



ACT Government Gazette

Gazetted Notices for the week beginning 15 May 2020

VACANCIES

ACT Audit Office

ACT Audit Office

Performance Audit

Senior Director - Professional Services

Principal - ACT Audit Office \$153,261, Canberra (PN: 10748)

Gazette Date: 20 May 2020

Closing Date: 5 June 2020

Details: The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team.

As a Senior Director, you will be primarily responsible for managing complex and sensitive performance audits and other reviews and investigations of the operations of ACT public sector entities. You will have a key leadership role in the ACT Audit Office.

The ACT Audit Office offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities.

You should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

Note: All Audit Office employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain an Australian Government Security Vetting Agency clearance at 'Baseline' level while employed at the ACT Audit Office. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated. 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: Brett Stanton (02) 6207 9534 Brett.Stanton@act.gov.au

Chief Minister, Treasury and Economic Development

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

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

Economic, Budget and Industrial Relations

Executive Branch Manager, Financial Reporting and Framework

Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E1121)

Gazette Date: 21 May 2020

Closing Date: 11 June 2020

Details: ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Branch Manager, Financial Reporting and Framework, Finance and Budget Group.

The position is responsible in leading the Financial Reporting and Framework Branch, which produces the ACT whole of government's financial accounts, including for the annual budget and budget review, annual and quarterly financial statements and reports on behalf of the government, to the Australian Bureau of Statistics and the Commonwealth

Grants Commission. The Branch also provides framework and accounting advice, issues accounting policies and is responsible for improving the Territory's financial management framework (including amendments to the Financial Management Act 1996).

You will have the opportunity to deal directly with Ministers, their offices and senior leaders in Treasury. You will need to be able to establish and maintain networks with a wide range of stakeholders, both within the ACT Public Service and across the Commonwealth, states and territories and with the private sector.

In working with your team and others you will be expected to lead by example, have effective interpersonal skills and the ability to motivate others. You will also be part of the senior executive team for Finance and Budget, contributing to the broader strategic direction and organisational management of the Group.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Accounting, Commerce, Finance or a related field and CPA or CA qualifications are highly desirable.

Remuneration: The position attracts a remuneration package ranging from \$221,815 to \$230,275 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

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

How to Apply: Applications should include an application coversheet, a Curriculum Vitae and a statement of claims against the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Whybrow, Executive Group Manager, Finance and Budget Group (02) 6207 7879

mark.whybrow@act.gov.au

Shared Services ICT

Strategic Business

Associate Analyst

Administrative Service Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 41831)

Gazette Date: 19 May 2020

Closing Date: 2 June 2020

Details: The Strategic Business Branch are seeking applications to fill an Associate Analyst role for 11 months.

As an Associate Analyst you will work closely with and under the guidance of a Senior Analyst to consult with clients regarding their business needs and requirements. You will use your knowledge of technology and the ACT Government environment to undertake a high level analysis and evaluation of the situation and potential solutions. Your advice will assist clients to understand the available options and next steps need to leverage any of these options. 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 a period of 11 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply:

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tulio Losanno (02) 6207 7290 tulio.losanno@act.gov.au

Shared Services

Partnership Services Branch

Customer Support Services

Director Service Desk

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 14249)

Gazette Date: 21 May 2020

Closing Date: 11 June 2020

Details: Do you like to roll up your sleeves and get involved in the action? Do you strive to lead a multi-disciplinary team? Can you find solutions to problems you don't even know you have yet? Can you *orchestrate* the delivery of successful Customer Service initiatives? Look no further! We have the perfect job for you.

Who are we? At Shared Services, we are the enablers, providing centralised corporate services including HR, Finance and ICT to ACT Government staff so they can focus on their core work of supporting the ACT community. In Customer Support Services our mantra is to provide an excellent customer experience – continuously searching for ways in which we can improve the experience for both our customers and employees, encouraging self-service, reducing touchpoints and data entry through various technologies including digitisation. We lead the way providing excellent customer experience and solving problems.

Who are you? You are a hands-on customer-focused individual who loves overseeing the operational side of our business, including the operation of our HR, Finance and ICT service desks, level 2 onsite ICT support. You get excited over delivering on key performance targets. You can think outside of the box and work with relevant stakeholders to help develop great customer experience. You love to challenge the status quo and ensure our Service Desk deliver the services of tomorrow. You like a challenge and can work with minimal supervision, however, also thrive in a buzzing team environment. You are a natural leader with the ability to lead multiple teams to achieve customer-centric outcomes.

We look forward to hearing from you!

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

Eligibility/Other Requirements: Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

How to Apply: If you nodded profusely as you read through this ad, time to start sprucing up your curriculum vitae, we look forward to reading your two-page pitch that shows us why you're the best person for the job that covers the capabilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Neiberding (02) 6207 6774 craig.neiberding@act.gov.au

Shared Services

Information and Communication Technology

Assistant Director

Senior Officer C \$107,475-115,687, Canberra (PN: 36276, several)

Gazetted: 18 May 2020

Closing Date: 1 June 2020

Details: The Assistant Director, ICT Contracts and Procurement role is a part of a multi-disciplinary team covering ICT Commercial Services. This role provides quality delivery and ongoing improvement for a range of procurement and contract management activities. This role is critical to supporting, developing and maintaining key strategic partnerships while also ensuring consistent delivery of services to internal and external stakeholders in the ACT Government. You will provide procurement advice, coordinate procurement activities including the development and distribution of reports and assist with co-ordination of the ACT Government's utilisation of Commonwealth Digital Transformation Agency (DTA) Panels. 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 Procurement and Contract management necessary. Experience in ICT procurement specifically desirable. Qualifications in procurement and contract management would be advantageous.

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: After reviewing the Position Description please provide a written response to the "What You Will Do" section including consideration of Behavioural Capabilities listed in the Position Description. Applications should be limited to a curriculum vitae and no more than four pages of responses.

Applications should be submitted via the Apply Now button below.

Contact Officer: Arnie Kapcejevs (02) 6207 7327 Arnie.Kapcejevs@act.gov.au

Shared Services

Information and Communication Technology

ICT Contracts and Procurement Officer

Administration Service Officer 6 \$85,394-97,732, Canberra (PN: 41538)

Gazetted: 18 May 2020

Closing Date: 4 June 2020

Details: The ICT Contract and Procurement Officer role is a part of a multi-disciplinary team covering ICT Commercial Services. This role provides quality delivery and ongoing improvement for a range of procurement and contract management activities. The roles are critical to supporting, developing and maintaining key strategic partnerships while also ensuring consistent delivery of services to internal and external stakeholders in the ACT Government. You will provide procurement advice, coordinate procurement activities including the development and distribution of reports and assist with co-ordination of the ACT Government's utilisation of Commonwealth Digital Transformation Agency (DTA) Panels. 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 Procurement and Contract management necessary. Experience in ICT procurement specifically desirable. Qualifications in procurement and contract management would be advantageous.

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: After reviewing the Position Description please provide a written response to the "What You Will Do" section including consideration of Behavioural Capabilities listed in the Position Description. Applications should be limited to a curriculum vitae and no more than four pages of responses.

Applications should be submitted via the Apply Now button below.

Contact Officer: Arnie Kapcejevs (02) 6207 7327 Arnie.Kapcejevs@act.gov.au

Chief Minister, Treasury and Economic Development Directorate

Access Canberra

Transport Licensing

Manager, Transport licencing and Infringements

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 36998, several)

Gazette Date: 18 May 2020

Closing Date: 1 June 2020

Details: Access Canberra is on the lookout for a superhero's to join the "Avengers" at Road Transport to help keep our community safe. Are you a great team leader who can call the next play? Can you see challenges on the horizon and position us to meet them? We need your superpowers to plan, implement, and inspire trust in our teams. To exemplify and embrace our values and join us in navigating brand new worlds.

If you have the ability to lead, fly and open interdimensional gateways; have heightened strength, endurance and agility; are a master hand-to-keyboard fighter; and are driven by a heart that is part machine we want to hear from you.

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

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

How to Apply: If you think this sounds like you, please send in a pitch (two pages maximum) that:

Details your greatest achievements in the last five years and how they relate to this position and its duties.

Details your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

Please also provide your curriculum vitae, and the names and contact details of at least two referees who can attest to your work performance, ability and attitude (at least one of whom is to be a current or very recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Kellie Seal (02) 6207 3379 Kellie.Seal@act.gov.au

Shared Services

Strategic HR and Corporate

Organisational Change and Engagement

Senior Director, Organisational Change and Engagement

Senior Officer Grade A \$147,006, Canberra (PN: 30521)

Gazette Date: 19 May 2020

Closing Date: 2 June 2020

Details: Shared Services employs about 900 people and provides strategic, technical, tactical and transactional support for ICT, finance, human resource and commercial services to ACT Government Directorates and agencies.

Strategic HR and Corporate Branch provides advice and support to Shared Services business units in human resources, change management and corporate management with a focus on being a valued business partner. This is achieved through focusing on the Shared Services priority of having *Great People – being an employer of connected, engaged and skilled staff*.

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

Eligibility/Other Requirements

What you will do

This role will identify opportunities for positive change and lead the organisation through a variety of strategic organisational change and engagement initiatives.

This will be achieved by providing expert advice and support to executive and senior staff, as well as supporting our people by leading the strategic direction for Shared Services' approach to change and managing its impact.

What we require

To succeed in the role, you will need to have managed organisation-wide Change Management initiatives.

You will be required to establish and maintain effective and diverse strategic business partnerships to ensure key outcomes. Your expert communications skills will be heavily relied on as well as your ability to gain the trust and confidence of the Executive and Directors in Shared Services to enable them to build their change management capability.

Your ability to analyse and find solutions to complex problems will enable you to excel in this position.

Our preferred candidate for this role must be resilient, flexible and able to demonstrate strong expertise and leadership.

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

How to Apply: Applicants are asked to supply a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the ApplyNow button below.

Contact Officer: Al McLean (02) 6207 2260 Al.McLean@act.gov.au

Community Services

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

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

Corporate Services

Internal Audit and Risk Management

Administrative Service Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 36544)

Gazette Date: 15 May 2020

Closing Date: 29 May 2020

Details: The Internal Audit and Risk Management Team promotes and adds value to Directorate's corporate governance. It is responsible for developing, coordinating, implementing/facilitating and monitoring the Directorate's:

Internal audit strategic plan and annual audit program;

Risk Management Framework;

Compliance and assurance programs;

Business Continuity Framework; and

Fraud and Corruption Prevention Framework.

The Internal Audit and Risk Management Unit also provides secretariat services to the Directorate's Audit and Risk Management Committee and the Senior Executive Responsible for Business Integrity and Risk (SERBIR).

The Senior Auditor will work in a small team to conduct audits, including compliance, performance, financial, reviews and spot checks.

In addition, the officer will assist the unit to facilitate the implementation of Risk Management, Fraud and Corruption Prevention and Business Continuity Frameworks across the Directorate.

The officer will also assist the team to provide secretariat support to the Audit and Risk Management Committee and execute administrative tasks that are critical to the successful function of the unit. Initiative, teamwork, organisational skills and attention to details are essential and expected to support the unit.

Eligibility/Other Requirements:

Desirable, but not essential, qualifications and experience:

Related tertiary and/or professional qualifications such as CPA/CA (or study towards) would be beneficial.

Note:

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

How to Apply:

Please submit a written application responding to the required Selection Criteria in the Position Description, with a current curriculum vitae which includes contact details of at least two referees.

[Applications should be submitted via the Apply Now button below.](#)

Contact Officer: Mayoora Sinnathurai (02) 6205 0147 mayoora.sinnathurai@act.gov.au

Children Youth and Families

Child and Youth Protection Services

Practice

Reportable Conduct Investigator

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 43141)

Gazette Date: 20 May 2020

Closing Date: 5 June 2020

Details: The Reportable Conduct investigator role is responsible for undertaking Reportable Conduct investigations and for supporting Child and Youth Protection Services (CYPS) in the effective management of Reportable Conduct matters. The role is responsible for sharing Child Protection information consistent with the *Children and Young People Act 2008* for the purposes of Reportable Conduct, Working with Vulnerable People applications and investigations. The role is also the central point of coordination between CYPS and designated entities, including the out of home care sector, on the interface between processes under the *Children and Young People Act 2008* and the Reportable Conduct scheme. The position will focus on improving and strengthening policy and practice and will be the central mechanism for coordination between Children, Youth and Families and the ACT Ombudsman's Office, designated entities covered by the ACT Reportable Conduct scheme and the ACT Commissioner for Fair Trading.

Eligibility/Other Requirements:

Essential:

Demonstrated experience in coordinating and managing investigations

Current driver's licence.

Desirable:

Relevant tertiary qualifications in investigations or related discipline.

Sound knowledge of the ACT Reportable Conduct Scheme, Working with Vulnerable People legislation and child protection practices.

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

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

[Applications should be submitted via the Apply Now button below.](#)

Contact Officer: Maria Kanellopoulos (02) 6207 6968 Maria.Kanellopoulos@act.gov.au

**Children Youth and Families
Child and Youth Protection Services
Practice**

Reportable Conduct Investigator

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 43267)

Gazette Date: 20 May 2020

Closing Date: 5 June 2020

Details: The Reportable Conduct investigator role is responsible for supporting Child and Youth Protection Services in the effective management of Reportable Conduct matters. The role is responsible for preparing Child Protection information for sharing with other entities consistent with the *Children and Young People Act 2008* for the purposes of Reportable Conduct investigations and Working with Vulnerable People applications and investigations.

The role supports the coordination of information between Child Youth Protection Service (CYPS) and designated entities, including the out of home care sector, on the interface between processes under the *Children and Young People Act 2008*, *Ombudsman Act 1989* and *Working with Vulnerable People (Background Checking) Act 2011*.

The position will support the team on improving and strengthening policy and practice and will support coordination between Children, Youth and Families and the ACT Ombudsman's Office, designated entities covered by the ACT Reportable Conduct scheme and the ACT Commissioner for Fair Trading.

Eligibility/Other Requirements:

Essential:

Demonstrated experience in working with client management systems, customer service and record keeping.

Current driver's licence

Desirable:

Relevant tertiary qualifications in investigations or related discipline.

Sound knowledge of the ACT Reportable Conduct Scheme, Working with Vulnerable People legislation and child protection practices.

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 address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Kanellopoulos (02) 6207 6968 Maria.Kanellopoulos@act.gov.au

Director of Public Prosecutions

Legal

Senior Advocate

Prosecutor Grade 5 \$170,577 - \$180,853, Canberra (PN: 27930, several)

Gazette Date: 15 May 2020

Closing Date: 29 May 2020

Details: The Director of Public Prosecutions (DPP) is the independent prosecutions authority of and for the Territory and is seeking outstanding and highly motivated criminal lawyers with a high degree of advocacy and litigation management skills. The successful applicant will appear as counsel in complex litigation, including appeals, and give high level legal advice to the Director. Senior Advocates also have a key role in mentoring and training junior prosecutors and contributing to criminal justice issues. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicant will be required to undergo a National Police check.

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

How to Apply:

Applicants are asked to please provide your resume and statements addressing the Selection Criteria. Please limit your response to no more than one page per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 joel.hiscox@act.gov.au

Education

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

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

Service Design and Delivery

Digital Strategy, Services and Transformation

Hedley Beare Centre for Teaching and Learning

Project Coordinator

Administrative Service Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 37135)

Gazette Date: 19 May 2020

Closing Date: 26 May 2020

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

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

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

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector.

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

Lastly, you have a great sense of humour, can 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference!

Eligibility/Other Requirements:

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

Degree qualification in related field or equivalent experience is highly regarded.

Note: This is a temporary position available immediately for a period of twelve months, with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: In two pages or less 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. A current curriculum vitae and 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: Robeya van der Walt (02) 6207 0956 ebm.dsst@act.gov.au

Environment, Planning and Sustainable Development

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

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

Suburban Land Agency

Built Form and Divestment

Program Manager, Place Management

Infrastructure Manager/Specialist 1 \$163,766 Canberra (PN: 46773)

Gazetted: 18 May 2020

Closing Date: 8 June 2020

Details: The Suburban Land Agency is seeking applications for the role of Program Manager Place Management who will be responsible for leading the development, implementation, monitoring and reporting on the Suburban Land Agency (SLA) Place Management program. The Program Manager Place Management will champion the application of place making principles in land development and built form projects undertaken by the Agency. The Program Manager Place Management will lead a small team providing strategic and operational support to the Agency through its land management and custodianship function. The Program Manager will provide strategic direction to the team and monitor team adherence to Agency governance systems and procedures. The Program Manager Place Management will champion the values of the ACT Public Services and communicate to Suburban Land Agency Executive and Board on project issues and risks and team management and performance.

Eligibility/Other Requirements: Mandatory and desirable requirements are outlined in the Position Description.

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

Applications should be submitted via the Apply Now button below.

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

Health

Selection documentation for the following positions may be downloaded from

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

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

Health Protection Service

Forensic Chemist

Health Professional 2 \$66,069 - \$90,737 Canberra (PN: 46957)

Gazetted: 19 May 2020

Closing Date: 4 June 2020

Details: The Forensic Chemistry and Toxicology Unit is a unit of the ACT Government Analytical Laboratory. It is accredited to ISO 17025 in the field of Forensic Testing. The Forensic Chemistry stream provides analysis of various sample types for the presence and quantity of drugs and poisons. The analysis supports various ACT and Commonwealth Controlled Substance related Legislation and staff are required to present evidence in court when required. The unit seeks a suitably qualified chemist to assist with routine unit operations in order to support existing flexible working arrangements within the unit.

Eligibility/Other Requirements: Applicants will require a tertiary qualification in science (Major in Chemistry highly desired). Experience in the chemical analysis of drugs and poisons or in a forensic environment would be a benefit.

Note: This is a temporary position available up until 1 June 2021 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: Applicants must provide a written response to the Selection Criteria of no more than two pages, a curriculum vitae and the names of two professional referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Daniel Andres (02) 5124 9224 Daniel.Andres@act.gov.au

Health Protection Service

Senior Forensic Chemist

Health Professional 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 31751)

Gazetted: 19 May 2020

Closing Date: 2 June 2020

Details: The Forensic Chemistry and Toxicology Unit is a unit of the ACT Government Analytical Laboratory. It is accredited to ISO 17025 in the field of Forensic Testing. The Forensic Chemistry stream provides analysis of various sample types for the presence and quantity of drugs and poisons. The analysis supports various ACT and Commonwealth Controlled Substance related Legislation and staff are required to present evidence in court when required. The unit seeks a suitably qualified and experienced chemist who will be responsible for carrying out routine work to support the various operations of the Forensic Chemistry and Toxicology Unit and assist the unit in maintaining accreditation to ISO 17025.

Eligibility/Other Requirements: Applicants will require a tertiary qualification in Science (Major in Chemistry highly desired) combined with experience in the chemical analysis of drugs and poisons or related substances.

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 must provide a written response to the Selection Criteria of no more than two pages, a curriculum vitae and the names of two professional referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Daniel Andres (02) 5124 9224 Daniel.Andres@act.gov.au

Justice and Community Safety

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

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

ACT Government Solicitor

Finance Support Manager

Administration Service Officer 6 Canberra \$85394 - \$115,687 (PN: 47435, several)

Gazetted: 18 May 2020

Closing Date: 28 May 2020

Details: The ACT Government Solicitor, within the Justice and Community Safety Directorate, is looking for a self-motivated Finance Support Manager to join a small team undertaking a variety of interesting work. The successful candidate will assist in developing and maintaining complex spreadsheets for use in budgets, reporting, costings, analysis and reconciliation of financial information. The successful candidate will supervise, mentor and provide guidance to the finance team as well as ensure account enquiries from ACTGS staff, vendors and debtors are dealt with in a professional and timely manner. You will have well-developed organisational skills as well as the ability to work under pressure, meet deadlines and consistently provide excellent customer services. We are a responsive and supportive team, actively encouraging professional development, and providing flexible work arrangement opportunities. If you are committed to excellence and delivery and have a strong desire to contribute to the diverse activities of the Territory, a career with ACTGS should be considered. Further information can be found on the ACTGS website at www.actgs.act.gov.au.

Eligibility/Other Requirements: Accounting qualifications or progression towards accounting qualifications are highly desirable. Experience in processing accounts receivable and accounts payable is essential. Experience in the use of Oracle financial system, TM1 and/or Open Practice is highly desirable.

Note: An order of merit may be established for the purposes of recruiting similar positions in the future. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a two page pitch demonstrating their Ability and Experience to perform the role including the behavioural capabilities.

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: Larissa Duggan (02) 6207 0666 Larissa.Duggan@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

City Services

City Places and Infrastructure

Infrastructure Planning

Manager, Capital Works Planning

Infrastructure Officer 4 \$127,670 - \$145,050, Canberra (PN: 41428)

Gazette Date: 21 May 2020

Closing Date: 22 June 2020

Details: This position is the single point of contact for forward Capital Works programmes across City Presentation and Roads ACT. This position is responsible for the feasibility investigation planning, development and management of the one, three and ten year forward works programmes and budgets, ancillary work including investigation of requests for new assets, feasibility studies with economic benefits analysed and review and development of standards for design and construction. This position provides general support to Executives on matters including budget and finance and provides technical advice to government, the department and external agencies.

The position works closely and collaboratively with other Managers within Infrastructure Planning, to achieve an integrated and coordinated approach to place-based outcomes.

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:

Hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Competent in Microsoft Office Suite.

Knowledge or experience with Geographic Information Systems desirable.

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

How to Apply: Applicants are asked to please submit your responses to the five capabilities outlined in the Position Description along with your curriculum vitae and any other supporting documentation.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bronwen Duke (02) 6207 5763 Bronwen.Duke@act.gov.au

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

Canberra Health Services

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

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

Chief Operating Officer

Temporary Vacancy (9 months)

Canberra Health Services

Position: E619

(Remuneration equivalent to Executive Level 3.3)

Date circulated: 15 May 2020

Circulated to: ACTPS Senior Executive List

Canberra Health Services is seeking a highly skilled professional to lead the operations of Canberra Health Services, ensuring it meets its obligations to deliver exceptional health care services to the ACT community.

Reporting to the CEO, the COO is a critical leadership role with responsibility for ensuring efficient delivery of health services across all CHS sites.

The COO plays a pivotal role in championing an exciting transformational agenda which will bring exceptional and innovative health outcomes to its diverse and dispersed community and set new standards and models of healthcare in Australia.

The COO has the opportunity to drive this transformation and continue to increase performance through exemplary leadership, collaboration, innovation and harness the already high levels of staff and stakeholder engagement.

The successful candidate will be a senior executive who is eager to lead a motivated team to achieve exceptional outcomes for patients, whilst delivering safe and cost effective services, using innovative solutions in collaboration with a range of service providers.

Applications are encouraged from executives with previous experience in the health sector, strategic business management experience and the leadership, maturity and professional credibility to enable success in growing Canberra Health Services delivery of service and profile. Drive, energy, flexibility, authenticity and an engaging communication and influencing style are all important qualities being sought.

To apply: Please send your application, including your curriculum vitae, names of two referees and a two page summary demonstrating your experience against the Executive Capabilities to Bernadette McDonald via email to bernadette.mcdonald@act.gov.au by COB Friday 29 May 2020.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$374,074 - \$389,348 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$305,472.

Contact Officer: Bernadette McDonald, CEO, CHS (02) 5124 4700 bernadette.mcdonald@act.gov.au

Clinical Services

Women, Youth and Children

Nursing and Midwifery

Administration Support and Personal Assistant to the Director of Nursing and Midwifery-Women Youth and Children

Administrative Service Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 21301, expected vacancy)

Gazette Date: 21 May 2020

Closing Date: 31 May 2020

About us

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.

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 Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric and neonatology services for the ACT and surrounding regional areas. This position is responsible for the provision of high level administrative support to the Director of Nursing and Midwifery as well as the Assistant Directors of Nursing and Midwifery, and other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Previous experience using HP Records Manager 8 (aka. TRIM).

Previous experience working in the health sector.

Note: This is an expected vacancy. This position is based at the Centenary Hospital for Women and Children.

Contact Officer: Mitchel Green (02) 5124 2776 mitchel.green@act.gov.au

Canberra Health Services

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Legal Policy Officer

Senior Officer Grade B \$126,577 - \$147,494, Canberra (PN: 41273)

Gazette Date: 21 May 2020

Closing Date: 4 June 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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CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's 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 Legal Policy Officer will provide support and advice to Justice Health Directors on a broad range of operational and administrative matters including submissions and working with other ACT Government agencies to achieve positive legislative outcomes. The 2 key initial tasks will be to provide recommendations for legislative pathways for patients with forensic mental health issues, develop and recommend court diversion pathways and review Justice Health Service's compliance against the various legislative frameworks it operates under.

Eligibility/Other Requirements

Highly Desirable

A degree in law from an Australian tertiary institution or comparable overseas qualification

Relevant qualifications and experience in human services legal policy review and development.

An understanding of the Human Rights Act 2004 and the criminal justice system

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 11 months.

Contact Officer: Dannielle Nagle (02) 5124 1811 Dannielle.Nagle@act.gov.au

Canberra Health Services

Medical Services

ACT Pathology

Anatomical Pathology

Scientific Officer, Anatomical Pathology

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 26439)

Gazette Date: 21 May 2020

Closing Date: 5 June 2020

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

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

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

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

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

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

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

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

Overview of the work area and position:

ACT Pathology is a division of Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, 365 days per year. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

Eligibility/Other Requirements:

Mandatory:

Bachelor of Medical Science or equivalent relevant qualification

Highly desirable:

Experience of one to two years working in a clinical Anatomical Pathology Laboratory would be advantageous.

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 is an expected temporary vacancy for up to eight months with the possibility of extension and/or permanency.

The successful candidate may be required to participate in the on-call roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Mark Koina (02) 5124 2871 Mark.E.Koina@act.gov.au

Canberra Health Services

Pathology Services

Microbiology

Scientist Microbiology

Health Professional Level 2 \$66,096 to \$90,737, Canberra (PN: 19446)

Gazette Date: 21 May 2020

Closing Date: 5 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:

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

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 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.

The Microbiology Pathology laboratory is a tertiary facility performing routine diagnostic as well as highly complex investigations in the area of Microbiology.

Under direction, the successful applicant will be required to perform diagnostic procedures, investigation of new methodologies, maintenance and troubleshooting of instrumentation, performance and monitoring of Quality Control and provision of clinical test results.

Eligibility/Other Requirements:

Mandatory:

A Science Degree or equivalent relevant qualification.

Desirable:

Experience of one to two years working in a clinical Microbiology Laboratory would be preferable.

Culture plate reading experience in a diagnostic clinical microbiology laboratory would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This vacancy is a 12 month temporary contract with the possibility of extension and/or permanency. The successful applicant being recruited must be willing to participate in shift, after-hours work and out-of-hours rosters, and be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

Applicants will be shortlisted on the basis of written application and referee reports. Current curriculum vitae and written referee reports should accompany the applications. Shortlisted applicants may be required to attend a further assessment.

Contact Officer: Susan Bradbury (02) 5124 2510 Susan.Bradbury@act.gov.au

Canberra Health Service

Central Outpatients

Cancer and Ambulatory Support

Advanced Practice Nurse Plastics

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 36728)

Gazette Date: 21 May 2020

Closing Date: 4 June 2020

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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.

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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

The Central Outpatients Department provides clinical and administrative support for specialist outpatient services.

The Outpatients Plastics Service is a tertiary level service providing trauma and pre and post-operative assessment, review and treatment of a range of plastic surgery related conditions in the outpatient setting. The service is provided by Visiting Medical Officers supported by registrars and junior doctors. The service is a high volume, high demand service.

This position will work collaboratively with the medical team and relevant allied health personnel to provide an efficient and effective outpatient plastics service. The role will develop and implement pathways for outpatient plastics care including specific advanced nursing care, provide nurse led care and assist in the overall running of the service.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate qualifications in advanced nursing in plastics, wound care or a relevant field.

Project Management qualifications or experience or desire to gain knowledge in supporting clinical operations.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Rosemary Rummery 902) 5124 4019 or 0468 595 585 Rosemary.Rummery@act.gov.au

Canberra Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Lead, Mental Health Community Policing Initiative

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 27001)

Gazette Date: 21 May 2020

Closing Date: 8 June 2020

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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.

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, Alcohol and Drug Services.

Overview of the work area and position:

Mental Health, Justice Health, and Alcohol and Drug Service is a contemporary evidence based service providing high quality mental health care guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels HP 1, 2 and 3 level, and support the Operational Director of Adult Community Mental Health Services, in change processes.

The Clinical Lead will work as a member of the Mental Health Community Policing Initiative (MHCPi) and may be based in a Police setting. The mental health professional will contribute to the collective tasks of the MHCPi, and reports to the Operational Director of Adult Community Mental Health Services Health Services.

Eligibility/Other Requirements:

Mandatory:

Nursing: Be registered or eligible for registration with Nursing and Midwifery Board of Australia under AHPRA.

Applicants must have a minimum of five years post-qualification experience.

Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA. Applicants must have a minimum of five years post-qualification experience.

Psychology:

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

Applicants must have a minimum of five years post-qualification experience.

Social Work:

Degree in Social Work

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

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

Applicants must have a minimum of five years post-qualification experience.

Highly Desirable:

Reasonable knowledge of the mental health system and the complex interface between mental illness and law enforcement.

Skills in group training or show potential for the same.

Hold a current driver's license.

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 temporary position available for five months.

Contact Officer: Jade Nolan (02) 5124 1567 Jade.Nolan@act.gov.au

Cultural Facilities Corporation

Cultural Facilities Corporation

ACT Historic Places

Project Manager, Capital Works and Programs

Senior Professional Officer Grade C \$107,475 - \$115,867, Canberra (PN: 9018)

Gazette Date: 21 May 2020

Closing Date: 01 June 2020

ACT Historic Places is seeking an experienced and enthusiastic Project Manager to oversee the capital works and programs at Lanyon Homestead, Mugga-Mugga Cottage and Calthorpes' House. This position provides an opportunity to work on a broad range of projects, from heritage conservation, planning and design and infrastructure upgrades, as well as supporting the asset maintenance and operational programs across our three culturally significant places. The successful applicant will have a strong background in project management and working at heritage places. Your work supports the broader conservation, education, interpretation and public uses of our sites.

ACT Historic Places manages three historical properties including Lanyon Homestead, Calthorpes' House and Mugga-Mugga Cottage. We deliver diverse cultural experiences to our community through exhibitions, public and education programs and presentation of the cultural heritage and social history of the Canberra region. ACT Historic Places is part of the Cultural Facilities Corporation, an ACT Government Enterprise.

Eligibility/Other Requirements:

Tertiary/Building Trade qualification in Engineering, Architecture, Landscape Architecture, Building Construction or a related field is mandatory. Driver's licence.

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

How to Apply: Applicants must submit a current curriculum vitae and written response to the Selection Criteria.

Contact Officer: Anna Wong on anna.wong@act.gov.au or 0466 423 375

Calvary Health Care ACT (Public)

Calvary Public Hospital Bruce

Senior Resident

Senior Resident Medical Officer 1 - 3 \$93,512 - \$114,423, Canberra (PN: Several)

Gazette Date: 21 May 2020

Closing Date: 15 June 2020

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

Reference Number: 13067

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

Contact Officer: Dr Mechelle Smith on Mechelle.Smith@calvary-act.com.au or (02) 6201 6111

Office of the Legislative Assembly

Office of the Legislative Assembly

Parliamentary Support

Assembly Library

Librarian

Professional Officer 1 \$60,292 - \$83,600, Canberra (PN: 273)

Gazette Date: 21 May 2020

Closing Date: 03 June 2020

The Office of the Legislative Assembly (OLA) is seeking an experienced cataloguer to fill a PO1 Librarian vacancy (permanent position).

About the Office of the Legislative Assembly:

Headed by the Clerk of the Legislative Assembly, the Office of the Legislative Assembly provides procedural and administrative advice and support to the Legislative Assembly and its committees. The Office is a statutory body independent of the Executive but operates within the ACT public sector. Office staff are employed under the Public Sector Management Act 1994.

Assembly Library:

The Library provides services to two major client groups. Its primary clients include the 25 Members of the Legislative Assembly, their staff and committee staff. The Library's secondary client group includes ACT directorates and members of the ACT public sector. The Library is comprised of a small team of supportive, highly motivated individuals who work collaboratively and independently to continuously improve services.

About the Role:

Reporting to the Assembly Librarian, the PO1 Librarian is responsible for original and copy cataloguing, indexing press clippings, and managing the ILL service. The PO1 Librarian also provides reference and research support to the Library's client groups and contributes to the fortnightly current awareness newsletter.

Skills and Experience:

The ideal candidate for this position will be an experienced cataloguer, comfortable with both copy and original cataloguing of primarily government publications in electronic format. While cataloguing and indexing comprise the bulk of the workload, this is an excellent opportunity for someone who likes working collaboratively and enjoys working at a variety of tasks.

Eligibility/Other Requirements:

Eligibility for professional membership of the Australian Library and Information Association (ALIA) or recognised tertiary qualifications in library & information studies or a related discipline.

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.

Contact Officer: Jennifer Carmody (02) 6205 0391 jennifer.carmody@parliament.act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Jacob Turner: 86349640, Section 68 (1), 18/05/2020

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

Blake Anderson: 86347442, Section 68 (1), 18/05/2020

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

Shane Cummings: 868-30354, Section 68(1), 18 May 2020

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

Tegan Shea: 858-70506, Section 68(1) 13 May 2020

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

Farzana Hasan: 858-69126, Section 68 (1), 13 May 2020

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

Karamjeet Gill: 853-72515, Section 68 (1), 13 May 2020

Community Services

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

Tik Wai Lau: 858-63728, Section 68(1), 12 May 2020

Education

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

Courtney Pilicic: 85816200, Section 68 (1), 20 May 2020

Environment, Planning and Sustainable Development

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

Elisabeth van Papenrecht: 858-7213, Section 68 (1), 05 May 2020

Justice and Community Safety

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

Gillian Hunter: 863-49720, Section 68 (1), 19 May 2020

Senior Officer Grade A \$147,006

Janelle Wheatley: 85371125, Section 68 (1), 15/05/2020

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

Michelle Middleton: 863-49923, Section 68 (1), 21 May 2020

Transport Canberra and City Services

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

Steve Wiggins: 86829476, Section 68 (1), 18/05/2020

Infrastructure Officer 5 \$152,724

Gavin Leng: 85863904, Section 68 (1), 14/05/2020

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 appealable.

Canberra Health Services

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

Roisin Vahey: 868-30514, Section 68 (1), 19/05/2020

Health Services Officer Class 3 \$51,761 - \$53,444

Chelo Chua: 853-64320, Section 68 (1), 18/05/2020

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

Ashleigh Sluga: 868-30020, Section 68 (1), 18/05/2020

TRANSFERS

Environment, Planning and Sustainable Development

Jacqueline Goddard: 84683717

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

Transport Canberra and City Services

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

Environment, Planning and Sustainable Development, Canberra (PN: 14596) (Gazetted 06/12/2019)

Transport Canberra and City Services

Konstanty Kudzielko: 79234167

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

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN: 40437) (Gazetted 30/03/2020)

PROMOTIONS

Office of the Legislative Assembly

Parliamentary Support

Assembly Library

Karen McKell 00659

From: Professional Officer Class 1 (\$60,292 - \$83,600)

To: Professional Officer Class 2 (\$85,394 - \$97,732)

Office of the Legislative Assembly, Canberra (PN277) (Gazette 15 August 2019)

Chief Minister, Treasury and Economic Development

Daniel Ireland AGS 75178946

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN: 43852)

Strategic Finance

Zachary Thomas: 835-96283

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN: 46382) (Gazetted 14 February 2020)

Environment, Planning and Sustainable Development

Finance Information and Assets

Business Services & Sustainability

Damien Anderson: 858-56835

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN: 46757) (Gazetted 25 February 2020)

Transport Canberra and City Services

Daniel Miller: 85873256

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

Transport Canberra and City Services

To: Administrative Service Officer 5 \$79,253

Administrative Service Officer, Canberra (PN: 43916) (Gazetted 01 April 2020)

Jasmine Parker: 85378546

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

Transport Canberra and City Services

To: Administrative Services Officer 5 \$79,253
Administrative Services Officer, Canberra (PN: 43916) (Gazetted 01 April 2020)

Canberra Health Services

Kyra Maher: 85342156

From: Senior Officer B \$126,577 – 142,494

Canberra Health Services

To: Senior Officer A 147,006

Canberra Health Services, Canberra (PN: 46906) (Gazetted 19 March 2020)

Sheena George: 853-63328

Canberra Health Services

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN: 24104) (Gazetted 19 March 2020)

Sarah Dibley: 850-41214

Canberra Health Services

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN: 27898) (Gazetted 27 February 2020)

Sarah Cotterill: 857-94195

Canberra Health Services

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN: 42846) (Gazetted 16 April 2020)

ACT Health Directorate

Corporate Services

People Strategy

Caroline Brighenti: 858-75374

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

Chief Minister, Treasury and Economic Development Directorate

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

Act Health Directorate, Canberra (PN: 44133) (Gazetted 31 January 2020)