered in an efficient and fit for purpose manner.

You will be able to maintain and communicate the organisation's strategy for managing information, ensuring that the business processes and information required to support the implementation of the transformation projects.

You will support engagement with Directors, corporate senior leaders, service managers and external stakeholders to ensure their complex needs are understood, prioritised and incorporated into Directorate plans with progress communicated throughout the delivery process.

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You have high level leadership and financial, staff and project management skills, and a proven ability to provide strategic advice on information management, business applications, information and communication technology and online delivery utilising ITIL fundamentals and Prince2 methodology.

Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders in an Education context.

You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

Eligibility/Other Requirements:

Possession of a current driver's licence and access to a private vehicle.

This position may require a Working with Vulnerable People Check.

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

How to Apply:

In two pages or less please detail:

why you want the role;

how you meet the Selection Criteria; and

describe an achievement that you are most proud of.

A current curriculum vitae.

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Kim Peisley (02) 6207 7806 ebm.dsst@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Strategy, Design and Knowledge Management

Assistant Director

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 04442)

Gazetted: 20 December 2019

Closing Date: 19 January 2020

Details: The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

The Directorate is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Digital Strategy, Services & Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures.

DSST is a fast-paced working environment with great rewards being able to see contributions to the schools being embraced. There is a large program of works which needs to be implemented swiftly with high quality. You will have experience in managing Electronic Data & Records Management Systems (EDRMS) and the digitisation of records. You will be a trusted partner in representing the internal customer's digital and technology needs within the Directorate.

You will be able to prioritise your time, able to think outside the box and have extensive experience in the management of third-party vendors.

You will be able to maintain and communicate the organisation's strategy for managing information, ensuring that the business processes and information required to support the digitisation of the organisation's records are defined and in place.

Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders in an Education context.

You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

Eligibility/Other Requirements:

Possession of a current driver's licence and access to a private vehicle.

Permanent resident of Australia.

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

Note: This temporary position commences 3 February 2020 and is available for a period of up to 12 months with possibility of 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.

How to apply: In two pages or less please detail why you want the role; describe an achievement that you are most proud of and how you meet the Selection Criteria. Accompanying your pitch, please provide your curriculum vitae including two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Avon Dissanayake, avon.dissanayake@act.gov.au, (02) 6207 0461

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

Engagement and Executive Support

Communications

Website Administrator

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46384)

Gazetted: 19 December 2019

Closing Date: 10 January 2020

Details: An opportunity exists for a highly motivated Web Administrator to provide support to the Environment, Planning and Sustainable Development Directorate (EPSDD) Digital and Design team, within the Communications unit. The Web Administrator will be responsive and customer focused to achieve quality digital information and services for the directorate. The Web Administrator will play a key role in driving the redevelopment of the directorate's intranet using the Microsoft SharePoint 0365 platform.

Eligibility/Other Requirements: Relevant tertiary qualifications and a minimum of two years' experience working in website and/or intranet development and maintenance is preferred.

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

How to Apply: 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.

Applications should be submitted via the Apply Button now.

Contact Officer: Nicola McPhan (02) 6207 6511 nicola.mcphan@act.gov.au

Business Capability and Governance

Governance, Compliance and Legal

Legal and Integrity Services

Senior Director, Legal and Integrity Services

Senior Officer Grade A \$147,006, Canberra (PN: 46373)

Gazetted: 19 December 2019

Closing Date: 2 January 2020

Details: We are looking for an accomplished leader with a talent for strategic thinking and the vision to challenge the status quo to drive and enable continuous improvement across the Environment, Planning and Sustainable Development Directorate. The Legal & Integrity Services Team provides assurance to the Directorate via their active and professional foresight with skill and experience delivering legal policy advice and overseeing a wide range of legislative initiatives. Technical expertise in the provision of legal services to Government is important and must be supported by your success in motivating, engaging and mentoring a team of staff to achieve operational imperatives within a culture that supports professional development, collaboration and innovation.

Eligibility/Other Requirements: Mandatory qualification: Bachelor of Law.

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

How to Apply: 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 Button now.

Contact Officer: Jaime Elton (02) 6207 9151 jaime.elton@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Executive Support and Governance

Communications and Engagement Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 45789)

Gazetted: 20 December 2019

Closing Date: 10 January 2020

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Communications and Engagement Officer (Administrative Services Officer 6).

The successful applicant will develop and plan communication and stakeholder engagement activities for all ACTCS activities and will work closely with the Justice and Community Safety Directorate (JACS) media team.

Further to this, you will identify proactive opportunities to promote ACTCS initiatives among stakeholders and the wider public. You will need to be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

In addition, you will be required to develop media material including communication strategies, talking points, media releases and articles for external publications in consultation with internal and external stakeholders. This position will also have a significant role in event planning for ACTCS with a specific focus on the annual National Corrections Day.

To be successful in the role, the officer will need to be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector, academia and the public.

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 qualifications in communication, public relations or equivalent experience would be desirable. Driver's licence is essential.

How to apply: Demonstrate your experience, skills and behaviours in carrying out the duties outlined above by providing a one to two page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements, 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: Laila Kazak (02) 6207 9289 laila.kazak@act.gov.au

Emergency Services

Fleet & Procurement

Resource Centre

Air Base Operators

General Service Officer Level 7 \$63,365 - \$66,914, Canberra (PN: C11074, Several)

Gazetted: 23 December 2019

Closing Date: 6 January 2020

Details: ACT Emergency Services Agency (ESA) is looking for experienced and qualified casual Air Base Operators (ABO's) to join our team over the 2019-20 fire season. The primary role of an Air Base Operator is to mix firefighting suppressants and load these products into Large Air Tankers and Single Engine Air Tankers working from the Canberra Air base.

An Air Base Operator is often required to work 10-12 hour shifts, working through the summer months at the Canberra airport.

ESA has upcoming vacancies for casual positions at the portable air base situated on the Eastern side of Canberra Airport, opposite to the ESA headquarters. The successful applicants will be required to form part of a seven-day roster system with most of the work on weekends. Due to the nature of air operations, short notice attendance may also be required. The successful applicants will only be required to work during daylight hours consistent with air operations.

The successful applicants must be able to maintain a high degree of reliability and consistency in following instructions from the Air Base Manager and be able to work under limited supervision. These positions are required to work under tight time pressure and can be exposed to hot exhaust wash and high noise. Applicants will also be required to work outside on an open airfield exposed to the elements. Personal Protection Clothing will be provided.

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

Eligibility/Other Requirements: Possession of a current driver's licence and the ability to obtain and hold an Aviation Security Identification Card (ASIC). Must also be in possession of, and relevant experience in:

PUAFIR209 Work Safely around aircraft

PUAFIR313 Operate Aviation support equipment

Successful applicants may be subject to undertake a fitness for task assessment identical to ACT Rural Fire Service if one has not been completed in the last 12 months. (3.6km walk carrying 11kg completed in under 30mins).

Note: These positions are casual and up to the completion of the fire 2019-20 fire season. The ESA will also consider Air Base Managers (ABM) with the appropriate qualification and experience.

The successful applicants will be employed under a casual contract through the ACT Government, ACT Public Sector Infrastructure Services Enterprise Agreement 2018-2021, at the GSO 7 level \$63,365.

How to Apply: You should provide contact details of at least one referee, a current curriculum vitae and a written response, no longer than one A4 page demonstrating your Skills, Knowledge and Experience in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Button now.

Contact Officer: Jason Jones (02) 6207 8437 Jason.Jones@act.gov.au

ACT Corrective Services

Corporate Services

Work Health and Safety Advisor

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46042)

Gazetted: 20 December 2019

Closing Date: 10 January 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Work Health and Safety (WHS) Advisor.

The WHS Advisor will provide detailed interpretive advice to stakeholders and management on legislation, regulatory or policy matters relating to work health and safety matters.

The successful candidate will develop and administer a health and safety framework for all ACTCS business operations and provide technical expertise to ensure the safety and wellbeing of the organisation's employees, visitors, clients and contractors at all workplaces.

In addition, you will carry out incident and accident investigations to ensure implemented management systems are compliant with legislative and regulatory requirements.

Further to this, you will lead and coordinate WHS initiatives within ACTCS and ensure effective collaboration with the broader Justice and Community Safety WHS community for the purpose of continuous improvement and best practice.

To be successful, you will possess strong leadership and management skills, exceptional communication and interpersonal skills and an excellent knowledge of WHS legislations and best practices.

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

Eligibility/Other Requirements:

A degree or equivalent in a technical field and a minimum of a Diploma in WHS with a minimum of five years of Work Health and Safety WHS experience is highly desirable. A combination of extensive experience and up-to-date training in WHS may also be considered.

This position does require a pre-employment medical. *Please refer to the [medical check policy advice](#) and use the Work Environment Description below to inform this requirement.*

This position *does* require a National police check.

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

How to Apply: Applicants are required to submit three items: (1) a one to two page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; (2) a current resume; 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 Button now.

Contact Officer: Richard Palic (02) 6205 4465 richard.palic@act.gov.au

Legislation, Policy and Programs

Justice, Planning and Safety Programs

Senior Policy Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 39526)

Gazetted: 19 December 2019

Closing Date: 16 January 2020

Details: Legislation, Policy and Programs is seeking a motivated Senior Policy Officer to join the Justice Planning and Safety Programs group at the Senior Officer C level, to assist with progressing justice policy and reform work in relation to Aboriginal and Torres Strait Islander justice processes and programs. The team has a key role in driving the Government's justice reform agenda to reduce crime, increase public safety and strengthen communities. It also advises on and develops policy and programs in relation to all aspects of the justice system and its administration. The successful candidate will be involved in

working on a wide range of issues. These could include assisting to; develop innovative justice responses; coordinate strategies that invoke a whole of government and community approach to identify and respond to priority crime and safety concerns; and, developing policies and programs related to Aboriginal and Torres Strait Islander people. Important functions of the positions include being able to successfully promote positive relationships with key stakeholders, write for different government and community audiences and manage contracts. The successful applicant will require an in depth understanding of the issues faced by Aboriginal and Torres Strait Islander people and have experience developing/delivering services for the Aboriginal and Torres Strait Islander community. Eligibility/Other Requirements: Relevant justice related tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice related environment would be desirable. Note: This is a temporary position available for six months, with a possibility of extension up to 12 months and/or permanency.

How to Apply: Interested applicants should submit a supporting statement (no more than two to three pages) outlining practical experience and examples related to the role with reference to the five professional and behavioural capabilities, a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Kym Copeman (02) 620 53749 kym.copeman@act.gov.au

Office of the Legislative Assembly

Business Support

Security and Building Services

Senior Attendant

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 373)

Gazetted: 20 December 2019

Closing Date: 10 January 2020

The ACT Legislative Assembly is seeking an experienced security and customer service professional to fill the role of Senior Attendant. As the first point of contact, Assembly Attendants play a pivotal role in ensuring that Members, their staff, officials, visitors and public are welcomed and assisted. Under the direction of the Principal Attendant the Senior Attendant will lead the team of Assembly Attendants and assist with security operations and preparation of the Chamber. The role will also perform administrative tasks and assist the Facilities Manager as required.

Note: The duties of the position require a limited degree of manual activity and applicants should possess an appropriate level of physical fitness. Some on-call duties may be required.

Contact Officer: Marcus Clough 6205 0441 marcus.clough@parliament.act.gov.au

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

Transport Canberra and City Services

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

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

Transport Canberra

Transport Executive

Executive Assistant

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 32551)

Gazetted: 19 December 2019

Closing Date: 3 January 2020

Details: Are you looking to be part of a dynamic, fast paced team environment in a directorate that shapes our city's future? As the Executive Assistant to the Deputy Director-General of Transport Canberra and Business Services, you will be responsible for providing high-level executive and administrative support. Working closely with the Executive Officer to the Deputy Director-General, the Executive Assistant manages the smooth operation of the Office of the Deputy Director-General including diary management and maintaining efficient and effective office systems and demonstrating high quality customer service. This position requires the exercise of sound judgement, flexibility, tact and discretion. In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas, reports, briefs as well as facilitation of ministerial correspondence and provide leadership to Divisional Executive Assistants. The successful candidate will proudly demonstrate our Directorate's values; Respect, Integrity, Collaboration, Innovation, Safety and Excellence. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Submit a pitch style response of no more than two pages addressing the Selection Criteria, and a curriculum vitae including the contact details of at least two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Imogen Gambale (02) 6207 4019 imogen.gambale@act.gov.au

Transport Canberra

Transport Executive

Executive Officer

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 32510)

Gazetted: 20 December 2019

Closing Date: 3 January 2020

Details: Are you looking to be part of a dynamic, fast paced team environment in a directorate that shapes our city's future? As the Divisional Executive Officer (DEO) to the Deputy Director-General of Transport Canberra and Business Services, you will be responsible for providing strategic advice and support to the Deputy Director General (DDG) and responsible for leading the day-to-day business for Transport Canberra and Business Services including key communications, governance, financial, HR, records management and accountabilities. The DEO is also responsible for providing strategic and procedural advice on directorate and government issues, proactive identification of upcoming issues requiring the DDG's attention, support the DDG with addressing priorities and prepare complex correspondence. The role will work closely with the DDG's executive assistant to facilitate the management of the DDG's responsibilities. The successful candidate will proudly demonstrate our Directorate's values; Respect, Integrity, Collaboration, Innovation, Safety and Excellence. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or strong experience in business administration will be highly regarded for this role.

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

How to Apply: Submit a pitch style response of no more than two pages addressing the Selection Criteria, and a curriculum vitae including the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bernadette Mitcherson (02) 6205 4105 bernadette.mitcherson@act.gov.au

Suburban Land Agency

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

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

Built Form and Divestment

Built Form

Program Manager Built Form

Infrastructure Manager/Specialist 1 \$163,766, Canberra (PN: 46370)

Gazetted: 23 December 2019

Closing Date: 13 January 2020

Details: The Suburban Land Agency (SLA) is seeking applications for the role of Program Manager Built Form who will be responsible for developing, implementing, monitoring and reporting on the delivery of the SLA built form and affordable housing program.

The Program Manager Built Form will lead a small team delivering a diverse range of built form projects. The Program Manager will provide strategic direction to the team and ensure the adherence to project governance systems and procedures including reporting of projects against agreed targets is routinely undertaken.

The Program Manager Built form will champion the values of the ACT Public Services and communicate to Suburban Land Agency Executive and Board on project issues and risks and team management and performance.

The successful candidate will require knowledge and experience of project/program management, land development, building design and construction.

Eligibility/Other Requirements: A sound knowledge and understanding of the issues relating to delivery of affordable housing as well as relevant tertiary qualifications or experience deemed equivalent is highly desirable. A General Construction Induction Card (White Card) and Asbestos Awareness Card is desirable.

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

How to Apply: 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 Button now.

Contact Officer: Nicholas Holt (02) 6207 9646 nicholas.holt@act.gov.au

Management Finance

Senior Director, Commercial Finance

Senior Officer Grade A \$147,006, Canberra (PN: 44794)

Gazetted: 20 December 2019

Closing Date: 12 January 2020

Details: An exciting opportunity has become available within one of the ACT Government's most exciting agencies. This diverse role offers a unique opportunity to work in a hybrid commercial and government setting. The Suburban Land Agency is looking for a finance professional who enjoys a fast paced, dynamic environment. Working closely with the CFO you will focus on providing strategic financial and taxation advice to support the business on complex tenders, joint operations, land sales, transfers of

land and project feasibilities and modelling. To succeed in this role you will be degree and CPA/CA qualified, with experience in providing strategic financial, and taxation advice, preferably in a project or land development environment. It is essential that you have well developed communication skills with a strong focus on stakeholder management. If you are a confident professional who is capable of leading and influencing others and thrives on challenges, we would like to hear from you.

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

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

How to apply: Please submit: a “two page pitch” (maximum 1,200 words) outlining how your skills and experience align with the selection criteria for this role. Include examples where appropriate; and your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joey Lee (02) 6205 3367 joey.lee@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

Clinical Services

Acute Haemodialysis Service

Renal Unit, Division of Medicine

Clinical Nurse Consultant, Haemodialysis Service

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22155)

Gazetted: 02 January 2020

Closing Date: 3 January 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease (CKD) clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension services and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care.

The CNC of Acute Haemodialysis Service will be responsible for the care coordination of patients who are admitted to hospital and require haemodialysis during their hospitalization. The position is based in ACT and reports to the Assistant Director of Nursing (ADON) of Renal Services.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate studies relevant to the speciality field

Has a current valid driver's licence

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*.

Note:

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

Contact Officer: Anne Maguire (02) 5124 8366 anne.maguire@act.gov.au

Clinical Services

Medicine

Clinical Forensic Medical Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 23979)

Gazetted: 02 January 2020

Closing Date: 3 January 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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, Alcohol and Drug Services.

Overview of the work area and position:

CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Clinical Forensic Medical Services (CFMS) is a medical unit within CHHS and is the locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas for Clinical Forensics ACT (CFACT) (medical services to the Australian Federal Police), a contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the CHS based sexual assault service for medical care and forensic medical assessments including injury documentation for victims of domestic violence, and the 'Fitness To Drive Medical Clinic' (FTDMC). Under the direction of the CFMS Medical Director the CNC role is responsible for the provision of high-level clinical co-ordination of the CFMS services. High level quality customer service is integral with confidentiality and access to sensitive documents. The successful applicant will be required to work as part of a multidisciplinary team and provide support on the roster with on-call and call out services.

Eligibility/Other Requirements

Mandatory:

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

Ability to hold and retain an AFP Security Clearance,

Hold a current driver's licence

Qualifications in the area of sexual assault or forensic nursing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check,

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

Contact Officer: Marg McManus (02) 5124 2619 margaret.mcmanus@act.gov.au

Clinical Services

Rehabilitation and Specialty Services

Adult Mental Health Rehabilitation Unit

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 36784)

Gazetted: 02 January 2020

Closing Date: 3 January 2020

Our Vision: creating exceptional health care together

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

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

Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

Overview of the work area and position

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

Under the broad direction of the Assistant Director of Nursing (ADON), the Clinical Nurse Consultant (CNC) is responsible for provision of clinical leadership for the clinical operations of AMHRU and the maintenance of the education and therapeutic environment. The CNC plays a pivotal role in the implementation of direct clinical care and the coordination of clinical operations for key members of a busy multidisciplinary team. The CNC position also works collaboratively with the Operational Director and Clinical Director for the provision of evidence-based clinical interventions within standardised clinical processes, reporting against key performance indicators and promote a learning environment for the team.

The CNC is required to undertake professional development and supervision, participate in quality initiatives, contribute to the multidisciplinary team processes as well as provide leadership and supervision of all nursing staff.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologist, Occupational Therapist, Social Worker, Allied Health Assistants, Peer Workers, Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

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

Desirable

Post Graduate Qualifications (or equivalent) in Mental Health Nursing, or working towards.

Certificate IV in Training and Assessment, or equivalent.

Previous experience providing clinical leadership within a mental health rehabilitation setting, or similar.

Current Driver's licence.

Prior to commencing in this role:

Undergo a pre-employment National Police check.

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

Note: This is a temporary position available from 30 December 2019 to 3 July 2020. This position is full-time, Monday to Friday.

Contact Officer: Toni Cooper (02) 5124 8633 toni.cooper@act.gov.au

Canberra Health Services

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol and Drug Services

Administration Officer

Administrative Services Officer Class 2/3 \$56,689 - \$69,125, Canberra (PN: 29149)

Gazetted: 20 December 2019

Closing Date: 03 January 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

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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, Alcohol and Drug Services.

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

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

Rehabilitation and Speciality Services

- Adult Community Mental Health Services

- Adult Acute Mental Health Services

- Alcohol and Drug Services

- Child and Adolescent Mental Health Services (CAMHS)

- Justice Health Services

Overview of the work area and position

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates 6

areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

Under the direction of the manager of Administration, you will provide frontline administration support to staff supporting people with substance misuse disorder in the public health sector in accordance with current policies and procedures.

Eligibility/Other Requirements:

Desirable:

Previous experience in an Administration role

Current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for six months.

Contact Officer: Jodie Kenny (02) 5124 7967 jodie.kenny@act.gov.au

ACT Health

Communications and Government Relations

Ministerial and Government Services

Cabinet Liaison Officer

Senior Officer Grade C \$107,475 - \$115,687 , Canberra (PN: 39690)

Gazetted Date: 20 December 2019

Closing Date: 10 January 2020

Details: The Cabinet Liaison Officer (CLO) is the central point of contact between the ACT Health Directorate, the Cabinet Office, the Ministers' Office and other ACT Government directorates for Cabinet business. The CLO is responsible for coordinating Cabinet business for the health portfolios and ensuring that systems and processes are maintained to follow procedural requirements set out in the ACT Cabinet Handbook and Cabinet Paper Drafting Guide. The successful applicant will have a proven ability to build and maintain collaborative relationships, including the ability to actively manage up, have strong communication skills and sound attention to detail. This is a unique opportunity for a high performing individual to work in a dynamic office environment and make a significant contribution to managing ACT Health Directorate government business.

Eligibility/Other Requirements: Experience and understanding of ACT Government Cabinet, Assembly, and machinery of government processes would be desirable. Prior to commencement, the successful candidate will be required to undergo a pre-employment police check.

Note: This is a temporary vacancy for 9 months with a possibility for extension or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application addressing each of the Selection Criteria along with your current curriculum vitae, listing two referees and their contact details. Responses to the Selection Criteria should be limited to 300 word per criteria.

Applications should be submitted via the Apply Button now.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 vanessa.dalmolin@act.gov.au

ACT Health

Communications and Government Relations

Strategic Communications and Engagements

Senior Director

Senior Officer Grade A \$147,006, Canberra (PN: 44930)

Gazetted Date: 20 December 2019

Closing Date: 08 January 2020

Details: The ACT Health Directorate is seeking a highly skilled communications and engagement professional to join our dynamic team. The Communications Team works within the Office of the Director General, and delivers specialised services in strategic communication, campaigns, engagement strategy, media, social media, internal communications, digital and online and design services. As Senior Director of the Communications and Engagement Team you will ensure the Canberra community is well informed on public health programs, policies and services and has meaningful opportunities to inform decision making. You will possess a relentless drive to provide clear information to our community, in the way they want to receive it. You will work collaboratively across the Directorate and with our key stakeholders to ensure our community is at the centre of all communications, policy and service design and delivery. You will also enjoy working in a fast paced environment, being flexible and open to change. In leading the Strategic Communications and Engagement team, the Senior Director will also support and prioritise a positive team culture, growth and development of staff to support career development. 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: Mandatory: Undergo a pre-employment National Police check. Highly Desirable: Relevant tertiary qualifications. Significant experience managing communications and engagement teams

Note: The successful applicant will need to be available for occasional weekend and after-hours work, with access to recovery leave. The ability to work flexibly with some out of hours work is required

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 vanessa.dalmolin@act.gov.au

Clinical Services

Medicine

Medical

Diabetes Podiatrist

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 29119)

Gazetted: 02 January 2020

Closing Date: 23 January 2020

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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:

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Overview of the work area and position:

Canberra Health Services High Risk Diabetes and Endocrinology Podiatry team provide individual podiatry appointments for people with or at high risk of acute foot complications. The podiatry team are an integral part of the High-Risk Foot Multidisciplinary Group collaborating with Endocrinologists, Diabetes Nurse Educators, Diabetes Dietitians, Vascular Surgeons, Infectious Disease Specialists, Tissue Viability Nurses, Community Nurses and Orthotists to provide a team approach to care for people with complex foot conditions.

The type of services offered include: Wound/ Foot ulcer assessment and debridement, Footwear/ Offloading assessment, Diabetes foot assessment and education, General high-risk foot care.

The HP03 diabetes high risk podiatrist will be responsible to the senior diabetes high risk podiatrist of the CHS Diabetes Service. Under the direction of the senior high-risk podiatrist, you will be required to provide clinical assessment, treatment, supervision and evaluation of podiatry care to in and outpatients with diabetes and other chronic conditions.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Podiatry.

Be registered or be eligible for registration with the Podiatry Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Undergo a pre-employment National Police check.

Note: Applications from this recruitment process may be used as a merit list to fill part time and full time temporary and permanent identical positions within the next 12 years. Selection may be based on application and referee reports only.

Contact Officer: Kate Storer (02) 5124 3794 kate.storer@act.gov.au

Office of the CEO

Office of Research and Education

Clinical Trial Staff

Finance Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 18368)

Gazetted: 02 January 2020

Closing Date: 6 January 2020

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

Our Values: Reliable, Progressive, Respectful and Kind

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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 Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately one to 1000 participants. These trials are either Pharmaceutical Sponsored trials, Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council.

The Clinical Trials Unit Finance Officer provides key support to clinical research projects undertaken by the Clinical Trials Unit at Canberra Hospital. The main responsibilities of the Finance Officer will be to provide timely, accurate, high quality accounting information and support under supervision. Other responsibilities will include assistance with human resource management activities managed by the Clinical Trials Unit. Proficiency in the use of computerized information systems for financial processing, spreadsheets, word and data processing is essential.

Eligibility/Other Requirements:

Desirable:

Practical experience in the financial management of clinical trials.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary full time position available for 24 months with the possibility of extension/or permanency. The option to work part-time will be considered and the full-time salary noted above will be pro-rata. Hours of work are flexible. Selection may be based on written application and referee reports only.

Contact Officer: Katherine Johnson (02) 5124 2811 katherine.johnson@act.gov.au

Finance and Business Intelligence

Revenue and Hospital Financial Services

Visiting Medical Officer (VMO) Payments Administration Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 43234)

Gazetted: 02 January 2020

Closing Date: 8 January 2020

Details: About us

Our Vision: creating exceptional health care together

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

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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.

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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, Alcohol and Drug Services.

Overview of the Work Area and Position

Revenue and Hospital Financial Services encompasses several area including VMO auditing, Private Practice and Medical Expenses Administration, management of the Interstate Patient Travel Assistance Scheme (IPTAS) and other associated payments to Medical Specialists. The unit reports through to the CHS Chief Finance Officer (CFO).

This position will support the VMO audit officer and primarily provide back up for the Interstate Patient Travel Assistance Scheme officer. Using the Patient Administration System (ACTPAS) and clinical records (CRIS) audit invoices from Visiting Medical Officers (VMO) to ensure accuracy and compliance. Using the Purchasing System (PICS) receipt payments to be made to the VMO and send to Shared Services for payment. Calculate and prepare the quarterly superannuation payments and advices for the VMO's.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position for 14 months with the possibility of extension.

Contact Officer: Clare Crawford (02) 5124 9016 clare.crawford@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Psychologist/Social Worker/Occupational Therapist, Forensic Mental Health Services

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 20503)

Gazetted: 02 January 2020

Closing Date: 6 January 2020

Details: About us:

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

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

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

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

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

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

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position:

Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services.

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

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

FMHS Community Outreach Service (FCOS)

FMHS Court Assessment and Liaison (FCAL)

FMHS Bimberi Youth Justice Centre (FMHS BYJC)

FMHS at Alexander Maconochie Centre (FMHS AMC)

Fixed Threat Assessment Team (FTAT)

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

Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions.

Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

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

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's licence

For Psychology:

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

Must hold a current driver's licence

Highly Desirable:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note:

This position may be required to participate in overtime, on call and/or rotation roster. This is a temporary position available for 12 months.

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

Medical Services

Pathology

Haematology

Scientist, Haematology

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 30574, several)

Gazetted: 02 January 2020

Closing Date: 10 January 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

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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, Alcohol and Drug Services.

Overview of the Work Area and Position

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities. Under direction, the Scientist role is responsible for the provision of Haematology, Coagulation and Transfusion procedures. The Scientist role is a key position involved in the troubleshooting of instrumentation, monitoring of Quality Control, analysis of results, provision of blood and blood products for the Haematology laboratories at Canberra and Calvary Hospitals.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Science.

Desirable:

Previous experience working in a clinical Haematology Laboratory or similar setting.

Ability to acquire such knowledge and skills in; haematology and blood transfusion

Relevant Post Graduate qualifications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

These are temporary positions available for 10 months with the possibility of permanency. The Scientist position is required to work 24/7 shifts including night, weekends and public holidays.

Contact Officer: Kerrie Andriolo (02) 5124 2034 kerrie.andriolo@act.gov.au

Clinical Chemistry

Point of Care Testing

Point of Care Testing Scientist

Health Professional Level 2 \$66,096 - \$90,737 *(also an additional allowance of \$1,968 - \$4,661, for HPO2.5 - 2.9), Canberra (PN: 16939)

Gazetted: 02 January 2020

Closing Date: 31 January 2020

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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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 Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital.

Under the Direction of the Chief Scientist of Clinical Chemistry and Senior Scientist of PoCT the successful applicant will be responsible for ensuring day to day activities of the Point of Care Testing sub-section of the Clinical Chemistry Laboratory are efficiently run. The successful applicant will be required to undertake duties associated with performance of point of care testing across CHS including liaising with internal and external customers, training of laboratory and non-laboratory staff, coordination of EQAP/IQC, analysis of samples, maintenance of equipment, monitoring of supplies, operating PoCT IT software and participation in quality management activities.

Eligibility/Other Requirements:

Mandatory:

A science degree or equivalent relevant qualifications.

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

Desirable:

Experience in the day-day operations of PoCT devices.

Experience of the quality requirements of a laboratory.

Experience of working with IT systems for the management of Pathology devices/instrumentation.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is initially a six month contract with the possibility of permanency. Out of hours work will be required, depending on operational requirements.

*An employee in ACT Pathology who is employed as a Health Professional 2 and is on the fifth pay point through to and including Health Professional 4 on the second pay point and who meets the criteria in subclause Q16.1, will be paid an allowance. The additional allowance will be \$1,968 - \$4,661 per annum (paid in equal fortnightly instalments) for HPO2.5 - 2.9 as per the current Health Professional Enterprise Agreement 2018 – 2021.

Contact Officer: Simon Newton (02) 51242843 simon.newton@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Clinical Manager

Health Professional Level 1 \$61,986 - \$81,211, Canberra (PN: 10914)

Gazetted: 02 January 2020

Closing Date: 3 January 2020

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:

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 and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

MHJHADS 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
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

This graduate position is based in the Belconnen Mental Health Team. The Belconnen Mental Health team is a dynamic and supportive multidisciplinary team providing mental health care for people experiencing and living with mental illness in a community setting.

The team operates within standard business hours, Monday through Friday.

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

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

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

Provide optimal treatment for people in their homes and community as effective hospital diversion

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the new model of care 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 working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

Mandatory Qualifications:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

For Psychology:

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

For Social Work:

Degree in Social Work.

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

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

Other qualifications:

Current driver's licence.

Prior to commencement successful candidates will be required to:

Comply with ACT Health 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.

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

Contact Officer: Graham Twycross (02) 6205 1477 graham.twycross@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Speech Pathology

Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$53,533 - \$59,601 (up to \$61,374 depending on qualification level), Canberra (PN: 37150)

Gazetted: 02 January 2020

Closing Date: 6 January 2020

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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.

Seven 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.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Service'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 Service'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 patients, their carers and other services within and external to Canberra Health 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 at The Canberra Hospital and 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.

There are a wide variety of service delivery teams within RACC including: inpatient and community based rehabilitation, inpatient acute care of the elderly and a Transitional Therapy and Care Program.

Successful applicants may be required to work across many of these services and locations. |

Under supervision, you will provide high quality patient centred care in a variety of settings.

Responsibilities:

Under the direction and supervision of a qualified speech pathologist, the speech pathology assistant will assist and participate in the delivery of direct and indirect treatment programs designed to improve the individual's communication and swallowing ability. Programs are delivered in a hospital setting or outpatient setting and may be individual or group based. The assistant is responsible for accurate and timely reporting to the supervising speech pathologist of patient progress.

Eligibility/Other Requirements

Mandatory:

A certificate IV in Allied Health Assistance or recognized equivalent with demonstrated Speech Pathology competency.

Registration under the ACT Working with Vulnerable People Act 2011.

Hold a driver licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a part-time temporary position available for 12 months with the possibility of permanency.

This position is part-time at (18:38) hours per week and the full-time salary noted above will be pro-rata.

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

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

Clinical Services

Infrastructure and Health Support Services

UC Facility Management

Assistant Director, Contracts Management

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 46270)

Gazetted: 02 January 2020

Closing Date: 30 January 2020

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

Infrastructure and Health Support Services Group (IHSS) is responsible for the infrastructure, delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient-centric solutions across the CHS organisation.

CHS has commercial agreements with a number of facilities management and maintenance (FM) services providers, partnering with CHS to deliver infrastructure and support services that meet our vision of creating exceptional healthcare together.

The IHSS *Contracts Management Team* will employ best practice contract management principles during the operational phases of our commercial contracts. All contract management activity undertaken by

the team will align under the foundation pillars of the contract management framework, developed to directly support CHS' four strategic priorities.

University of Canberra Hospital Facilities Maintenance (UCH FM) is a section within IHSS, managing both outsourced and in-house facilities management and maintenance services to UCH. Ten distinct service lines are provided by head contractor BGIS under the UCH FM Contract, delivering a people-centred physical environment and support services that promote patient recovery and the wellbeing of all facility stakeholders.

Domestic and Environmental Services (DES) is the IHSS section that manages the contracts providing cleaning, clinical waste streams and linen services to Canberra Hospital and extended CHS sites, and the ACT Health Directorate. Together, DES and UCH FM form the combined *Contracts Management Team*. The Territory has entered into a 25-year UCH Facilities Maintenance (FM) Deed of Contract with BGIS. The FM Contract is a new approach for CHS in the delivery of integrated, non-clinical support services. The services include hard FM (building and engineering) and soft FM (hotel-type services provided directly to support clinicians and patients).

The Assistant Director, Contracts Management UCH FM works closely with the Director and Contract Managers, acting as the UCH *Principal's Authorised Person* in the Director's absence. The role will deliver people-centred outcomes that ensure that FM services are provided in accordance with applicable Standards at all times.

The Assistant Director Contracts Management will ensure that all contracted FM services support CHS Models of Care as intended, and that all patients and staff are well supported through the delivery of patient centred services.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Operational experience managing service delivery in a health services setting.

Training and/or experience in Contract Management and Administration in a health services setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Julie Wood 0414 292 119 julie.wood@act.gov.au

Clinical Services

Critical Care

Research and Service Development Unit

Research and Data Manager

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 17886)

Gazetted: 02 January 2020

Closing Date: 2 February 2020

Overview of the work area and position

The Research and Service Development Unit's (RSDU) primary objective is to support the Division of Critical Care's clinical research including associated data management, and service development project requirements. These requirements are determined primarily by the DoCC Executive Director and the DoCC Leadership Committee.

RSDU comprises of two subsections – Research and Data and Service Development. The Research and Data Team conducts and coordinates research and data activities within the scope and governance of various committees both internal and external of ACT Health. The Service Development Team plan and implement service based projects that are aligned with organisational and divisional business plans. The team undertakes service redesign and enhanced efficiency projects and provides project management support to DoCC unit based projects as required.

The Level 3 Research Co-ordinator is the manager of the Division of Critical Care Research Office and is the first line of contact for Research Sponsors and the ANZICS Clinical Trials Group. Duties include oversight of all Divisional research projects along the continuum of the projects; research approval, site preparation, Divisional education relating to research, implementation of studies, patient recruitment, data collection, data entry, data cleaning, and liaison between study groups, Investigators and Research Nurses. A large component of this job is data management which requires advanced database and computing skills.

Eligibility/Other Requirements

Mandatory

Registered as a General Nurse with the Australian Health Practitioner Regulation Agency.

Post graduate qualifications in Critical Care Nursing and/or Masters level research qualification.

Desirable

Proven experience in coordinating research in the critical care environment.

Three years recent advanced level nursing experience and two years clinical experience in a critical care specialty area.

Established skills in the use and application of databases - including the development of programs for analysis of data. The applicant will require advanced knowledge of computer applications including experience and expertise in the Microsoft Windows environment.

Note:

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

Contact Officer: Joel Doherty (02) 515 44147 joel.doherty@act.gov.au

Allied Health

Acute Allied Health Services

Nutrition

Senior Food Service Dietitian

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 31092)

Gazetted: 02 January 2020

Closing Date: 6 January 2020

Details: Our Vision: creating exceptional health care together

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Overview of the Work Area and Position

The Canberra Hospital is seeking a Senior Dietitian with keen interest and skills in food service dietetics. The Senior Food Service Dietitian will work with senior management and staff of the Nutrition Department and other clinical staff to provide guidance and support to the food service department. Knowledge of food service management systems, trends in food service delivery and high level dietetic skills are essential. This role will also assist with the management of the Special Diet Service and Infant Feeding Service. The Senior Food Service Dietitian also undertakes a team leader role for Nutrition Allied Health Assistants and Dietitians undertaking food service roles within the Nutrition Department. The successful applicant will be proactive, flexible adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements:

Mandatory:

Eligible to hold Dietitians Association of Australia Accredited Practising Dietitian credential.

Current driver's licence.

Commitment to furthering qualifications in an area/s relevant to the position as appropriate.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Note:

This is a temporary part-time position available at 18.375 hours per week and the salary noted above will be paid pro rata. This position is available from January 2020 for a period of 13 months. This is a part-time position however expressions of interest to undertake additional clinical dietetic duties to take the role to full-time will be considered. This position may be required to participate in overtime, on call, and/or rotation roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Andrew Slattery (02) 5124 2544 andrew.slattery@act.gov.au

ACT Health

Preventive and Population Health

Executive Branch Manager (Preventive Health Coordinator)

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E711)

Gazetted: 23 December 2019

Closing Date: 13 January 2020

Weeks to Close: **3**

Details: ACT Health Directorate is seeking an appropriately qualified person to fill the position of Executive Branch Manager (Preventive Health Co-ordinator).

The position offers an excellent opportunity for the right candidate to influence the health of the ACT population. To be successful in the position you will require a diverse skill set inclusive of planning, strategy and effective communication to foster and build strong relationships across the ACT health system and the non-government sector.

You will have a strong focus on values-led leadership to develop and maintain a high-performance culture, with the ability to motivate and inspire a dynamic team to develop, lead and implement government programs, priorities and commitments.

Remuneration: The position attracts a remuneration package ranging from \$236,451 to \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

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

How to Apply: Interested candidates should submit an application addressing the ACT Public Service Executive Capabilities and a current curriculum vitae including the contact details of two referees. *Applications should be submitted by the Apply Now button below.*
Contact Officer: Alan Philp (02) 6205 1854 alan.philp@act.gov.au

Calvary Health Care ACT (Public)

Critical Care

RN - Transition to Critical Care Program

RN1.year 2-year- 8 \$70,625-\$90,814, Canberra (PN: several)

Gazetted: 23 December 2019

Closing Date: 12 January 2020

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

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

Reference Number: 11185

Contact Officer: Rachel Longhurst 02 6201 6099 rachel.longhurst@calvary-act.com.au

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

Office of the Legislative Assembly

Senior Attendant

Business Support

Building and Security

Closing Date: 10 January 2020

Administrative Services Officer Class 3 \$64,230 - \$69,125 (PN: 373)

The ACT Legislative Assembly is seeking an experienced security and customer service professional to fill the role of Senior Attendant.

As the first point of contact, Assembly Attendants play a pivotal role in ensuring that Members, their staff, officials, visitors and public are welcomed and assisted. Under the direction of the Principal Attendant the Senior Attendant will lead the team of Assembly Attendants and assist with security operations and preparation of the Chamber. The role will also perform administrative tasks and assist the Facilities Manager as required.

Note: The duties of the position require a limited degree of manual activity and applicants should possess an appropriate level of physical fitness. Some on-call duties may be required.

Contact Officer: Marcus Clough on marcus.clough@parliament.act.gov.au or (02) 6205 0441

Applications should be submitted via the Apply Now button below.

APPOINTMENTS

Canberra Institute of Technology

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

Richard Schuler 848-82206, Section 68(1), 1 January 2020

Teacher Level 1 \$75,442 - \$100,661

Kerrie-Anne Thurkettle 848-81748, Section 68(1), 20 December 2019

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Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$64,230 - \$69,125

Jenna Boles 863-12311, Section 68(1), 23 December 2019

Administrative Services Officer Class 3 \$64,230 - \$69,125

Christina Creasey 858-77310, Section 68(1), 23 December 2019

Information Technology Officer Class 1 \$69,125 - \$78,687

Sebastien Fox 858-60762, Section 68(1), 20 December 2019

Administrative Services Officer Class 3 \$64,230 - \$69,125

Ian McCrae 863-44647, Section 68(1), 23 December 2019

Administrative Services Officer Class 3 \$64,230 - \$69,125

Kaitlin McDonald 863-44604, Section 68(1), 1 January 2020

Administrative Services Officer Class 3 \$64,230 - \$69,125

Deion Moten 858-72288, Section 68(1), 23 December 2019

Administrative Services Officer Class 3 \$64,230 - \$69,125

Inge Pieterse 863-12303, Section 68(1), 23 December 2019

Administrative Services Officer Class 3 \$64,230 - \$69,125

Matthew Sasso 863-44639, Section 68(1), 23 December 2019

Community Services

Senior Officer Grade A \$147,006

Michelle Waterford 846-92592, Section 68(1), 18 December 2019

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Education

Senior Officer Grade C \$107,475 - \$115,687

Hieu Nguyen 862-70553, Section 68(1), 18 December 2019

Senior Officer Grade B \$126,577 - \$142,494

Rosamaria Pelle 858-30141, Section 68(1), 19 December 2019

Administrative Services Officer Class 6 \$85,394 - \$97,732

Stephanie Riddell 858-78452, Section 68(1), 24 December 2019

Environment, Planning and Sustainable Development

Park Ranger 2 \$71,309 - \$77,212

Patrick Harvey 848-64403, Section 68(1), 24 December 2019

Administrative Services Officer Class 6 \$85,394 - \$97,732

Paulina Young 858-76422, Section 68(1), 23 December 2019

Health

Specialist Level 1- 5 \$164,470 - \$202,960 Shahroz Khan, 86375099 Section 68(1), 3 February 2020

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Justice and Community Safety

Correctional Officer Class 1 \$60,694 - \$72,377

Faina Bariesheff 863-12784, Section 68(1), 17 December 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Brendan Brophy 863-12717, Section 68(1), 17 December 2019

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

Jennifer Cole-Virtue 863-12223, Section 68(1), 23 December 2019

Legal 2 \$135,195 - \$140,752

Wilhelmena Corby 844-02153, Section 68(1), 23 December 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Tobias Franks 863-12709, Section 68(1), 17 December 2019

Correctional Officer Class 1 \$60,694 - \$72,377

Brendan Morton 863-12872, Section 68(1), 17 December 2019

Administrative Services Officer Class 5 \$79,253 - \$83,888

Sarah Sunderland 863-44508, Section 68(1), 16 December 2019

Correctional Officer Class 1 \$60,694 - \$72,377

David Wiseman 863-12741, Section 68(1), 17 December 2019

Transport Canberra and City Services

Bus Operator - Training \$69,746

Dilawar Singh 863-42967, Section 68(1), 7 December 2019

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Canberra Health Services

Registered Midwife Level 1 \$67,984 - \$90,814

Anna Baroulina 863-44882, Section 68(1), 23 December 2019

Registered Nurse Level 1 \$67,984 - \$90,814

Judy Best 846-99532, Section 68(1), 26 December 2019

Registered Nurse Level 1 \$67,984 - \$90,814

Lavinia Ma'u -Pohiva 845-02672, Section 68(1), 26 December 2019

Health Professional Level 2 \$66,096 - \$90,737

Samantha Scott 859-53483, Section 68(1), 2 January 2020

Enrolled Nurse Level 1 \$60,837 - \$64,999

Chloe Vandermaat 859-51103, Section 68(1), 26 December 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Eileen McEntee: 853-41874

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Community Services

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 32513) (Gazetted 13 October 2019)

Margaret McKay: 773-40396

From: Senior Officer Grade A \$145,048

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$145,048

Chief Minister, Treasury and Economic Development, Canberra (PN. 19058) (Gazetted 25 October 2019)

Catherine Morris: 853-46624

From: Senior Officer Grade C \$107,475 - \$115,687

Community Services

To: Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 41798) (Gazetted 18 October 2019)

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Canberra Health Services

Anna Davis: 741-03854

From: Administrative Services Officer Class 4 77,212

Canberra Health Services

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Canberra Health Services, Canberra (PN. 02943) (Gazetted 21 November 2019)

ACT Health

Selina Hardwicke: 848-87509

From: Classroom Teacher \$71,113 - \$106,448

Education

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

ACT Health, Canberra (PN. 27112) (Gazetted 27 September 2019)

PROMOTIONS

Canberra Institute of Technology

Technology and Design

Graphics, Entertainment, Media and Music

Dylan Hill: 785-80869

From: Technical Officer Level 3 \$73,974 - \$83,600

Canberra Institute of Technology

To: Technical Officer Level 4 \$85,394 - \$97,732

Canberra Institute of Technology, Canberra (PN. 45213) (Gazetted 13 November 2019)

Chief Minister, Treasury and Economic Development

Chief Minister

Office of the Chief Digital Officer

ACT Data Analytics Centre

Erin-Claire Barrow: 846-92402

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

Community Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 40122) (Gazetted 24 September 2019)

Shared Services ICT

Business Application Management

Education ICT

Jennifer Cashmore: 846-70887

From: Information Technology Officer Class 2 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 17954) (Gazetted 01 January 2000)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Commercial Services and Infrastructure

ACT Property Group

Estate and Procurement Management

Andrew De Boni: 793-07469

From: Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development, Canberra (PN. 16581) (Gazetted 7 November 2019)

Shared Services

Payroll and HR Systems

Payroll

Deepika Khemchandani: 821-05470

From: Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development, Canberra (PN. 37170) (Gazetted 18 November 2019)

Access Canberra

Projects, Governance and Support

Workforce Capability Team

Bonnie Montagner: 783-11976

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 05514) (Gazetted 14 November 2019)

Access Canberra

Construction and Utilities Branch

Building Investigations Team

Adam Pascoe: 796-49389

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 40367) (Gazetted 6 November 2019)

Procurement ACT

Goods and Services

Sourcing and Supply

Carla Udvardi: 853-29429

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 11176) (Gazetted 22 October 2019)

Access Canberra

Projects, Governance and Support

Workforce Capability

Kerrie Wilmot: 858-53124

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

Environment, Planning and Sustainable Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39272) (Gazetted 18 October 2019)

Community Services

Housing ACT

Executive Government and Engagement

Kathryn Boljkovac: 795-66719

From: Senior Officer Grade C \$107,475 - \$115,687

Community Services

To: †Senior Officer Grade B \$126,577 - \$142,494

Community Services, Canberra (PN. 43931) (Gazetted 22 August 2019)

Education

School Performance and Improvement

Tuggeranong Network

Gilmore Primary School

Christine Dean: 785-58071

From: Health Professional Level 3 \$93,346 - \$98,359

Education

To: †Health Professional Level 4 \$107,475 - \$115,687

Education, Canberra (PN. 41911) (Gazetted 25 November 2019)

School Performance and Improvement

South and Weston Network

Narrabundah Early Childhood School

Amy Fletcher: 787-6096

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 16307) (Gazetted 22 November 2019)

School Performance and Improvement

Belconnen Network

UC Senior Secondary College, Lake Ginninderra

Janine Lancaster: 835-33389

From: School Assistant 2 \$48,205 - \$53,228

Education

To: †Administrative Services Officer Class 4 \$71,309 - \$77,212

Education, Canberra (PN. 22740) (Gazetted 26 August 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.

Service Design and Delivery

Student Engagement

Muliyon - Flexible Education

Joseph Lloyd: 824-51867

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 45602) (Gazetted 14 November 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.

School Performance and Improvement

Tuggeranong

Namadgi School

Natasha Milewski: 833-45986

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

ACT Health

To: †Senior Officer Grade C \$107,475 - \$115,687

Education, Canberra (PN. 19560) (Gazetted 11 November 2019)

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Melissa Traynor: 843-25952

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 15917) (Gazetted 12 November 2019)

Environment, Planning and Sustainable Development

Business, Governance and Capability

People and Capability

People Services

Corrina Howarth: 787-53029

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Education

To: †Senior Officer Grade C \$107,475 - \$115,687

Environment, Planning and Sustainable Development, Canberra (PN. 15225) (Gazetted 25 March 2019)

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Justice and Community Safety

ACT Government Solicitor

Government Law

Adele Banks: 835-90279

From: Legal 1 \$61,785 - \$124,436

Justice and Community Safety

To: †Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety, Canberra (PN. 45441) (Gazetted 26 June 2019)

ACT Corrective Services

Custodial Operations

AMC Administration

Susan Loftus: 858-71269

From: Administrative Services Officer Class 3 \$64,230 - \$69,125

Justice and Community Safety

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Justice and Community Safety, Canberra (PN. 09749) (Gazetted 20 November 2019)

Suburban Land Agency

Program Solutions

Community Development and Engagement

Zoe Sanderson: 853-55248

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Suburban Land Agency, Canberra (PN. 17114) (Gazetted 6 November 2019)

Canberra Health Services

Clinic Services

Mental Health

Sarah Norman: 844-75344

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 40847) (Gazetted 17 October 2019)

Canberra Hospital and Health Services

Brooke O'Brien: 853-63707

From: Administrative Services Officer Class 2 \$56,689 - \$62,598

Canberra Health Services

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Canberra Health Services, Canberra (PN. 02247) (Gazetted 21 November 2019)

Canberra Hospital and Health Services

Raymond Tjong: -

From: Health Professional Level 2 \$66,096 - \$90,737

Canberra Health Services

To: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 12353) (Gazetted 14 November 2019)

Canberra Hospital and Health Services

Carly Vesela: 827-49727

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Canberra Health Services

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Canberra Health Services, Canberra (PN. 43235) (Gazetted 2 May 2019)

Canberra Hospital and Health Services

Timothy Wolf: 853-51976

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 36233) (Gazetted 17 October 2019)

ACT Health

Health Systems, Policy and Research

Centre for Health and Medical Research

Executive

Emily Beltrami: 831-23224

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Community Services

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

ACT Health, Canberra (PN. 45376) (Gazetted 23 October 2019)

Corporate

Corporate and Governance

Freedom of Information Unit

Aleksandra Pond: 792-44429

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Justice and Community Safety

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

ACT Health, Canberra (PN. 39813) (Gazetted 19 December 2019)

Major Projects Canberra

Infrastructure Delivery Partners

Commercial

Clinton Harvey: 817-45337

From: Infrastructure Officer 2 \$85,498 - \$98,365

Major Projects Canberra

To: †Senior Officer Grade B \$126,577 - \$142,494

Major Projects Canberra, Canberra (PN. 24284) (Gazetted 18 October 2019)