



# ACT Government Gazette

## Gazetted Notices for the week beginning 28 May 2020

### VACANCIES

#### Chief Minister, Treasury and Economic Development

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

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

#### **Economic Development**

#### **Innovation, Industry and Investment**

#### **Industry and Investment**

#### **Senior Officer Grade B \$126,577, \$142,494, Canberra (PN: 47485)**

Gazette Date: 29 May 2020

Closing Date: 5 June 2020

Details: The Economic Development Division is seeking an experienced candidate for the position of Director within Innovation, Industry and Investment. The successful applicant will have experience managing economic development programs and activities as well as an in-depth understanding of the ACT Government Economic Development priorities. As a Director, you will need to have excellent leadership and communication skills and have a demonstrated ability to manage competing priorities, working with people across different levels.

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 6 months with the possibility of extension up to 12 months. A merit pool will be established from this recruitment process to fill future similar vacancies

over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; including your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Kelly (02) 6205 8602 [Sean.Kelly@act.gov.au](mailto:Sean.Kelly@act.gov.au)

## **Economic Development**

### **VisitCanberra**

#### **Digital Officer, Canberra and Region Visitors Centre (CRVC)**

#### **Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 43424)**

Gazette Date: 29 May 2020

Closing Date: 12 June 2020

Details: VisitCanberra is seeking an experienced and dynamic Digital Officer to oversee the operation of the digital devices and content including the reservation system at the Canberra and Region Visitors Centre (CRVC). Working in a small and passionate team this role will provide you with the opportunity to demonstrate your exceptional skills in online reservation systems, digital content management systems, Adobe Photoshop and other propriety software. The person we are seeking will have strong analytical skills and a high level of accuracy and attention to detail in addition to excellent knowledge of Canberra and tourism products. You will also need demonstrated communication skills to foster excellent working relationships with internal and external suppliers and stakeholders.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Note: This is a temporary position available for a period of eleven months with the possibility of extension and/or permanency.

How to Apply: Applicants must submit a current curriculum vitae including details of work history and a response to the selection criteria. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Salmon (02) 6205 0661 [Michael.Salmon@act.gov.au](mailto:Michael.Salmon@act.gov.au)

## **Shared Services**

### **Customer Engagement Services Branch**

#### **Education ICT**

#### **Education ICT Support Officer**

#### **Information Technology Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 36863)**

Gazette Date: 29 May 2020

Closing Date: 12 June 2020

Details: Your day will consist of acting as the intermediary between the Education Directorate, Shared Services technical teams, project teams and vendors regarding, purchasing, licensing, packaging, testing, upgrading and compatibility of software applications requested by the Education Directorate, Central office and ACT Public Schools.

If this sounds like the job for you, the Customer Engagement Services Branch is seeking a highly motivated, suitably experienced person to support Information and Communication Technology (ICT) initiatives and provide advice on ICT Software and Licencing related matters to the Education Directorate. The successful applicant will work in conjunction with technical, operational and service areas of Shared Services in coordinating the Software Contract and Licensing management, including negotiation with

vendors and clients and assisting with and following up procurement processes and software packaging requests for the Education Directorate and ACT public Schools.

You will be required to provide Software and Licensing support services to the Education Directorate relating to the use of information and communication technologies, including policy implementation, software, network access services, business requirements and advice on procedural matters.

The successful applicant will provide advice on current and future directions in the use of information and communication technologies including understanding and disseminating the business needs of clients, promoting the use of contracted products and services and assisting clients to find suitable business solutions. You will work autonomously and within a busy team environment, a proven ability to manage priorities and personal workload is essential.

Eligibility/Other Requirements:

Knowledge of the ITIL framework would be highly advantageous

Knowledge of, or the proven ability to quickly acquire knowledge in the use of the ITSM tool (Service Now) or equivalent and access management tools.

Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated skills, experience, knowledge and behaviour in relation to the duties, responsibilities and capabilities listed in the Position Description.

Please submit the following:

A three page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

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

Contact Officer: Jennifer Cashmore (02) 6207 6615 [Jennifer.Cashmore@act.gov.au](mailto:Jennifer.Cashmore@act.gov.au)

## **Corporate**

### **People and Capability**

#### **Employee Relations and Injury Management**

##### **HR Advisor, Injury Management**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 37022)**

Gazette Date: 3 June 2020

Closing Date: 17 June 2020

Details: Are you interested in genuinely helping people? Do you believe in the health benefits of good work? Do you have a desire to achieve return to work outcomes? If yes, then we'd like to hear from you.

We are looking for a highly motivated, industrious professional who can communicate with influence, have a person-centric approach and enthusiastically work with others to identify solutions to overcome barriers and achieve outstanding rehabilitation and return to work outcomes.

As a HR Advisor in the Employee Relations and Injury Management Team, you will work closely with the Assistant Director, Injury Management to support managers and injured workers in relation to workers compensation, injury management and return to work. A primary function of this role will be supporting and promoting established ACTPS early intervention and injury response processes.

You will need to demonstrate empathy, critical thinking and resilience, and have a proven record of exercising sound judgment and considered decision-making in complex and sensitive situations. You will have excellent skills in stakeholder engagement, as your ability to establish and maintain strong, productive relationships with internal and external stakeholders is essential.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Experience in workers' compensation, injury management, claims or liability management is desirable.

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

How to Apply: Applicants should submit a response of no more than three pages addressing the Selection Criteria, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christopher Watkins (02) 6207 8796 [Christopher.Watkins@act.gov.au](mailto:Christopher.Watkins@act.gov.au)

#### **Partnership Services**

#### **Customer Support Services**

#### **Service Desk**

#### **Service Delivery Officer**

#### **Information Technology Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 14348)**

Gazette Date: 3 June 2020

Closing Date: 17 June 2020

Details: Shared Services Partnership Services Group is currently looking for a highly motivated individual with experience in providing first level technical support, mentoring, as well as experience in providing on-site support. You will have a strong customer service and team focus including dedication to staff skills 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:

An ACT Government CMTEDD Baseline clearance is required for this position.

Driver's licence is essential.

This position does not require a Working with Vulnerable People Check.

Note: This a temporary position for three months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should submit their application in the form of a pitch writing against the technical and behavioural capabilities keeping to a limit of two pages. Please also attach a currently curriculum vitae along with contact details of two referees. Any questions about the role or the vacancy should be directed to the Contact Officer.

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

Contact Officer: Matthew Davis (02) 6207 9719 [Matthew.Davis@act.gov.au](mailto:Matthew.Davis@act.gov.au)

## **Community Services**

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

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

### **Inclusion and Participation**

#### **Office for Disability**

##### **Assistant Director Disability Justice**

##### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 56048)**

Gazette Date: 3 June 2020

Closing Date: 19 June 2020

Details: The Office for Disability is leading, along with partners in Justice and Community Safety Directorate, the implementation of the Disability Justice Strategy. We are seeking a highly motivated, committed and skilled applicant to form part of the team progressing better outcomes for people with disability in engagement with the justice 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: Tertiary qualifications in a Human Services discipline are highly desirable. Educational, suitability and professional qualification checks may be carried out prior to employment.

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. This position may be required to work afterhours, on-call and on weekends in accordance with Enterprise Agreement provisions.

How to Apply: The online application form requires a written response and a curriculum vitae to be provided as a minimum. Referee reports, copies of qualifications, licences etc. will be requested if required. There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

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

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

### **Corporate Services**

#### **People Management Branch**

##### **Change Project Officer**

##### **Administration Service Officer 6 \$85,394 - \$97,732, Canberra (PN: 44528)**

Gazette Date: 27 May 2020

Closing Date: 10 June 2020

Details: We are seeking a Change Project Officer assist the Directorate in preparing for to the new Activity Based Working (ABW) office environment in 2020. We are looking for someone who likes to engage and help understand employee views. You will drive change through implementing innovative solutions to meet directorate needs around people, technology, environment and process improvements. With strong project management, analytical and change management skills the successful applicant will work as part of a small team to prepare the Directorate for an ABW style of working. We need someone who can liaise with various stakeholders to assist in the distribution of accurate information regarding the ABW practices and processes. The ideal candidate is someone who is passionate about helping others and building positive relationships with those around them both internal and external stakeholders and is driven to achieve results. The ACT Public Service supports workforce diversity and is committed to creating an

inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Note: This is a temporary position available for six months with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. How to Apply: Applicants are required to submit their curriculum vitae and address each Selection Criteria in writing, not exceeding two pages. Applications should be submitted via the Apply Now button below. Contact Officer: Alison Hallett (02) 6207 5128 [Alison.Hallett@act.gov.au](mailto:Alison.Hallett@act.gov.au)

## **Inclusion and Participation**

### **Office for Disability**

#### **Assistant Director Office for Disability**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 38970)**

**Gazette Date:** 28 May 2020

**Press Date:** 2 June 2020

**Closing Date:** 16 June 2020

Details: We are seeking a highly motivated and skilled professional to back fill a maternity leave position at the Office for Disability. The successful applicant will have demonstrated experience in the development and implementation of policy and programs that enhance outcomes and inclusion of people with disability. Key activities of the role include working to implement national disability policy in the ACT, contributing to national and cross government work and implementing grants programs and community engagement activities.

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

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

How to Apply: The online application form requires a written response and a curriculum vitae to be provided as a minimum. Referee reports, copies of qualifications, licences etc. will be requested if required. There is a limit of 10MB and 10 documents per application in the online application.

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

Contact Officer: Clare Pascoe (02) 6205 0003 [Clare.Pascoe@act.gov.au](mailto:Clare.Pascoe@act.gov.au)

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

## **Education**

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

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

### **Office for School**

#### **Network - South Weston**

#### **Narrabundah Early Childhood School**

#### **Deputy Principal**

**School Leader B \$143,046, Canberra (PN: 25278)**

Gazette Date: 3 June 2020

Closing Date: 17 June 2020

Details: Narrabundah Early Childhood School is seeking a dynamic, motivated School Leader to join our team to deliver excellent results and with particular expertise in developing pedagogical practice and curriculum knowledge in others. The successful applicant will lead with integrity, courage and purpose to build trusting respectful relationships with colleagues, students and families across the school. Duties include, but are not limited to:

Lead and manage student well-being and disability education across the school with a focus on inclusion.

Lead educators through coaching and mentoring practices to ensure high quality performance.

Share accountability to improve student outcomes through promoting, reinforcing and communicating the school vision, goals and improvement strategies.

Lead the use of evidence-based practices to improve pedagogy, assessment and reporting outcomes aligned to the Australian Curriculum and The Early Years Learning Framework.

Lead the preschool team and all associated work, including leading Communities of Practice.

Demonstrate commitment to implementing a whole school approach to Positive Behaviours for Learning.

Demonstrate outstanding skills in connecting with the whole school community.

Undertake an appropriate teaching load as determined by the principal.

The successful applicant will lead teams in Professional Learning Communities and actively coach educators as part of a collaborative team and support student wellbeing across the school. Our school operates as a Positive Behaviour Learning School (PBL) with a focus on collaboration, data, evidence-informed practices and high levels of learning for all students. Potential applicants should have demonstrated understanding and ability to use the Australian Curriculum and Early Years Learning Framework (EYLF) to inform high quality educational programs. This SLB role has a teaching load.

Eligibility/Other Requirements:

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

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

How to Apply: Applicants are to provide a current curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Dixon (02)6142 3828 Julie.Dixon@ed.act.edu.au

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

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Monash School**

#### **School Leader - Small Group Program**

#### **School Leader C \$122,856, Canberra (PN: 02274)**

Gazette Date: 3 June 2020

Closing Date: 17 June 2020

Details: Monash School is seeking a highly motivated, dynamic and innovative School Leader C to lead our small group program. The school has a strong focus on inclusion, with all LSU students in mainstream classes and accessing small group learning to support their individual needs. The program is highly flexible and differentiated to meet the individual needs of students. The successful applicant will also provide leadership in disability education, whilst mentoring classroom teachers to implement inclusive practices across the school. They will also lead teachers to plan for the academic, social and emotional



development of students with a range of complex and additional needs. Strong communication skills and the ability to build and maintain strong and meaningful relationships with staff, students and families will be vital to the position.

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

**Eligibility/Other Requirements:**

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

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

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

How to Apply: Please complete a written statement (no more than five pages) addressing the job description and the five areas of professional practice in the School Leader Capability Framework. A current curriculum vitae and at least two referees should also be provided.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Todd McCoy (02) 6142 1660 [Todd.McCoy@ed.act.edu.au](mailto:Todd.McCoy@ed.act.edu.au)

## **School Performance and Improvement**

### **South / Weston network**

#### **Farrer Primary School**

##### **Deputy Principal**

##### **School Leader B \$143,046, Canberra (PN: 04009)**

Gazette Date: 3 June 2020

Closing Date: 17 June 2020

Details: Farrer Primary School is looking for a dynamic, motivated School Leader B to join our team. The successful applicant will lead with integrity, courage and purpose to build trusting respectful relationships with colleagues, students and families across the school. The successful applicant will:

Share accountability to improve student outcomes through promoting, reinforcing and communicating the school vision, goals and improvement strategies.

Lead the use of evidence-based practices to improve pedagogy, assessment and reporting outcomes aligned to the Australian Curriculum and The Early Years Learning Framework.

Lead and manage student well-being and disability education across the school with a focus on inclusion; use a coaching and mentoring model to build staff capacity.

Demonstrate commitment to implementing a whole school approach to Positive Behaviours for Learning;

Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students; and demonstrate outstanding skills in connecting with the whole school community.

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

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



Applications should be submitted via the Apply Now button below.

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: Liz Wallace (02) 61420860 [Liz.Wallace@ed.act.edu.au](mailto:Liz.Wallace@ed.act.edu.au)

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Erindale College**

#### **School Leader - Maths Science and IT Academy**

#### **School Leader C \$122,856, Canberra (PN: 02786)**

Gazette Date: 04 June 2020

Closing Date: 18 June 2020

Details: Erindale College is a unique complex located in the Tuggeranong Network which provides quality education to students in Years 11 and 12 with a small Year 10 cohort. Erindale College has embraced the visible learning approach to allow our teachers to become evaluators of their impact on student learning. This strategy aligns with the college's evidence based approach to inform decisions that meet our two key priority areas:

Enable all students to achieve a minimum of one year's growth for one year's learning.

Students graduate college with a strong sense of personal wellbeing and learning dispositions that prepare them for successful transition beyond college.

Erindale College is seeking a dynamic, enthusiastic and suitably qualified leader School Leader C for the Mathematics, Science and IT Academy. An ability to teach senior secondary Physics is desirable, but not essential for the role.

The successful applicant will have demonstrated:

Proven effective instructional school leadership and leading of learning.

Deep pedagogical knowledge.

Understanding of coaching and mentoring and professional learning communities as strategies to support teacher capability development.

Proven written and oral communication and organisational skills.

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

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

Applications should be submitted via the Apply Now button below.

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: Jessie Atkins (02) 6142 2977 [Jessie.Atkins@ed.act.edu.au](mailto:Jessie.Atkins@ed.act.edu.au)

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Erindale College**

#### **School Leader - Pedagogy and Learning Systems**

#### **School Leader B \$143,046, Canberra (PN: 04131)**

Gazette Date: 4 June 2020

Closing Date: 18 June 2020

Details: Erindale College is a unique complex located in the Tuggeranong Network which provides quality education to students in Years 11 and 12 with a small Year 10 cohort. Erindale College has embraced the visible learning approach to allow our Teachers to become evaluators of their impact on student learning. This strategy aligns with the college's evidence based approach to inform decisions that meet our two key priority areas:

Enable all students to achieve a minimum of one year's growth for one year's learning.

Students graduate college with a strong sense of personal wellbeing and learning dispositions that prepare them for successful transition beyond college.

Erindale College is seeking an innovative, agile leader to join the senior executive team as the School Leader B Pedagogy and Learning Systems.

The successful applicant will have demonstrated:

Contribution to strategies to support achievement of whole school strategic goals, including annual action planning

Coordination of baseline testing and communication and distribution of data to whole staff

Coordination of the development and implementation of curriculum, pedagogy and assessment plan to meet the needs of all learners.

Implementation of action research cycles with a specific focus on the analysis of data, focused on student growth and progress

Supporting professional learning communities with a focus on coaching and mentoring and instructional leadership

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

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

Applications should be submitted via the Apply Now button below.

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: Jessie Atkins (02) 6142 2977 [Jessie.Atkins@ed.act.edu.au](mailto:Jessie.Atkins@ed.act.edu.au)

## **Business Services**

### **People and Performance**

#### **Wellbeing Officer**

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 42220)**

Gazette Date: 28 May 2020

Closing Date: 11 June 2020

Details: The ACT Education Directorate is committed to ensuring safe, supportive work environments for teachers, managers, administrative and support staff in schools and in the Education Support Office.

When workplace illness or injury occurs, we want to ensure the best outcomes for staff. The Wellbeing Officer will:

Provide support to stakeholders in the areas of Injury Management, Work Health Safety and early intervention services.

Review RiskMan (reporting system) incidents to ensure that duty holders have completed the relevant sections, corrective actions and reporting responsibilities.

In working closely with the Work Health Safety and Wellbeing Team and HR Business Partner Teams, you will contact injured workers to offer assistance and support.

Administer Work Health and Safety and Risk Management systems and processes.  
Provide and support reporting and trend analysis to assist in wellbeing initiatives for the Directorate.  
Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorates Work Health and Safety system.

Eligibility/Other Requirements:  
Demonstrated WHS and/or Injury Management experience and knowledge specific to mental health and wellbeing.  
Tertiary qualifications or relevant experience in applying mental health first aid and/or counselling, social worker or similar are desirable.  
Demonstrated knowledge in WHS legislative compliance is highly desirable.  
The ability to work in partnership with other teams and business units to create appropriate approaches to address psychological and wellbeing concerns and initiatives.  
Ability to communicate, influence and negotiate effectively as well as providing guidance to senior leaders, HR stakeholders and external stakeholders.  
Experience in psychological risk identification is highly regarded.

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

How to Apply: Applicants should provide a copy of your current curriculum vitae and responses against the Selection Criteria located in the Position Description. Further information may be obtained from the Contact Officer.

Applications should be submitted via the Apply Now button below.  
Contact Officer: Jess Jopling (02) 6207 1982 [Jess.Jopling@act.gov.au](mailto:Jess.Jopling@act.gov.au)

## **Service Design and Delivery**

### **Digital Strategy, Services and Transformation**

#### **Assistant Director, Branch Communications and Support**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 42894)**

Gazette Date: 29 May 2020

Closing Date: 12 June 2020

Details: This is a critical leadership position that has an influential role in representing the customer's digital and technology needs within the Directorate and will be actively involved in all facets of the branches communication and support processes. The role is central to facilitating the smooth running of the Branch by co-ordinating and managing Ministerial, Executive and Customer correspondence and responses from the Branch. The role will also support Branch performance reporting and monitoring to report to the Executive.

Eligibility/Other Requirements:

Highly Desirable:

Possession of a current drivers licence and access to a private vehicle

Degree qualification in related field or equivalent experience

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

How to Apply: In two pages or less tell us:

why you want the role;

what you would bring to the role and what you would get out of it; and  
describe an achievement that you are most proud of.

Applicants are also asked to provide:

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 Now button below.*

Contact Officer: Amie Corrigan (02) 6205 1310 [SDDRecruitment@act.gov.au](mailto:SDDRecruitment@act.gov.au)

## **School Performance and Improvement**

### **Belconnen Network**

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

##### **Executive Assistant**

##### **School Assistant 4 \$65,487- \$70,910, Canberra (PN: 47848)**

Gazette Date: 29 May 2020

Closing Date: 12 June 2020

Details: UC Senior Secondary College Lake Ginninderra is seeking a highly motivated and experienced Executive Assistant.

The successful applicant will undertake a variety of executive support responsibilities, primarily at the direction of the Principal.

The successful applicant will also support the Business Manager in day-to-day activities, undertake secretariat duties, prepare and publish public communications, assist in the management of school events, and support the whole-school administrative function.

The successful applicant will possess excellent communication skills, have experience in supporting a team of executive staff, and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements:

Mandatory

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

Highly Desirable

Knowledge of school operations

Current First Aid Certificate

Note: This is a temporary position available immediately until 31 December 2020 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your response of no more than two pages and no less than 11pt font addressing the Selection Criteria, together with your curriculum vitae and names of two referee.

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

Contact Officer: Claire Gasteen (02) 6142 0222 [Claire.Gasteen@ed.act.edu.au](mailto:Claire.Gasteen@ed.act.edu.au)

## **Business Services**

### **People and Performance**

#### **Assistant Director Injury Liaison**

##### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 42214)**

Gazette Date: 2 June 2020

Closing Date: 16 June 2020

Details: The ACT Education Directorate is committed to ensuring safe, supportive work environments for teachers, managers, administrative and support staff in schools and in the Education Support Office.

When workplace illness or injury occurs, we want to ensure the best outcomes for staff.

The Assistant Director Injury Liaison plays an integral role in helping facilitate the safe and early return to meaningful work for injured workers through effective communication with all relevant parties.

The main focus of this role is to:

Provide case management liaison support for workers compensation claims and provide day to day injury management support and advice to staff across the Directorate on all matters relating to workers compensation, early intervention, workplace rehabilitation, return to work services and fitness for duty assessments.

Liaise with stakeholders and managers to proactively identify and facilitate return to work opportunities for workers compensation and non-compensation employees, and provide advice to the Chief Minister, Treasury, Economic Development Directorate (CMTEDD) Injury Management Team regarding these opportunities.

Arrange return to work and/or workplace re-integration meetings with all relevant parties to ensure an effective transition of the worker to the workplace.

Eligibility/Other Requirements:

Experience in Injury Management Programs and Return to Work in a large complex working environment. Fundamental knowledge of the Workers Compensation and Work Health Safety Legislative Framework and supporting regulations and codes.

Effective interpersonal, teamwork and leadership skills including the ability to consult and negotiate on sensitive human resource and WHS matters.

Highly developed written and oral communication skills including the ability to prepare reports, analyse information and data and negotiate, influence and liaise with key stakeholders on complex injury management matters.

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

How to Apply: Applicants should provide a copy of your current curriculum vitae and responses against the Selection Criteria located in the Position Description. Further information may be obtained from the Contact Officer.

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

Contact Officer: Anthony Goodwin (02) 6205 4539 [Anthony.Goodwin@act.gov.au](mailto:Anthony.Goodwin@act.gov.au)

## **School Performance and Improvement**

### **Belconnen Network**

#### **Canberra High School**

#### **School Leader - Arts and Languages Faculty**

#### **School Leader C \$122,856, Canberra (PN: 31897)**

Gazette Date: 4 June 2020

Closing Date: 18 June 2020

Details: Canberra High School is looking for a school leader who can:

Be an instructional leader of a dynamic Arts and Languages faculty.

Lead the embedding of challenging and innovative curriculum programs and pedagogy using reflective practices.

Support the Leadership team to actively develop and achieve whole school strategic goals.

Establish and model highly effective, respectful and nurturing relationships with all members of the school community including staff, parents, students, and external providers.

Strategically lead whole school responsibilities with initiative and the school values in mind.

Maintain and manage the diverse Arts and Languages budgets, resources and staffing.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People

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

Note: The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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

Applications should be submitted via the Apply Now button below.

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: Samara Chisholm (02) 6142 0800 [Samara.Chisholm@ed.act.edu.au](mailto:Samara.Chisholm@ed.act.edu.au)

## **Business Services**

### **People and Performance**

#### **Classroom Teacher**

**Classroom Teacher \$71,113.00 - \$106,448.00, Canberra (PN: CT, Various)**

Gazette Date: 2 June 2020

Closing Date: 17 June 2020

**WHY NOT CREATE YOUR FUTURE IN CANBERRA?**

The ACT Education Directorate wants to hear from all interested: Early Childhood, Primary, Secondary, College and Specialist School Classroom Teachers

Great Pay, Supportive conditions - Teach in Canberra

Well-Funded, Well Planned, Well Resourced

We have an excellent education system, from pre-school and primary school through to high school and college. Become part of a welcoming, caring and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies.

Early Childhood, Primary, Secondary, College and Specialist School Classroom Teachers

The ACT Education Directorate (the Directorate) is looking for classroom teachers, who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students. The improved lifestyle that comes with living in Canberra won't be the only benefit from your move. Your teaching career will also benefit from a change to the Bush Capital, with great access to professional development, secondments onto projects and face to face networking opportunities, our geographically compact nature means we can deliver more to our Teachers.

The Directorate is seeking teachers across all sectors and areas of specialisation, in particular we have current vacancies in the following areas:

Arts and Technology (Dance, Drama, Music, Photography, Technology, Woodwork)

Disability Education (all sectors and specialist schools)

Early Childhood

Information Technology

Languages (all sectors)

Mathematics (secondary)

Outdoor Education (secondary)

Physical Education (all sectors)

Primary

Science (secondary)

Secondary English and HASS

Eligibility/Other Requirements:

A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

Current Professional Teacher registration with the ACT Teacher Quality Institute

Current Working with Vulnerable People registration

Australian citizenship and/or permanent residency status

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

How to Apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers (above). Your two-page statement does not need to address each individual standard above, 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 Now button below.

Contact Officer: Wally Arndt (02) 6207 3046 [wally.arndt@act.gov.au](mailto:wally.arndt@act.gov.au)

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

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

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

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

#### **Suburban Land Agency**

##### **Finance Valuations and Systems**

##### **Finance**

##### **Director, Management Accounting**

**Senior Officer B \$126,577 - \$142,494, Canberra (PN: 36974)**

Gazette Date: 29 May 2020

Closing Date: 12 June 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 to join the Finance, Systems and Valuations team.

The Director, Management Accounting is a leadership role having carriage of the Management Accounting team. Reporting to the Financial Controller, the Director, Management Accounting is responsible for all financial aspects of our development projects. This includes preparing, reviewing and analysing project budgets and operating results in relation to costs, budgets and return on investment. The position is responsible for monitoring and forecasting project cash flow and consolidation of project financials. To succeed in this role, it is essential that the candidate has 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 full membership of CPA Australia or Chartered Accountants Australia and New Zealand is preferred. Selection may be based on application and referee reports only. Applications may be used to create a merit list for future recruitment. 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.



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 "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 which should be no longer than three pages.

This position will be employed under the ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Callaghan (02) 6207 6872 [Lauren.Callaghan@act.gov.au](mailto:Lauren.Callaghan@act.gov.au)

## **Environment**

### **Resilient Landscapes**

#### **ACT Healthy Waterways**

##### **Data Analyst**

**Professional Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 47792)**

Gazette Date: 29 May 2020

Closing Date: 26 June 2020

Details: The position of data analyst will report to the Manager, Water Science, Monitoring and Modelling. The position sits within the ACT Healthy Waterways team and will work with numerous teams in the Environment Division and external organisations.

The Data Analyst will provide expert advice and analytical support to primarily citizen science programs that are supported by the ACT Government.

The successful candidate will possess skills and experience in:

Data analysis, developing and implementing experimental designs for environmental science research and/or citizen science programs.

Presentation and interpretation of data, including graphical presentation of data and reporting of results to a wide range of audiences.

Communicating scientific concepts and information across a wide range of stakeholders

Eligibility/Other Requirements:

A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the duties of the position. A current driver's licence.

Note: This is a temporary part-time position available until 30 June 2023, with possibility of extension and/or permanency. This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danswell Starrs (02) 6207 7032 [Danswell.Starrs@act.gov.au](mailto:Danswell.Starrs@act.gov.au)

## **ACT Health**

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

**Office of the Director-General**

**Communications and Government Relations**

**Assistant Director, Ministerial and Coordination**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 29643)**

Gazette Date: 3 June 2020

Closing Date: 17 June 2020

Details: The position of Assistant Director Ministerial and Coordination is part of a small team that provides operational and strategic support to the health Ministers' Offices and the ACT Health Directorate Executives and staff to manage ministerial, Assembly and Cabinet business for the ACT Health Directorate. This officer will be primarily responsible for managing the day-to-day operations of the ministerial and coordination team, maintaining quality control of written material produced by the Directorate for the Director-General and Ministers, and coordinating regular reports on the Directorates' performance against ministerial requests. The successful applicant will have experience in leading high performing teams, strong communication skills with an ability to build and maintain collaborative relationships, and sound attention to detail. This is a great opportunity for a motivated candidate who enjoys a fast-paced environment to make a significant contribution to how ministerial and intergovernmental matters are coordinated for the ACT Health Directorate.

Eligibility/Other Requirements: Knowledge of ACT Government's ministerial and government processes will be highly regarded. Knowledge and experience in administering HPE Content Manager will also be highly desirable. Prior to commencement, the successful candidate will be required to undergo a National Police check.

Note: This is a temporary position available from August 2020 for a period of up to 12 months.

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

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

Contact Officer: Chadia Rad (02) 5124 6216 [Chadia.Rad@act.gov.au](mailto:Chadia.Rad@act.gov.au)

**Digital Solutions Division**

**Future Capability and Governance**

**Senior Technical Project Manager**

**Senior Information Technology Officer Grade B \$126,577 - \$142,494, Canberra (PN: 29826)**

Gazette Date: 2 June 2020

Closing Date: 16 June 2020

Details: Are you a project manager that's up for a challenge? Do you have a certificate in shepherding the delivery of projects, even the ones that feel like you need to climb the Kokoda Trail? Do you want to work with a team of absolute rock stars in ICT Infrastructure and contribute to the delivery of ICT Core networking infrastructure, Critical and Noncritical systems and the operational commissioning of new and refurbished health facilities and make a difference to the community? The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our ICT Infrastructure program of work within a healthcare environment. You will manage the design, planning, installation and operational commissioning of all thing's ICT for new and refurbished ACT public health facilities. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

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

The implementation and support of the Digital Health Strategy,  
Management of technology services and projects,  
The development and implementation of a performance reporting framework,  
Statutory and intergovernmental reporting requirements,  
Management of the relationship and services delivery by technology vendors including Shared Services ICT,  
Development, implementation and maintenance of technology policies and procedures, and  
Information management and information security.  
delivery of ICT infrastructure for new and refurbished health facilities  
Note: This is a temporary position available for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.  
How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager, and one other a client of your project management services.  
Applications should be submitted via the Apply Now button below.  
Contact Officer: Mark Moerman (02) 5124 9339 Mark.Moerman@act.gov.au

## **Health Systems, Policy and Research**

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

#### **Legal Policy**

##### **Legal Policy Officer**

**Senior Officer Grade C \$107,475, \$115,687, Canberra (PN: 46892)**

Gazette Date: 02 June 2020

Closing Date: 09 June 2020

Details: The Legal Policy team within Policy, Partnerships and Programs provides legal policy support on health policy and mental health policy, as well as providing support to the Aboriginal and Torres Strait Islander Partnerships Team. The Legal Policy team is currently working on projects across the Mental Health Act 2015; Mental Health (Secure Facilities) Act 2016; Health Act 1993 and the Health Records (Privacy and Access) Act 1997.

The Legal Policy team is looking for a suitably qualified Policy Officer to work flexibly across a range of short and long term projects, with a particular focus on legislative review. The ideal candidate will have practical legal experience, a sound policy background and experience with legislative reviews. The successful applicant will work as part of a small but highly motivated team to deliver on directorate priorities.

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

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

A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification and Practical Legal experience is highly desirable.

Experience working with the Mental Health Act 2015; Mental Health (Secure Facilities) Act 2016; Health Act 1993 and the Health Records (Privacy and Access) Act 1997 would be highly regarded.

Experience working in a social policy setting would be highly regarded but is not essential.

Note: This a temporary position available immediately for a period of three months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide an Expression of Interest outlining their suitability for the role of no more than two pages, a curriculum vitae including the names of two professional referees.

Applications should be submitted via the Apply Now button below.  
Contact Officer: Jennifer Newman (02) 5124 9290 [Jennifer.Newman@act.gov.au](mailto:Jennifer.Newman@act.gov.au)

**Office of the Director General  
Communications and Government Relations  
Strategic Communication and Engagement  
Content Strategist  
Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 34455)**

Gazette Date: 2 June 2020

Press Date: 4 June 2020

Closing Date: 18 June 2020

Details: The ACT Health Directorate Strategic Communication and Engagement Team is looking for an experienced Content Strategist to fill a vacancy for a period of one year.

The ACT Health Strategic Communication and Engagement Team delivers specialised services in strategic communication; campaigns; engagement strategy; media; social media; internal communication; digital, online and design.

We ensure the Canberra community is well informed on public health programs, policies and services, and has meaningful opportunities to inform decision making. We are a future focused and high performing team that delivers communication content, campaigns and strategies to help improve the health of our community.

The Content Strategist is an important role, and works collaboratively across our strategic communication, media, digital and design teams. The Content Strategist is responsible for the day to day management of ACT Health's social media channels, and helps guide the strategy that underpins written, video and graphical content across both external and internal channels.

To be successful in this role you will be an expert at copywriting and editing. You will be experienced at generating quality, engaging written and visual content that supports business objectives. You will have an ability to see the big picture and a passion for telling great stories.

Eligibility/Other Requirements:

Highly Desirable:

Tertiary qualifications in communications and marketing, social media/digital communication, journalism, public relations or similar; or equivalent professional experience.

Previous experience working in a content/social strategy role.

Mandatory:

To undergo a pre-employment National Police check

Note: This is a temporary position available from 17 August 2020 until 15 August 2021. 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: To apply for this role, please submit your curriculum vitae and a statement of claims of no more than two pages addressing the Selection Criteria located in the Position Description.

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

Contact Officer: Merryn Jelbart (02) 5124 9469 [Merryn.Jelbart@act.gov.au](mailto:Merryn.Jelbart@act.gov.au)

**Justice and Community Safety**

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

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

**Community Safety  
Security and Emergency Management  
Secretariat Officer**

**Administration Services Officer 6 \$85,394 - \$97,732, Canberra (PN: 14862)**

Gazette Date: 3 June 2020

Closing Date: 17 June 2020

Details: The Security and Emergency Management Branch (SEMB) is primarily responsible for the development and coordination of strategic security and emergency management policy matters for the ACT Government. It is looking for a suitably experienced officer to undertake the Secretariat Officer role. The Secretariat Officer is responsible for the delivery of secretariat services to several Whole of Government senior level security and emergency management committees and will track the work of the Committees, including drafting and distributing agendas, agenda papers, action items and minutes as appropriate.

These committees include:

Security and Emergency Management Senior Officials Group

Security and Emergency Management Policy Group.

Security and Emergency Management Committee of Cabinet.

Coordinator-General's Group.

ACT Countering Violent Extremism Steering Committee.

The successful applicant will require highly developed administrative, written, organisational, time management skills and an ability to develop and maintain productive working relationships and networks.

Eligibility/Other Requirements: This position is a designated security assessed position. The successful application must possess or acquire and maintain a Negative Vetting 1 security clearance. An understanding of the security and emergency management governance arrangements of the Commonwealth and ACT Governments would be a distinct advantage.

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

How to Apply: Applicants for the position should submit a one-two page 'pitch' that provides evidence of your suitability for the role by including examples that clearly demonstrate relevant Skills, Knowledge and Behavioural Capabilities as required. A curriculum vitae should also be attached, and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hart (02) 6207 3067 David.Hart@act.gov.au

**Legislation, Policy and Programs  
Liquor, Racing and Gaming Policy  
Senior Policy Officer**

**Senior Officer Grade C/Senior Officer Grade B \$107,475 - \$142,494, Canberra (PN: 42589)**

Gazette Date: 2 June 2020

Closing Date: 16 June 2020

Details: Legislation, Policy and Programs is seeking a motivated and engaged person to join the Liquor, Racing and Gaming Policy Team. Our team develops policy, legislation and regulation and delivers government initiatives for liquor, racing and gaming in the ACT. If you have demonstrated your ability to develop complex government policy and legislation and to implement government initiatives, you could be the person we're looking for. Demonstrated high-level communication, collaboration and stakeholder management skills are essential. Experience in supporting government boards and committees would be an advantage.

Eligibility/Other Requirements:

Demonstrated capacity to design and deliver significant legislation and policy outcomes.

Demonstrated capacity to identify relevant information, undertake analysis and provide timely and appropriate advice.

Demonstrated high-level communication, collaboration and stakeholder management skills.

Experience with legislation, policy, government and parliamentary processes.

Demonstrated ability to manage competing and changing priorities.

Demonstrated capacity to produce high quality work with minimal supervision, within deadlines.

Legal qualifications and experience are highly desirable but not essential.

Experience in supporting government boards and committees would be an advantage.

Note: This is a temporary vacancy available immediately until 19 March 2021, with the possibility of extension. This position will be filled at either the SOGC or SOGB level, dependant on the skills and experience of the successful applicant. 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 should submit a one-two page pitch that outlines specific evidenced-based examples of your past experience to demonstrate your ability to undertake this role, together with a copy of your current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Perks (02) 6207 5192 [Danielle.Perks@act.gov.au](mailto:Danielle.Perks@act.gov.au)

## **ACT Government Solicitor**

### **Practice Leader**

#### **Government Solicitor 4 \$177,307 - \$196,909, Canberra (PN: 37020, several)**

Gazette Date: 3 June 2020

Press Date: 3 June 2020

Closing Date: 17 June 2020

Details: Applications are invited for experienced lawyers with exceptional technical, leadership and relationship skills as Practice Group Leaders.

The ACT Government Solicitor (ACTGS) is a diverse legal practice offering broad opportunities for professional growth. Reporting to the Executive Group Manager, Legal Practice, these roles contribute to ensuring responsive service delivery of practice areas and are integral to ensuring that the interests of the Territory, its Ministers and agencies are protected.

The roles provide excellent opportunity for senior experienced practitioners who are seeking to contribute to the profession and government legal practice. Applicants will have demonstrated experience in successfully leading teams and will have significant professional expertise in complex practice areas such as: commercial transactions, litigation including personal injury, employment law, procurement and regulation.

If you are an experienced practitioner seeking to expand your experience to government legal practice these roles may be of interest.

Further information can be found on the ACTGS website at [www.actgs.act.gov.au](http://www.actgs.act.gov.au).

Eligibility/Other Requirements: Applicants must be admitted with at least five plus years post-admission experience as a solicitor.

Note: Successful applicants must be available to commence in their new role within six weeks of acceptance of offer. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a four page pitch demonstrating their ability and experience to perform the role including the behavioural capabilities. The behavioural capabilities can be found in the Position Description.

Applications should also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Kristin Leece (02) 6207 0966 [Kristin.Leece@act.gov.au](mailto:Kristin.Leece@act.gov.au)

**ACT Corrective Services**

**Corporate Services**

**People and Culture**

**Kronos Scheduler**

**Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 47805)**

Gazette Date: 2 June 2020

Closing Date: 16 June 2020

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the role of Kronos Scheduler within the People and Culture Unit.

As the functional subject matter expert for Kronos, the successful applicant will be responsible for the end-to-end scheduling process and maintaining the Kronos Time and Attendance system for ACTCS. You will also take the lead on the roll out of new and improved functionality in KRONOS.

In addition to being the key point-of-contact for the Rosters team, you will have oversight of the team's activities and direct supervision of staff. You will be required to provide advice, respond to queries relating to the rostering process, maintain a working knowledge of relevant industrial agreements and agency specific policies and procedures and resolve Kronos system issues and process flaws to ensure data integrity.

Further to this, in collaboration with business end users, you will develop appropriate training materials and deliver training to the user community and other team members.

The successful applicant will demonstrate strong administrative and technical capabilities and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

**Eligibility/Other Requirements:**

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

High degree of Kronos technical expertise including V7 and V8 will be well regarded.

Demonstrated computer literacy with experience in the use of Windows based computer applications.

This position does require a pre-employment medical.

How to Apply: To apply, applicants are required to submit three items: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; 2) a current curriculum vitae ; and 3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

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

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

**Transport Canberra and City Services**

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

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

**City Services**

**Place Management**

**Sports Ground Maintenance Officers**

**General Service Level Officer 3/4 \$50,373 - \$55,009, Canberra (PN: 47812, several)**

Gazette Date: 3 June 2020

Closing Date: 17 June 2020



Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community. Sport and Recreation Facilities is a dynamic and responsive business unit which provides sporting and recreation services for the community. The General Services Officer, Level 3/4 is responsible for working as part of a team of employees engaged in Turf maintenance and cleaning operations of Government Sports Ground Facilities. 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:

Some knowledge in Turf Management, Green Keeping or Horticulture is an advantage.

Preparedness to wear a uniform and to work anywhere in the ACT. This may also involve working alone operating equipment.

Driver's licence (C-class) and to obtain a Medium ridge truck licence within 12 months of your appointment.

Ability to undertake the physical requirements of the tasks listed above and ability to lift weight up to 20 to 25 kg.

Workplace Health and Safety Induction (White Card).

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: Please provide a response to the criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dave Mann (02) 6207 5143 [dave.mann@act.gov.au](mailto:dave.mann@act.gov.au)

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

## **City Services**

### **Place Management**

### **Sport and Recreation Facilities**

#### **Technical Officer**

#### **Technical Officer Level 2 \$63,365, \$72,560, Canberra (PN: 20797, several)**

Gazette Date: 29 May 2020

Closing Date: 12 June 2020

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

Sport and Recreation Facilities is a dynamic and responsive business unit which provides sporting and recreation services for the community. The Technical Officer Level 2 is responsible for leading and working as part of a team of employees engaged in Turf maintenance and cleaning operations of Government Sports Ground Facilities.

We are looking for people who are interested in being placed on a temporary backfill register to undertake the role of the Technical Officer Level 2. Developing a register enables us to access appropriately skilled and experienced individuals at short notice for acting opportunities.

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

Eligibility/Other Requirements:

Certificate in Turf Management, Green Keeping or Horticulture and demonstrated experience

Preparedness to wear a uniform and to work anywhere in the ACT. This may also involve working alone operating equipment.

Drivers licence (C-class) with the ability to obtain a Medium ridge truck licence within 12 months of commencement.

Ability to undertake the physical requirements of the tasks listed above and ability to lift weight up to 20 to 25 kg

Workplace Health and Safety Induction (White Card)

Note: These are temporary positions available for a period of 12 months. Opportunities will be offered on a temporary basis ranging from a few weeks up to 12 months depending on the business needs and requirements. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. It is highly recommended that you contact the Contact Officer to obtain additional information about the role and your application.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and one page pitch addressing the Selection Criteria, setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dave Mann (02) 6207 5143 [Dave.Mann@act.gov.au](mailto:Dave.Mann@act.gov.au)

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

### **Chief Operating Officer Group**

#### **TCCS Finance**

#### **Finance Business Partnering**

#### **Resource Access Manager**

#### **Finance Business Partner**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 00640)**

Gazette Date: 28 May 2020

Closing Date: 11 June 2020

Details: The Transport Canberra and City Services Directorate is seeking an experienced finance manager to join the finance business partnering team to perform a range of budgeting, forecasting, reporting and stakeholder support functions. To be successful, you will be stakeholder focussed, have excellent communication skills, and have demonstrated experience in public sector accrual accounting, including budgeting, forecasting, reporting and the provision of complex financial advice and support.

Eligibility/Other Requirements: CPA or CA qualifications or progress toward gaining these qualifications, while not essential, is highly desirable.

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

How to Apply: Please submit a two-page maximum statement of claims outlining your Skills and Experience taking into account the Selection Criteria and Position Description and a current curriculum vitae.

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

Contact Officer: Gary Spencer (02) 6207 6339 [Gary.Spencer@act.gov.au](mailto:Gary.Spencer@act.gov.au)

### **Canberra Health Services**

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

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

**Adult Community Mental Health Services**

**Therapist**

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

**Canberra (PN: 43845)**

Gazette Date: 28 May 2020

Closing Date: 9 June 2020

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

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

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

The Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

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

The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

Eligibility/Other Requirements:

For Psychology

Mandatory:

Hold General Registration with the Psychology Board of Australia.

Minimum of three years (ideal five years) post qualification.

Desirable:

Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor.

Current driver's licence.

For Social Work

Mandatory:

Degree in Social Work.

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

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

Minimum of 3 years (ideal 5 years) post qualification.

Desirable:

Current driver's licence.

Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy

Mandatory:

Hold registration with the Occupational Therapy Board of Australia.

Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA).

Minimum of three years (ideal five years) post qualification.

Desirable:

Current driver's licence.

Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note: This is a part-time temporary position available for five months at 29.4 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Nikki O'Dwyer (02) 5124 1750 [nikki.odwyer@act.gov.au](mailto:nikki.odwyer@act.gov.au)

## **Pharmacy**

### **Medicine**

#### **Lead Pharmacist Cancer Services**

**Pharmacist Level 4 \$107,475- \$115,687, Canberra (PN: 24088)**

Gazette Date: 29 May 2020

Closing Date: 16 June 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, Alcohol and Drug Services.

Overview of the work area and position:

The Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

Under the broad direction of the Deputy Director of Pharmacy (Clinical), the Lead Pharmacist for Cancer Services will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide leadership, management, and coordination of the clinical pharmacy services to the Cancer Services provided through Canberra Health Services including the Canberra Region Cancer Centre and The Canberra Hospital. This position will also include advanced clinical, education, research and quality improvement roles. This will be done in alignment with the SHPA Standard of Practice in Oncology and Haematology for Pharmacy Services.

The position holder will also integrate into the CHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

Eligibility/ Other Requirements:

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

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (preferably supported by the development of an Advance Pharmacist Practice Portfolio).

Significant experience of working within the area of haematology/oncology

Highly Desirable:

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

Membership of a professional organisation linked to the area of specialty (e.g. Clinical Oncology Society of Australia (COSA), ISOP, HOPA etc)

Research experience and/or publication in peer reviewed journals.

Project management and management experience.

Current Driver's licence.

Prior to commencement successful candidates may 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: Temporary position for 12 months with possibility of extension and/or permanency. This position could involve working across multiple CHS sites.

Contact Officer: Hamed Lane (02) 5124 2203 [hamed.lane@act.gov.au](mailto:hamed.lane@act.gov.au)

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

### **Justice Health Services**

#### **Social Worker, Secure Mental Health Services**

**Health Professional Officer 3 \$93,346.00 - \$98,359.00 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 37372)**

Gazette Date: 4 June 2020

Closing Date: 11 June 2020

Our Vision: creating exceptional health care together

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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 Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce.

The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. The Social Worker will have an understanding of issues related to care and rehabilitation of patients with moderate to severe mental illness and complex comorbid issues including trauma, psychosocial disadvantage, substance use, personality disorder, and criminal offending.

To be successful in this role you will have a sound understanding of the legislation relevant to forensic mental health and be able to communicate effectively with relevant government and non-government agencies engaged with the public mental health system.

The Social Worker is responsible for promoting client outcomes through the provision of high-quality clinical services across both acute and rehabilitation settings and by collaborative working in a multidisciplinary team. Justice Health's inpatient services provide intensive social work services to patients across three units on two sites at Symonston and Bruce.

**Eligibility/Other Requirements:**

**Mandatory:**

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.

Minimum of three years (ideal five years) experience post qualification

**Desirable**

Previous experience in mental health service or forensic/custodial service.

Previous experience in an inpatient mental health facility.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with CHS credentialing requirements for allied health.

Note: This is a temporary part-time position available for six months with the possibility of extension and/or permanency at 25 hours per week. The full-time salary noted above will be paid pro-rata.

Contact Officer: Camille Falkiner (02) 6205 1551 [camille.falkiner@act.gov.au](mailto:camille.falkiner@act.gov.au)

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

### **Graduate Nurse Holding Pool**

#### **Registered Nurse Transition to Practice Program 2021**

#### **Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 19821, several)**

Gazette Date: 4 June 2020

Closing Date: 5 July 2020

Our Vision: creating exceptional health care together

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

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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

Canberra Health Services invites applications from Graduate Registered Nurses for the February, April and May 2021 Transition to Practice Program (TTPP)

Canberra Health Services (CHS) offers a 12-month, structured program that provides a supportive framework for registered nurses during their first year of clinical practice.

We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of reliable, progressive, respectful and kind.

Positions will be offered on a permanent full-time or part-time basis to assist registered nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse.

The 12-month program will incorporate at least two six month rotations through clinical areas or 12 months within a speciality.

Eligibility/Other Requirements:

Mandatory:

Completed/will complete a Bachelor of Nursing Degree between December 2019 and June 2021

Registered or eligible to register as a registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement

Current driver's licence for Community placements (if allocated)

Permanent Resident of Australia or an Australian Citizen. This includes New Zealand citizens.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

For more information on this position and how to apply "click here"

Contact Officer: Helen Cutler (02) 5124 7957 [helen.cutler@act.gov.au](mailto:helen.cutler@act.gov.au)

## **Surgery**

### **Preadmission Clinic**

#### **Pre-admission Clinic Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 23684)**

**Gazette Date:** 4 June 2020

**Closing Date:** 12 June 2020

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

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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

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Pre-Admission Clinic provides pre-operative health assessments for patients undergoing surgery. As a Registered Nurse you will work autonomously, in collaboration with the surgical and Anaesthetic team to ensure the patient is in optimal health prior to surgery and is well prepared for their admission and for discharge.

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Flexibility and Initiative to be able to work effectively within a multidisciplinary team to meet patient's needs.

Strong analytical and problem solving skills

Organisational skills with a high degree of motivation

High level communication skills with a focus on providing good customer service to people who access the service

#### Eligibility/Other Requirements:

##### Mandatory:

Applicants must currently hold Registered Nurse registration with the Australian Health Practitioner Agency (AHPRA).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

##### Note:

This position is part-time at 32 hours per week (0.84 FTE, 4 days/week Monday - Friday with no set days) and the full-time salary noted above will be pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months.

*For more information on this position and how to apply "click here"*

Contact Officer: Nicole Larkin (02) 5124 2601 [nicole.larkin@act.gov.au](mailto:nicole.larkin@act.gov.au)

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

### **Graduate Nurse Holding Pool**

#### **Registered Nurse Transition to Practice Program 2021**

#### **Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 19821, several)**

Gazette Date: 4 June 2020

Closing Date: 5 July 2020

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We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of reliable, progressive, respectful and kind.

Positions will be offered on a permanent full-time or part-time basis to assist registered nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse.

The 12-month program will incorporate at least two six month rotations through clinical areas or 12 months within a speciality.

#### Eligibility/Other Requirements:

##### Mandatory:

Completed/will complete a Bachelor of Nursing Degree between December 2019 and June 2021

Registered or eligible to register as a registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement

Current driver's licence for Community placements (if allocated)

Permanent Resident of Australia or an Australian Citizen. This includes New Zealand citizens.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

*For more information on this position and how to apply "click here"*

Contact Officer: Helen Cutler (02) 5124 7957 [helen.cutler@act.gov.au](mailto:helen.cutler@act.gov.au)

#### **Finance and Business Intelligence**

#### **Health Information Services**

#### **Clinical Documentation Specialists**

#### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 40876, several)**

Gazette Date: 4 June 2020

Closing Date: 9 June 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 focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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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

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive Officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and Health Information Services.

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

Clinical Documentation Specialists (CDS) are responsible for:

The implementation of the Clinical Documentation Program at Canberra Health Services.

Ensuring the day to day operations meet the agreed goals of the Clinical Documentation Program.

Providing mentorship, education and support to Clinical Documentation Nurses working within the Program.

Acting as an intermediary between clinical coders and clinicians to identify deficiencies in the clinical record that directly impact the clinical coding process and patient outcome data.

#### Eligibility/Other Requirements:

##### Mandatory:

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

Formal Clinical Documentation Improvement Specialist training with at least one year experience in a public tertiary hospital.

##### Desirable:

Strong broad-based clinical knowledge and understanding of pathology/physiology of disease processes and related procedures

Excellent critical thinking skills

Working knowledge of reimbursement system and coding structures

High level computer skills (MS Office) with demonstrated experience in collecting and managing data

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

##### Note:

There is a total of 1.6 FTE available which will be filled across multiple positions. Permanent full-time (38 hours) and part-time will be considered. Selection may be based on written application and referee reports only.

*For more information on this position and how to apply "click here"*

Contact Officer: Dianne Ramadan (02) 5124 3242 [Dianne.S.Ramadan@act.gov.au](mailto:Dianne.S.Ramadan@act.gov.au)

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

### **Graduate Nurse Holding Pool**

#### **Registered Nurse Transition to Practice Program 2021**

#### **Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 19821, several)**

Gazette Date: 4 June 2020

Closing Date: 5 July 2020

Our Vision: creating exceptional health care together

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

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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**

Canberra Health Services invites applications from Graduate Registered Nurses for the February, April and May 2021 Transition to Practice Program (TTPP)

Canberra Health Services (CHS) offers a 12-month, structured program that provides a supportive framework for registered nurses during their first year of clinical practice.

We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of reliable, progressive, respectful and kind.

Positions will be offered on a permanent full-time or part-time basis to assist registered nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse.

The 12-month program will incorporate at least two six month rotations through clinical areas or 12 months within a speciality.

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

##### **Mandatory:**

Completed/will complete a Bachelor of Nursing Degree between December 2019 and June 2021

Registered or eligible to register as a registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement

Current driver's licence for Community placements (if allocated)

Permanent Resident of Australia or an Australian Citizen. This includes New Zealand citizens.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

*For more information on this position and how to apply "click here"*

Contact Officer: Helen Cutler (02) 5124 7957 [helen.cutler@act.gov.au](mailto:helen.cutler@act.gov.au)

## **Medical Services**

### **Executive Director Medical Services**

### **Credentialing and Scope of Clinical Practice Officer**

#### **Administration Service Officer 4 \$71,309 – \$77,212, Canberra (PN: 23851)**

Gazette Date: 4 June 2020

Closing Date: 17 June 2020

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Our Values: Reliable, Progressive, Respectful and Kind

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

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

Overview of the work area and position:

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

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 18 months with a possibility of extension.

*For more information on this position and how to apply "click here"*

Contact Officer: Sally Cuff (02) 5124 7231 [sally.cuff@act.gov.au](mailto:sally.cuff@act.gov.au)

### **ACT Pathology**

#### **Hematology**

##### **Supervising Scientist Transfusion, Hematology**

#### **Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 47216)**

Gazette Date: 4 June 2020

Closing Date: 3 July 2020

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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 Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to Medical Specialists and General Practitioners and their patients in hospital and in the community.

Under broad direction from the Laboratory Manager / Chief Scientist, you will provide a key role in the day to day management of the Transfusion section of the laboratory at The Canberra Hospital and Calvary Public Hospital. This will include training and development of staff, management of resources, evaluation and implementation of new diagnostic platforms, overseeing NATA RCPA technical requirements, KPI monitoring, investigation of difficult transfusion cases, investigation of complex transfusion testing, quality control monitoring, maintaining manuals, supervision of the branch laboratory and other duties as directed.

Eligibility/Other Requirements:

Mandatory:

A degree in Medical Laboratory Science or equivalent.

Desirable:

Minimum of 10 years' experience working in a diagnostic Haematology Laboratory with high level knowledge and understanding of Transfusion services.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

There is a requirement to work out of routine hours, on-call, occasional nights, weekends, public holidays and work at the Calvary Laboratory.

*For more information on this position and how to apply "click here"*

Contact Officer: Kerrie Andriolo (02) 5124 2835 [Kerrie.Andriolo@act.gov.au](mailto:Kerrie.Andriolo@act.gov.au)

## **Division of Medicine**

### **Neurology**

#### **Clinical Operations Manager, Neurology**

#### **Senior Officer Grade A \$147,006, Canberra (PN: 47009)**

Gazette Date: 4 June 2020

Closing Date: 17 June 2020

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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

Canberra Hospital and Health Services Neurology Department offers specialist Neurology consultation and Clinical Neurophysiological testing for patients of the ACT and surrounding region in both inpatient and outpatient settings. The occupant of position will provide strategic direction, planning and leadership in a multidisciplinary program and in particular manage and implement recommendations from the Neurology Cultural Diagnostic Review, in particular the review of EEG program with the provision of regular reports to the Executive Director, Division of Medicine (DoM).

Eligibility/Other Requirements:

Tertiary qualifications or equivalent in health or a related discipline and eligibility for membership of the appropriate professional organisation is highly desirable.

Hold a current driver's licence.

Desirable: Postgraduate qualifications in a management field are highly desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

*For more information on this position and how to apply "click here"*

Contact Officer: Jacqui Taylor (02) 5124 3826 [Jacqui.H.Taylor@act.gov.au](mailto:Jacqui.H.Taylor@act.gov.au)

## **Acute Allied Health Services**

### **Physiotherapy**

#### **Physiotherapist**

**Health Professional 2 \$66,096 - \$90,737, Canberra (PN: 24257, several)**

Gazette Date: 4 June 2020

Closing Date: 18 June 2020

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Overview of the Work Area and Position

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This position rotates across inpatient and specialised outpatient services. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient care.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

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

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Physiotherapy.

Be registered (or eligible for registration) with the Physiotherapy Board of Australia.

At least one year of full-time equivalent work experience as a physiotherapist.

Desirable:

Current drivers' 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: There are several temporary positions available for 12 months. You will be required to participate in an overtime roster. A merit list/merit pool will be created from this recruitment round and this may be used to fill temporary and permanent positions at level over the next 12 months.

*For more information on this position and how to apply "click here"*

Contact Officer: Kathy Terrell (02) 5124 2154 [Kathy.Terrell@act.gov.au](mailto:Kathy.Terrell@act.gov.au)

## **Medical Services**

### **Medical Imaging**

#### **Registered Nurse - Medical Imaging**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 11820, several)**

Gazette Date: 4 June 2020

Closing Date: 18 June 2020

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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

The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, Magnetic Resonance Imaging (MRI),

Positron Emission Tomography (PET), interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

An appropriate post-graduate qualification.

Experience in the specialty area of Medical Imaging Nursing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

There are several Permanent and Temporary positions available for filling. Temporary positions are available for a period of three to 12 months. There are both full-time and part-time hours available. For part-time hours the full-time salary noted above will be pro-rata. Nurse in Medical Imaging are required to work a rotating roster and after training, participate in the on call roster. Selection may be based on application and referee reports only.

*For more information on this position and how to apply "click here"*

Contact Officer: Leanne Muir (02) 5124 4333 [leanne.muir@act.gov.au](mailto:leanne.muir@act.gov.au)

**Canberra Health Services**

**Associate Deputy Director of Pharmacy**

**Pharmacist Level 4 \$113,851 - \$122,566, Canberra (PN: 26209)**

Gazette Date: 1 June 2020

Closing Date: 15 June 2020

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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 Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The pharmacy team charter is *"Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"*

Under the broad direction of the Deputy Director of Pharmacy - Operations, the Associate Deputy Director of Pharmacy will work closely with the Pharmacy Operations team to deliver a safe, efficacious and patient centred service. The responsibility of this position is to support the Deputy Director of Pharmacy – Operations to provide leadership, management, and coordination of pharmacy operations. This position will also include advanced clinical, education, research and quality improvement roles. The position holder will also integrate into the CHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call.

Qualifications/Eligibility Requirements:

Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia.

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience deemed equivalent.

Highly Desirable:

Research experience and/or publication in peer reviewed journals.

Project management experience.

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

Current Driver's license. Please note prior to commencement successful candidates may be required to: Undergo a pre-employment Police check. Comply with ACT Health credentialing for Allied Health professionals.

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

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

Contact Officer: Daniel Lalor [daniel.lalor@act.gov.au](mailto:daniel.lalor@act.gov.au)

How to Apply: For more information about this job and to apply visit the Canberra Health Services website [here](#).

## **APPOINTMENTS**

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

#### **Bus Operator-Training \$69,746**

Paula Blaker: 863-49974, Section 68 (1), 28 May 2020

#### **Bus Operator-Training \$69,746**

Andrew Mercer: 863-46634, Section 68 (1), 23 May 2020

#### **Bus Operator-Training 69,746**

Fakhrul Shoel: 863-49851 Section 68 (1), 23 May 2020

#### **Administrative Services Officer Class 5 \$79,253.00-\$83,888.**

Brian Butlerkemp: 858-72755, Section 68 (1), 04 June 2020

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

Andrew Crichton: 847-54896, Section 68 (1), 28 May 2020

*This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appellable.*

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

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

Anthony Sanna: 863-48023, Section 68 (1), 01 June 2020

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

Jessica Clarence: 868-30549, Section 68 (1), 01 June 2020

#### **Senior Officer Grade A \$147,006**

Andre Diez de Aux: 858-64245, Section 68 (1), Date of Appointment 01 June 2020

#### **Administrative Services Officer Class 4 \$71,309 – \$77,212**

Joel Muir: 869-15606, Section 68 (1), 2 June 2020

### **Community Services**

#### **Administrative Services Officer Class 6 \$85,394.00 - \$97,732.00**

Daniel Moody: AGS 858-68916, Section 68 (1), 28 May 2020

#### **Child and Youth Protection Professional 2 \$71,164 - \$95,804**

Amanda Allan: 858-69185, Section 68 (1), 01 June 2020

#### **Youth Worker 1 \$64,230 - \$69,125**

Tonga Monu: 868-30290, Section 68 (1), 30 May 2020

**Youth Worker 1 \$64,230 - \$69,125**

Juan Caranguian: 868-29548, Section 68 (1), 30 May 2020

**Youth Worker 1 \$64,230 - \$69,125**

Fabiansam Tago: 863-50123, Section 68 (1), 30 May 2020

**Youth Worker 1 \$64,230 - \$69,125**

Fraser Hala: 863-49739, Section 68 (1), 30 May 2020

**Youth Worker 1 \$64,230 - \$69,125**

Conor O'Donnell: 868-29759, Section 68 (1), 30 May 2020

**Youth Worker 1 \$64,230 - \$69,125**

Blake Dryden: 868-30055, Section 68 (1), 30 May 2020

**Education**

**School Assistant 2/3 \$48,205 - \$58,781**

Zara Colley: 862-80209, Section 68 (1), 26 May 2020

**School Assistant 2/3 \$48,205 - \$58,781**

Ann-Marie Pesticcio: 862-75303, Section 68 (1), 26 May 2020

**Environment, Planning and Sustainable Development**

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

Sascha McCann: 865-55460, Section 68(1), 29 May 2020

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

Zhimei Wang: 858-52682, Section 68 (1), 02 June 2020

**Infrastructure Manager/Specialist 1 \$163,766**

Annette de la Rue: 868-30258, Section 68 (1), 01 June 2020

**Justice and Community Safety**

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

Julie Sassine: 863-46108, Section 68 (1), 29 May 2020

**Prosecutor Grade 1-2 \$77,442 - \$121,058**

Erin Priestly: 863-48023, Section 68 (1), 25 May 2020

**Prosecutor Grade 1-2 \$77,442 - \$121,058**

Ellen Riley: 858-69767, Section 68 (1), 25 May 2020

**Canberra Health Services**

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

Ethel Castillo: 862-6337, Section 68 (1), 22 June 2020

**Senior Specialist \$237,714**

Rohan Essex: 868-30813, Section 68 (1), 01 June 2020

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

Ashleigh Moore: AGS-869-15761, Section 68 (1), 01 June 2020

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

Vaishnavi Muralidharan: 869-13475, Section 68 (1), 10 June 2020

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

Anita Muthukkadan Jacob: 859-50960, Section 68 (1), 28 May 2020

**Health professional Level 1 \$61,986 - \$81,211**

Erinn O'Brien: 862-63716, Section 68 (1), 01 June 2020

**TRANSFERS****Major Projects Canberra****Jonathon Dragos: AGS 836-08280**

From: Infrastructure Officer 4 \$127,670 - \$145,050

Transport Canberra and City Services

To: Infrastructure Officer 4 \$127,670 - \$145,050

Major Projects Canberra (PN. 39283) (Gazetted 23 April 2020)

**PROMOTIONS****Chief Minister, Treasury and Economic Development****Sarah Anning: 84879701**

From: Administrative Assistant 5 \$79,253 –\$83,888

Chief Minister, Treasury and Economic Development

To: Administrative Assistant 6 \$85,394 –\$97,732

Chief Minister, Treasury and Economic Development, Canberra (PN: 45488) (Gazetted 18 March 2020)

**Meagan Carey: 85872309**

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN: 39860) (Gazetted 23 December 2019)

**Education****Sarah Darnley-Stuart: 863-48699****Education**

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

Education

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

Education, Canberra (PN: 44924) (Gazetted 17 March 2020)

**Director-General**

**Hannah Flaherty: 836-56100**

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

Community Services

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

Education Directorate, Canberra, (PN: 10022) (Gazette 13 November 2019)

**Dean Stewart AGS 817-92715**

Education Directorate

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

Education Directorate

To: School Leader C \$122,856

Education Directorate, Canberra (PN: 16678) (Gazetted 05 March 2020)

**Environment, Planning and Sustainable Development**

**Vidhi Saxena: 858-51575**

From: Administrative Assistant 5 \$79,253 –\$83,888

Environment, Planning and Sustainable Development

To: Administrative Assistant 6 \$85,394 –\$97,732

Environment, Planning and Sustainable Development, Canberra (PN: 43012) (Gazetted 23 March 2020)

**Anna Lee, AGS 858-53757**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development (PN: 16065) (Gazetted 13 June 2019)