



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 08 October 2020**

## VACANCIES

### ACT Audit Office

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)

#### Professional Services

##### Chief Operating Officer, ACT Audit Office

Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E1160)

Gazetted: 14 October 2020

Closing Date: 28 October 2020

Details: The Chief Operating Officer contributes to the professional governance and leadership of the ACT Audit Office as a member of the ACT Audit Office's Executive Committee. The Chief Operating Officer manages the Professional Services team that provides support to the Auditor-General and financial and performance audit teams performing independent financial and performance audits of ACT Government agencies and entities. In leading and managing the Professional Services team, which is responsible for all aspects of the day-to-day running of the Audit Office, the Chief Operating Officer exercises sound judgement and provides authoritative advice on general governance, human resources, financial management, records management, internal audit practices, accounting and audit standards and concepts, methods and techniques.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. Completion of relevant professional post-graduate qualifications is also highly desirable.

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.

Remuneration: The position attracts a remuneration package of \$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 five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Applicants are requested to submit an application of no more than four pages addressing the selection criteria, as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Michael Harris, Auditor-General (02) 6207 0833 [michael.L.harris@act.gov.au](mailto:michael.L.harris@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>

#### Executive Group Manager, Health System Planning and Evaluation

Temporary Vacancy (16/11/2020 – 4 weeks)

ACT Health Directorate

Health System Planning and Evaluation

Position: E1018

**(Remuneration equivalent to Executive Level 2.3)**

Date circulated: 12 October 2020

Circulated to: ACTPS Senior Executive List

Expressions of interest from suitably qualified and experienced candidates are now being sought to temporarily fill the role of Executive Group Manager, Health System Planning and Evaluation, ACT Health Directorate.

Reporting to the Deputy Director-General, this role provides leadership and engages with stakeholders to develop, implement and communicate strategic initiatives relating to services planning, management of the Local Hospital Network, operational management of the Ngunnawal Bush Healing Farm and management of community sector contracts and grants, including leading a significant commissioning and procurement approach for services agreements expiring in mid 2022.

To apply: Provide your curriculum vitae, contact details for two referees and a short pitch (anchored to the executive capabilities) on why you are the best person for this short term role, please submit your application to Jacinta George via email to [jacinta.george@act.gov.au](mailto:jacinta.george@act.gov.au) by COB Monday 19 October 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 \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

Contact Officer: Jacinta George (02) 5124 9699 [jacinta.george@act.gov.au](mailto:jacinta.george@act.gov.au)

**ACT Teacher Quality Institute**

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

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

**Chief Executive Officer**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E634)**

Gazetted: 09 October 2020

Closing Date: 2 November 2020

Details: The CEO of a Territory Authority reports to the Board and as a public servant appointed by the Director-General of the Education Directorate is accountable to the relevant Minister.

The CEO of the TQI has the following functions:

Administer the *ACT Teacher Quality Institute Act 2020*;

Ensure that the authority's statement of intent is implemented effectively and efficiently and in line with the government's education priorities and strategy;

Lead and manage the day to day operations of the authority in accordance with relevant governmental legislation and policies and the direction set by the board;

Evaluate and advise the board about the operational, risk management and financial performance of the authority;

Lead the development and implementation of initiatives to improve the quality of the ACT teaching workforce, the quality of initial teacher education graduates and the collection of teacher workforce data;

Provide strategic and policy advice on matters relevant to the Institute's legislated purpose and functions to the Minister, the Board, government and non-government education authorities and education peaks;

Assure the quality and integrity of the Institute's teacher approval, teacher education accreditation and teacher certification systems and processes;

Undertake regulatory actions under the provisions of the Act;

Represent the ACT government and institute in the work of the Australasian Teacher Regulatory Authorities (ATRA) network to ensure national consistency in teacher regulation, teacher education accreditation and teacher certification;

Establish productive working relationships with key stakeholders including the ACT Education Directorate, The Catholic Education Office, the Association of Independent Schools, Australian Institute for Teaching and School Leadership, ATRA and national working groups; and

Support the Chair to ensure the effective functioning of the TQI Board and its committees.

The ACT is establishing a new generation of quality leaders at the highest levels of the public sector. We are seeking candidates with a track record in the development, implementation and evaluation of contemporary

regulatory frameworks and the ability to provide quality, strategic advice to the Minister and the Board. The successful candidate will have a track record in leading high performing organisations. Outstanding communication, engagement and influencing skills, the ability to build and foster networks across government and education will be key to success.

The following attributes are considered desirable for the successful candidate:

A visionary, astute and resilient leader who has a track record in bringing out the best in the people.

A demonstrated commitment to quality teaching in order to promote excellent and equitable outcomes for students.

High level intellectual and analytical skills, with the ability to evaluate and report clearly on complex educational, strategic financial and operational issues and to lead and manage the TQI in implementing the Government's education agenda.

Proven resourcefulness, a track record of innovation and optimization of limited resources to achieve outcomes.

Experience in public administration or regulatory roles.

Contemporary knowledge of national education policy and regulatory practice in order to achieve policy outcomes.

Experience in information management and utilizing technology to deliver services.

Commitment to the ACTPS values and signature behaviours.

Diversity: People with a disability, women, Australians from culturally and linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander people have an equal opportunity for appointment to this position. An appropriate selection panel will be formed, or special needs addressed, if requested by a member of one of these groups.

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

Contract: The successful applicant will be engaged under a performance based contract and will be appointed as CEO of the Teacher Quality Institute under the *Financial Management Act 1996* and the *ACT Teacher Quality Institute Act 2010* 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: Please telephone the

Contact Officer: Kathy McLean, Partner, Fish & Nankivell, on 0414 376 698.

### **Canberra Health Services**

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#### **Office of CEO**

#### **Content Team**

#### **Communications and Engagement**

#### **Content Officer**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 36840)**

Gazetted: 13 October 2020

Closing Date: 29 October 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. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at several locations and in varied environments for people with mental health issues.

Five 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 CHS Communications and Engagement team leads and directs strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

We help build trust and confidence in CHS through compelling, kind, and respectful communications.

The team also manages and responds to a high volume of highly visible communications and enquiries affecting our staff and the community. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time. You will:

bring an audience-first lens to your work, informed by research, insights, and evaluation.

work with stakeholders in partnership with a strong client service ethic.

enjoy working in a fast-paced environment, be flexible and open to change.

be supported by whole of government guidelines, policies, and procedures, and guided by an annual whole of government communications and engagement plan.

Eligibility/Other Requirements:

Desirable:

Relevant tertiary qualifications or a minimum of two years' experience working professionally in the fields of digital communications and content production, media, public relations, marketing, or strategic communications is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: The ability to work flexibly with some out of hours work is required.

Contact Officer: Michelle Wells (02) 5124 9531 [michelle.wells@act.gov.au](mailto:michelle.wells@act.gov.au)

## Medicine

### Medical

#### Sexual Health Reception

#### Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 24873)

Gazetted: 08 October 2020

Closing Date: 22 October 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

The Canberra Sexual Health Centre (CSHC) is a free service and Canberra's leading clinic for the testing and treatment of sexually transmissible infections. As a specialist clinic, it provides confidential and high quality professional and non-judgemental care, giving the community access to the latest information, advice, and treatments.

Under general direction this position provides administrative support to the CSHC and staff, including development and documentation of processes, forms and databases and processing paperwork for enrolled patients, record keeping and booking patient appointments.

Eligibility/Other Requirements

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: Jade Ngata (02) 5124 2063 [jade.Ngata@act.gov.au](mailto:jade.Ngata@act.gov.au)

## **Infrastructure and Health Support Services**

### **Finance and Business Intelligence**

#### **Supply Services**

#### **Warehouse and Distributions Manager**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 32418)**

Gazetted: 08 October 2020

Closing Date: 22 October 2020

Details: **About us**

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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 (CEO) 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 six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement and Supply.

The successful candidate will be based at a Canberra Health Services sites within the Canberra Metropolitan area.

The Warehouse and Distribution Manager Supply Services is a multi-disciplinary coordinator role and is responsible for the day-to-day storage and distribution of inventory and transport.

To be successful in this position, it is expected that the successful candidate will have effective leadership to the team and ensure that facilities are appropriately managed and utilised through:

- Attention to detail with proven time management skills.
- Adherence to policy and procedures.

- High level customer service at all times.

Eligibility/Other Requirements:

Mandatory:

Class C drivers' licence and forklift licence.

Desirable:

MR/HR driver's licence highly desirable.

Certificate IV in a Logistics, Procurement or related field would be highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note:

This is temporary position available for a period of 11 months with the possibility of permanency.

Contact Officer: Jacqueline Williams (02) 5124 3109 jacqueline.williams@act.gov.au

## **People and Culture**

### **Workforce Relations**

#### **Assistant Advisor**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 28368)**

Gazetted: 08 October 2020

Closing Date: 27 October 2020

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Overview of the work area and position

Workforce Relations is responsible for providing employees and managers with advice on the employment framework, workers compensation and recruitment services whilst ensuring the effective and efficient operation of strategic people management advice, **policy**, and programs across CHS.

Under the direction of Senior Managers and Senior Advisors, you will play a key role in the Workforce Relations team by providing routine information to ACT Health employees and managers based on the employment framework (*ACT Public Sector Management Act 1994*, ACTPS Standards 2016 and Enterprise Agreements). Duties will also include diary management, phone management, data entry, human resource functions, fiscal management, secretariat support and any other duties appropriate to this classification that contribute to the operations of Workforce Relations.

Eligibility/Other Requirements

Desirable:

Previous experience with HP Records Manager 8 (HP RM 8, aka. TRIM) or similar system.

Previous experience providing high level administrative assistance.

A certificate IV or Diploma Human Resource Management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Kerry Carmichael (02) 5124 9633 [kerry.carmichael@act.gov.au](mailto:kerry.carmichael@act.gov.au)

## **People and Culture**

### **Recruitment Services**

#### **Senior Recruitment Officer**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 20698)**

Gazetted: 08 October 2020

Closing Date: 27 October 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, Alcohol and Drug Services.

Overview of the work area and position

This position will provide advice and assistance to staff, Managers and Executives on general recruitment matters, including overseas recruitment.

The Employment Services team is responsible for the strategic and operational management of the People and Culture Branch, ensuring the effective and efficient operation of strategic people management advice, policy, and programs across CHS.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management support and advice to managers across CHS on all matters relating to recruitment and establishments.

Eligibility/Other Requirements

Desirable:

An understanding of recruitment practices in a public service environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of nine months with the possibility of extension. Part-time hours maybe considered, and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

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

Contact Officer: Heidi Gregson (02) 5124 9625 [heidi.gregson@act.gov.au](mailto:heidi.gregson@act.gov.au)

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

### **Eating Disorders Program**

#### **Health Professional**

#### **Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 28542)**

Gazetted: 08 October 2020

Closing Date: 22 October 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, Alcohol and Drug Services.

Overview of the work area and position

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

The Division delivers services at several 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)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

The Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

This role will be to conduct assessment, and provide evidence-based intervention to children, adolescents, and adults with an eating disorder, including family and individual work. To work as part of a multidisciplinary team and provide support and supervision to HP2 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

Eligibility/Other Requirements

Mandatory for all disciplines:

Minimum three years (ideally five years) post-qualification experience.

A current unrestricted drivers' licence.

The required professional qualification for their discipline (see below):

*Mandatory for Occupational Therapy:*

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

Eligibility for professional membership of Occupational Therapy Australia.

(HP3) Minimum of three years (ideal five years) post qualification.

*Mandatory for Psychology:*

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

(HP3) Minimum of three years (ideal five years) post qualification

*Highly Desirable for Psychology:*

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

*Mandatory for Social Work:*

Degree in Social Work.

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

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

(HP3) Minimum of three years (ideal five years) post qualification.

Desirable:

Highly desirable for all disciplines:

Experience and or knowledge of Eating Disorders.

Experience working with children, young people, and adults with a Mental Illness.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a temporary position available until 05 February 2021 with the possibility of extension.

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

Contact Officer: Zoie Fortington (02) 5124 1235 [Zoie.Fortington@act.gov.au](mailto:Zoie.Fortington@act.gov.au)

**Adult Acute Mental Health Services**

**Adult Mental Health Unit**

**Clinical Nurse Consultant - High Dependency Unit**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 32565)**

Gazetted: 08 October 2020

Closing Date: 15 October 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, Alcohol and Drug Services.

Overview of the work area and position

Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a 10 bed High Dependency Unit (HDU) and 30 bed Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

The Clinical Nurse Consultant is responsible for providing ward based clinical leadership for the day to day activities in the ward environment.

It is expected that in this position you will provide high quality advanced nursing skills, leadership, and care to achieve sound outcomes for patients. This includes the provision of high-quality customer service to the patients, carers, and other staff of MHJHADS. Although primarily responsible for the HDU, this position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultant for LDU to ensure optimum service delivery and best practice across the service. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Reliable, Progressive, Respectful and Kind.

**Eligibility/Other Requirements**

**Mandatory:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Recent 12 months experience in an Acute Mental Health Facility.

**Desirable:**

Holds or is working towards a post graduate qualification in Mental Health Nursing.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a temporary position available from 29 October 2020 until 20 January 2021.

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

Contact Officer: Sonny Ward (02) 5124 5406 sonny.ward@act.gov.au

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Community Care Program**

**Nutrition Allied Health Assistant**

**Allied Health Assistant 2 (Qualified) \$54,256 - \$60,406 (up to \$62,203 depending on qualification level), Canberra (PN: 39788)**

Gazetted: 09 October 2020

Closing Date: 23 October 2020

**Details: 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**

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are

committed to the delivery of health services that reflect Canberra Health Services' values: reliable, progressive, respectful and kind.

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

Community Care Nutrition services are offered from community health centres and inpatient homes across the ACT. The team provides nutrition assessment and intervention for a wide range of nutrition issues, complex and chronic medical conditions including enteral nutrition, chronic renal failure and haemodialysis, weight management, gastrointestinal disorders, malnutrition and wound healing. Community Care Nutrition also provides services for National Disability Insurance Scheme participants. As a clinical unit, we pride ourselves on our continual drive for high quality patient care.

The team is responsible for the provision of high quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements:

Mandatory

Certificate IV in Allied Health Assistance (Nutrition) or tertiary qualifications in Nutrition

Current driver's licence

Desirable:

Experience working with participants in a community setting

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

Comply with Canberra Health Services credentialing requirements for allied health professionals.

Note:

This is a temporary position available for a period of 12 months with the possibility of extension and or permanency. This position is part-time at 14.70 hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from the selection process and may be used to fill identical vacancies over the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Kate O'Brien (02) 5124 1479 kate.o'brien@act.gov.au

## **Pharmacy Services**

### **Medical Services**

#### **Lead Pharmacist - Surgery**

#### **Pharmacist Level 4 \$115,388 - \$124,221, Canberra (PN: 28888)**

Gazetted: 09 October 2020

Closing Date: 28 October 2020

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

Our Values: Reliable, Progressive, Respectful and Kind

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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 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 several specialised services.

Under the broad direction of the Deputy Directors of Pharmacy and Senior Clinical and Operational Pharmacists, the pharmacist will work closely with a team of dedicated and skilled technicians, pharmacists, and other healthcare practitioners, to deliver a safe, efficacious, and patient centred service.

The position holder will integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

Eligibility/Other Requirements

Mandatory:

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

Able to demonstrate competency standards at the Consolidation Level of the Advanced Pharmacy Practice Framework for Australia as a minimum.

Desirable:

SHPA membership.

Membership linked to area of specialty.

Publication in peer review journals.

Project management and/or research experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

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

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

## **Chief Operating Officer Clinical Services**

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

#### **Child Health Targeted Support Services (CHTSS)**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 23112)**

Gazetted: 09 October 2020

Closing Date: 28 October 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, Alcohol and Drug Services.

Overview of the work area and position

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical, and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery, and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of Canberra Health Services include early childhood, youth, and women's health; dental services, rehabilitation, and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities.

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to children, families, and women. These services include support, education, and information; counselling, assessment, and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team. The Child Health Targeted Support Services includes the Community Paediatric and Child Health Service (CPCHS) and Child at Risk Health Unit (CARHU).

CPCHS provides clinical treatment, education, and care coordination of children with suspected or established developmental delay or disability and children with complex bio-psychosocial behavioural and emotional presentations. As part of the team you will support the multidisciplinary team to promote positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education to improve access to Aboriginal and Torres Strait Islander children and families with complex health needs. This is a rewarding and exciting position within a vibrant service that will require someone with the ability to be flexible and initiate and manage change within the service.

The Child at Risk Health Unit (CARHU) provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers. As part of the therapeutic team you will provide counselling and therapeutic interventions to children and young people, concerns interviews for parents and carers regarding abuse, domestic violence and related child trauma, assist in providing an intake service for CARHU and participate in education and training.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers.

Desirable:

Post graduate qualifications in a relevant field are highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

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

Contact Officer: Jaime Bingham (02) 5124 2712 [jaime.bingham@act.gov.au](mailto:jaime.bingham@act.gov.au)

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

### **Occupational Therapy**

#### **Senior Occupational Therapist**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 02809)**

Gazetted: 09 October 2020

Closing Date: 28 October 2020

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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.

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

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

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

Rehabilitation and Aged Care Occupational Therapy services are offered in community, inpatient and outpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

The Senior Occupational Therapist is an important leadership role within Occupational Therapy and is responsible for the coordination and provision of day-to-day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes.

Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants, and students.

Eligibility/Other Requirements

Mandatory: This position(s) maybe required to participate in overtime, on call and/or rotation roster.

Tertiary qualifications (or equivalent) in Occupational Therapy.

Be registered or eligible for registration with the Australian Health practitioners Regulatory Agency (AHPRA).

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

Note: This is a temporary part-time position at 29.40 hours per week and the full-time salary noted above will be paid pro-rata (with possibility of full-time hours). This position is available for a period of 11.5 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.

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

Contact Officer: Jane Lawrence (02) 5124 0073 [jane.lawrence@act.gov.au](mailto:jane.lawrence@act.gov.au)

**Chief Operating Officer Clinical Services**

**Cancer and Ambulatory Services**

**Nurse Practitioner - Cancer Rapid Assessment Unit**

**Registered Nurse Level 4.2 \$131,034, Canberra (PN: 41367)**

Gazetted: 13 October 2020

Closing Date: 30 October 2020

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

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

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

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

Overview of the work area and position

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings.

The Rapid Assessment Unit provides a dedicated point of access for cancer patients who have urgent care needs related to their cancer diagnosis or the treatment they are receiving, as an alternative to attending the emergency department.

The unit is staffed by a Nurse Practitioner, Advanced Practice Nurse and a Level 2 Registered Nurse who work in collaboration with the patient's treating team. The Rapid Assessment Nurse Practitioner will work primarily within the Rapid Assessment Unit with development opportunities within the Canberra Region Cancer Centre and inpatient wards.

The NP will receive professional development and formal clinical supervision from the Medical Officers and there are opportunities to participate in research, teaching and service development.

Eligibility/Other Requirements

Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Note: This is a temporary part-time position available immediately until 31 June 2021, up to 32:00 hours per week, and the full-time salary noted above will be pro-rata. The unit operates between 8am – 7pm Monday to Friday.

We are looking for a Nurse Practitioner to work two or four days per week.

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

Contact Officer: Julianne Siggins (02) 5124 8557 [julianne.siggins@act.gov.au](mailto:julianne.siggins@act.gov.au)

## **Clinical Services**

### **Adult Mental Health Unit**

#### **Adult Acute Mental Health Services**

#### **Adult Acute Mental Health Access Coordinator**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 21886)**

Gazetted: 13 October 2020

Closing Date: 27 October 2020

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

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

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

Five 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:

Adult Acute Mental Health Services (AAMHS) provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their carers and other key clinical and support services.

The ACT Wide Mental Health Access Coordinator (Access Coordinator) has the role of the patient flow coordination for Adult Acute Mental Health Services (AAMHS), providing timely access to mental health beds, ensuring that the right person gets the right bed at the right time.

The position provides a central point of contact for information and access to mental health beds in AAMHS during business hours and has strong links with the Calvary Public Hospital Bruce and University of Canberra Hospital inpatient mental health units, to effectively coordinate patient flow across the service. The Access Coordinator provides a liaison role with MHJHADS Adult Community Mental Health teams to coordinate and plan direct admissions and/or ED diversion by identifying mental health risk and optimising a therapeutic transition for people who require a mental health admission.

The core responsibilities of the Access Coordinator are:

To be aware of current capacity and demand within mental health services during business hours.

Promote effective coordination of bed movement Service.

Provide operational and strategic advice to MHJHADS executive members with regards to significant predicted or actual reduction in patient flow, which may cause significant risk to the operation of the service.

To be the initial point of contact and escalation point for the Mental Health Capacity Escalation Plan.

Eligibility/Other Requirements:

Mandatory:

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

Have a minimum of three years' experience in either community or inpatient mental health services.

Desirable:

Holds or is working towards a Tertiary Management and/or Nursing Qualification.

Holds a current class C driving licence.

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).

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

Contact Officer: Sonny Ward (02) 5124 4506 sonny.ward@act.gov.au

## **Pathology**

### **Anatomical Pathology**

#### **Staff Specialist - Anatomical Pathologist**

#### **Specialist Band 1 - 5 \$164,470 - \$202,960, Canberra (PN: 44949)**

Gazetted: 14 October 2020

Closing Date: 03 December 2020

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Our Values: Reliable, Progressive, Respectful and Kind

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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.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented except for organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/ research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Dean, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

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 Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology, cytogenetics, and liquid cytology are available on site. Under broad direction of the Director of Anatomical Pathology and the Executive Director of Pathology, as an Anatomical Pathologist you will have a key role in the day to day operations of the laboratory and providing diagnostic reporting, leading and being involved in research projects, participating in teaching and training of registrars and students, participating in quality assurance activities and promotes a commitment to high quality customer service. There may be more than one position available dependent on staff movements and leave which this recruitment process may be utilised for.

Eligibility/Other Requirements

Mandatory:

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).

Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications.

Must hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).

Note: This is a Temporary Full time (or part-time) position for a period of up to 12 months.

Salary, Remuneration and Conditions:

Annual Salary: Indicative total package value of between \$306,509 - \$377,908 inclusive of salary, applicable allowances and 11% super.

Staff Specialist Bands 1-5: \$164,470 - \$202,960

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Reimbursement of relocation costs may be available if you are the successful candidate.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

Contact Officer: Sanjiv Jain Director of Anatomical Pathology (02) 5124 2867 [sanjiv.jain@act.gov.au](mailto:sanjiv.jain@act.gov.au)

## **Clinical Services**

### **Nursing**

#### **Nurse Manager**

##### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22409)**

Gazetted: 13 October 2020

Closing Date: 27 October 2020

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

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

Overview of the work area and position

The Nursing Leadership team is responsible for the strategic and operational management of the Division of Medicine nursing workforce, ensuring the effective and efficient operations of the units/wards under the DoM.

This position reports directly to the Assistant Director of Nursing, In-patient Wards and is responsible for the Human Resource (staff, rostering) and budgets (salaries and operational).

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Brett Jones (02) 5124 5161 [brett.jones@act.gov.au](mailto:brett.jones@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Chronic Care Program**

##### **Chronic Care Program Nurse**

##### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 10553)**

Gazetted: 14 October 2020

Closing Date: 28 October 2020

## Details: 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.

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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 Registered Nurse 2 roles work across the Obesity Management Service (OMS) and the Chronic Care Program (CCP). The Obesity Management Service uses an interdisciplinary approach to improve the health and wellbeing of adult patients with class III obesity which is defined as a Body Mass Index (BMI) of 40kg/m<sup>2</sup> and over. The Service is medically led, and the team also includes dietitians, psychologists, exercise physiologists and registered nurses.

The clinical service prepares and supports individual Obesity Management Plans for patients focusing on improving patient risk factor profiles and wellbeing through group education sessions, physical activity guidance, nutrition interventions, psychological and community support. Weight loss surgery will also be considered for patients within the service. The service is located at Belconnen Community Health Centre and operates Monday to Friday.

The Chronic Care Program provides support services for people living in the community who have had several hospital admissions or ED presentations related to their chronic condition. Person centred care plans are developed in conjunction with the patient to improve their health and wellbeing, and assistance provided to navigate and engage with the health system. The Chronic Care Program includes Care Coordination Service, Advance Care Planning Service and Home Telemonitoring Service. This program is located at the Canberra Hospital and operates Monday to Friday. A large proportion of clinical work for this program occurs in the patient's home.

The RN2 roles are responsible for providing a range of duties in both the OMS and CCP as directed by the CCP Manager/Clinical Nurse Consultant. These duties are listed below. The successful applicant will have excellent communication and interpersonal skills, with a strong focus on quality improvement and service delivery. This is an exciting role within a vibrant multidisciplinary team.

Eligibility/Other Requirements:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Desirable: It is desirable that the successful applicant has clinical experience in chronic disease management, general medicine, acute medical nursing and/or ambulatory care.

Holds or is working towards a post graduate qualification relevant to nursing, Current driver's licence.

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

Selection may be based on application and referee reports only.

Contact Officer: Elizabeth Forbes (02) 5124 5289 [elizabeth.forbes@act.gov.au](mailto:elizabeth.forbes@act.gov.au)

## Medical Services

### Pathology

### Specimen Reception

### Team Leader Specimen Reception

Technical Officer Level 2 \$64,220 - \$73,540, Canberra (PN: 38738)

Gazetted: 14 October 2020

Closing Date: 28 October 2020

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Overview of the work area and position

ACT Pathology is a division of the Canberra Hospital and 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 Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and dispatch of patient samples and clinical trial samples, receipt and entry of referred test results and distribution of pathology results via telephone enquiries. A team leader is expected under direction of their manager to provide leadership, maintain processes, assist with staff training and competency appraisals and be responsible for accurate input of patient referral information into the Laboratory Information System (LIS).

Eligibility/Other Requirements:

Mandatory:

An associate diploma and/or Bachelor of Medical Laboratory Science or equivalent and/or relevant experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on application and referee reports only. This position requires a commitment to working within a 24 hour/7 day roster.

Contact Officer: Christopher Burton (02) 5124 3992 [chris.burton@act.gov.au](mailto:chris.burton@act.gov.au)

## **Surgery**

**Medical Emergency Team, Intensive Care Unit Outreach**

**Medical Emergency Team - Intensive Care Unit Outreach Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 12128, several)**

Gazetted: 13 October 2020

Closing Date: 27 October 2020

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Overview of the work area and position

The Medical Emergency Team (MET) as part of the Acute Clinical Care Services works in collaboration with Intensive Care to provide a frontline medical emergency response to patients experiencing an acute deterioration.

The unit is currently seeking applications to the MET Nursing position for a suitably qualified registered nurse to provide a frontline medical emergency response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach response for patients at risk of deterioration within inpatient wards. The position will work a rotating roster of mornings, evenings, nights, and weekends.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Experience in a critical care area and or resuscitation

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Note: There are several full-time permanent and temporary position available, part-time hours will be considered and the full-time salary noted above will be pro-rata. The positions will work a rotating roster of mornings, evenings, nights, and weekends.

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

Contact Officer: Jo Lindbeck 0466 507 934 [jo.lindbeck@act.gov.au](mailto:jo.lindbeck@act.gov.au)

## **Chief Operating Officer Clinical Services**

### **Allied Health**

#### **New Graduate Social Worker**

**Health Professional Level 1 \$62,823 - \$82,307, Canberra (PN: 45836, several)**

Gazetted: 14 October 2020

Closing Date: 28 October 2020

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Overview of the work area and position

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post-acute and long-term illnesses.

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

The Cancer Psychosocial Service is in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation, and ageing.

The Social Worker will understand issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

CHS is seeking dynamic new graduates to fill several positions within CHS, in areas such as Cancer Psychosocial Service, Acute Support Social Work and Rehabilitation Aged and Community Services. CHS offers a 12-month, structured program that provides orientation, supervision, and support for social work graduates to further develop their knowledge for social work practice in health.

Under professional supervision you will play a key role in delivering high quality patient centred and associated functions to support service delivery in clinical areas by:

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.

Providing individual or group service delivery.

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

Eligibility/Other Requirements

Mandatory:

Current driver's licence. Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).

Desirable: Interest in community, rehabilitation, aged care or hospital based social work settings.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

Note: These are temporary position available for a period of 12 months. Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

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

Contact Officer: Natasha Synnott [natasha.synnott@act.gov.au](mailto:natasha.synnott@act.gov.au)

**Chief Operating Officer Clinical Services**

**Rehabilitation, Aged and Community Services**

**Community Care Occupational Therapy Manager**

**Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 09797)**

Gazetted: 14 October 2020

Closing Date: 30 October 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, Alcohol and Drug Services.

Overview of the work area and position

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

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

Community Care Occupational Therapy services are offered from community health centres and in-patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

We pride ourselves on our continual drive for high quality patient care. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. In this role you will be part of a friendly and engaging interprofessional management team.

This full-time leadership role is a great opportunity for an experienced senior clinician to stretch themselves and explore their passion for health service management.

Eligibility/Other Requirements

Mandatory:

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

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

Current driver's licence.

Degree in Occupational Therapy.

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) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

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

Contact Officer: Dominic Furphy 0419 167 722 [dominic.furphy@act.gov.au](mailto:dominic.furphy@act.gov.au)

## **Medical Services**

### **Pathology**

### **Customer Services**

### **Phlebotomist**

### **Technical Officer Level 1 \$59,329 - \$62,203, Canberra (PN: 28524, several)**

Gazetted: 14 October 2020

Closing Date: 28 October 2020

#### **Details: About us**

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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**

ACT Pathology is a division of Canberra Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital.

Customer Services is a department of ACT Pathology providing contact between patients, clinicians and the pathology service. Customer Services is responsible for the operation of six collection centres across the Canberra region and provision of hospital ward services for Canberra Hospital, Calvary Public Hospital Bruce and National Capital Private Hospital and a home visit program for those patients to frail to attend a collection centre.

Under direction of the Customer Services Manager and Senior Supervisor, the successful applicant will be required to perform collection procedures working across all sites, perform reception duties, data entry, stock maintenance and a liaison role with patients and clinicians. Customer Services routinely operates Monday through to Saturday within the span of hours 7am to 530pm, however there are occasions to work outside of routine days and hours due to public holidays and operational requirements. ACT Pathology operates in seven locations across Canberra currently and successful candidates are required to work from any of these sites when rostered.

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

##### **Desirable:**

Certificate III in Pathology Collection or other approved qualification or relevant experience.

Minimum of three years’ experience in venepuncture.

A current driver’s licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

There are multiple temporary and permanent positions available, consisting of both full-time and part-time hours and the full-time salary noted above will be pro-rata. Temporary positions may be up to 12 months in duration with the possibility of extension and/or permanency.

Contact Officer: Louise Hyndes (02) 5124 2932 [louise.hyndes@act.gov.au](mailto:louise.hyndes@act.gov.au)

#### **Clinical Services**

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

##### **University of Canberra Hospital**

##### **Registered Nurse**

##### **Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: C10899, several)**

Gazetted: 14 October 2020

Closing Date: 30 October 2020

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population.

University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery or injury or experiencing mental illness.

We are looking for enthusiastic and experienced nurses to fill casual positions at the Registered Nurse level.

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

##### **Mandatory:**

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

##### **Desirable:**

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: Position/s will be offered on a casual basis. The full-time salary noted above will be pro-rata. Selection may be based on written application and referee reports only.

Contact Officer: Maria Harman 0466 634 639 [maria.harman@act.gov.au](mailto:maria.harman@act.gov.au)

#### **Clinical Services**

##### **Cancer and Ambulatory Services**

##### **Cancer and Ambulatory Support**

##### **Personal Assistant**

**Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 29772)**

Gazetted: 14 October 2020

Closing Date: 28 October 2020

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Overview of the work area and position

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services, and palliative care through inpatient, outpatient, and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, Walk-in Centres and transcription.

The role of the personal assistant to the Executive Director for Cancer and Ambulatory support is to provide executive level support to the Executive Director and the Cancer and Ambulatory Support Leadership group. This position is integral to the Executive team in ensuring the Office of the Executive Director is managed Professionally and workflow is completed in a timely manner and to a high standard.

Eligibility/Other Requirements:

Desirable: Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Cathie O'Neill (02) 5124 2738 [cathie.o'neill@act.gov.au](mailto:cathie.o'neill@act.gov.au)

**Clinical Services**

**Rehabilitation Aged and Community Services**

**Stromlo**

**Assistant in Nursing**

**Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 40244, several)**

Gazetted: 14 October 2020

Closing Date: 28 October 2020

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Overview of the work area and position

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The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services. Canberra's first purpose-built rehabilitation hospital will support people recovering from surgery or injury or experiencing mental illness.

Working under the direction of Registered Nurses in a multi-disciplinary team-based environment, the AIN is a key role assisting patients with activities of daily living and caring for patients as part of a team model of care.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing)

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

Desirable:

Experience and qualification in working with Dementia patients and patients with challenging behaviours.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: There are two temporary full-time positions available for a period of 13 months with the possibility of extension and/or permanency. All positions work a 24/7 rotating roster, including a regular contribution to night shift. Selection may be based on written application and referee reports only.

Contact Officer: Maria Harman 0466 634 639 maria.harman@act.gov.au

## People and Culture

### Workforce Capability - Staff Development

#### Clinical Nurse Educator (CNE) | Transition to Practice Program Coordinator

#### Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22143)

Gazetted: 12 October 2020

Closing Date: 19 October 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.

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

This position reports to the Assistant Director and Director of SDU and works in partnership with clinical teams from across the health service to ensure the delivery of safe and effective care to health care consumers.

Workforce Capability -Staff Development Unit (SDU) is located on the Canberra Hospital campus and reports to the Executive Group Manager, People and Culture. SDU provides a key coordination role for Learning and Development (L&D) in CHS and provides education, including eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the National Quality and Safety Health Service Standards and needs of the organisation. SDU manages the systems, reporting and policies for education/training in CHS.

#### Eligibility/Other Requirements

##### Mandatory:

Extensive diverse clinical and leadership experience.

Sound understanding of education and adult learning.

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

##### Desirable:

Commitment and accountability to own learning, development, and practice with postgraduate qualifications in a nursing specialty/or education.

Certificate IV Training and Assessment or equivalent competency units with extensive experience in teaching.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

Contact Officer: Deborah Moore (02) 5124 7057 [deborah.moore@act.gov.au](mailto:deborah.moore@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](mailto:jobs@act.gov.au)**

#### **Economic Development**

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

#### **Key Sectors and Investment**

#### **Assistant Director- Key Sectors**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 49396)**

Gazetted: 12 October 2020

Closing Date: 19 October 2020

Details: The Economic Development Division is seeking a highly capable candidate for the position of Assistant Director within Innovation, Industry, and Investment. In this position you will contribute to the delivery of a range of ACT business programs through conception, implementation, and review. As an Assistant Director you will need to have excellent communication skills, be highly organised and have a demonstrated ability to work with people across different levels. The successful candidate will have demonstrated abilities to; effectively communicate with influence verbally as well as strong writing skills, adapt to a continuously changing environment and deliver strategic and sound policy advice. Experience in drafting and editing high level documents including, correspondence, briefs, presentations, and reports is critical in this role. You will collaborate with members of a small energetic team committed to supporting industries of strategic importance, stakeholders, and key partners to opportunities.

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 six months with the possibility of extension and/or permanency. election may be based on application and referee reports only. A merit pool may be created to fill identical vacancies in 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. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

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; and your curriculum vitae.

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

Contact Officer: Ilsa Stuart (02) 6207 8864 [Ilsa.Stuart@act.gov.au](mailto:Ilsa.Stuart@act.gov.au)

## **Workforce Capability and Governance**

### **Secure Local Jobs Code Branch**

#### **Compliance Officer**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42362)**

Gazetted: 12 October 2020

Closing Date: 28 October 2020

Details: The Secure Local Jobs Code Branch has an opportunity available in our team for an experienced Compliance Officer. To be successful in this role you will enjoy working in a small team undertaking a range of duties to support the operations of the Branch; have experience in compliance, investigations and enforcement; and be willing to share your expertise to assist in the ongoing administration of the Secure Local Jobs Code. The Secure Local Jobs Branch supports the Secure Local Jobs Code Registrar, an independent statutory appointment in accordance with the *Government Procurement Act 2001*, in the administration of the Secure Local Jobs Code (the Code). This position reports to the Registrar, Secure Local Jobs Branch. The occupant of the position is responsible for undertaking a range of duties to support the Registrar administering the code. The position is responsible for ensuring Compliance with the Code through a range of compliance activities. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant experience and/or qualifications in compliance (e.g. Certificate IV in Government Investigations or equivalent) is highly desirable but is not essential.

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

How to Apply: Applicants are invited to submit a maximum of three-page statement outlining their Experience and Capabilities against the Professional/Technical Skills and Knowledge and Behavioural Capabilities, along with a copy of your curriculum vitae and two referees.

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

Contact Officer: David Robertson (02) 6207 3005 [david.robertson@act.gov.au](mailto:david.robertson@act.gov.au)

## **Economic Development**

### **VisitCanberra**

#### **Social Media and Content Officer**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 16867)**

Gazetted: 13 October 2020

Closing Date: 29 October 2020

Details: As the Social Media and Content Officer at VisitCanberra, we encourage you to produce, curate and share enticing content on our digital channels to improve the perception of Canberra as a leisure destination.

You'll know your way around social media channels, the tools for scheduling, measurement and reporting, and be able to use your creative copy-writing skills to ensure content not only builds our audience and manages our community but moves the destination forward. Our end goal is to convert people to visit Canberra or attend an event in the Canberra region. You will have the opportunity to attend networking functions and events, build and maintain relationships with industry and produce quality content. Your content will be a key part of ensuring our content plan is created and executed like clockwork to deliver immediate results.

Reporting using a variety of monitoring tools and platforms will be a must to assess what content is performing well and enabling the team to achieve our marketing objectives.

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: A merit pool may 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. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to work remotely safely and effectively. A gradual return to the workplace is anticipated at a later date. How to Apply: If this sounds like you, please submit your curriculum vitae and a supporting statement. Supporting statements should clearly address the Professional/Technical skills and Behavioural Capabilities outlined in the Position Description and be no longer than three pages, telling us why you are the right person for the job.

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

Contact Officer: Teresa Comacchio (02) 6205 6001 [teresa.comacchio@act.gov.au](mailto:teresa.comacchio@act.gov.au)

## **Access Canberra**

### **Licensing and Registrations**

#### **Director**

#### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 15452)**

Gazetted: 14 October 2020

Closing Date: 28 October 2020

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver services. Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

We are seeking a Director for 12 Months in the Licensing and Registration Branch who is an analytical thinker, enjoys challenging work, has a can-do attitude and a keen eye for detail. If you have experience in governance, procurement processes, contract management and negotiation, particularly in the government environment, and are up for the challenge, then we want to hear from you! As a Director in the Licensing and Registration Branch you will have a direct impact on making Canberra a better place to live.

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

Note: This is a temporary position available immediately until October 2021.

How to Apply: Please submit a two page pitch addressing the Selection Criteria along with your current curriculum vitae.

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

Contact Officer: Derise Cubin (02) 6205 3732 [derise.cubin@act.gov.au](mailto:derise.cubin@act.gov.au)

## **Treasury**

### **Shared Services**

#### **Finance Services/Finance Operations/Accounts Payable**

#### **Senior Project Officer - Finance**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 28905)**

Gazetted: 12 October 2020

Closing Date: 28 October 2020

Details: Shared Services Finance Operations has a temporary vacancy for a Senior Project Officer – Finance.

We are looking for a dynamic person, with exceptional communication skills and the ability to work cooperatively in a team environment. You will need to demonstrate high quality customer service skills together with well-developed problem solving and analytical skills.

To be successful in this role you must possess excellent time management skills together with the ability to prioritise workloads in order to meet tight deadlines. In the role as Senior Project Officer you will be tasked with a

number of specific business improvement projects, however there will be expectation for you to undertake other adhoc duties as required. This position reports directly to the Manager, Accounts Payable.

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 up to six months with the possibility of extension up to 12 months. Selection may be made on application and referees report only. This position has been readvertised and previous applicants need not to reapply and will be considered.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided.

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

Contact Officer: Tash Grant (02) 6205 4066 [Tash.Grant@act.gov.au](mailto:Tash.Grant@act.gov.au)

### **Executive Branch Manager, Engagement, Compliance and COVID-19 Response**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1147)**

Gazetted: 12 October 2020

Closing Date: 26 October 2020

The opportunity:

What's the recipe for a successful Executive Branch Manager of Engagement, Compliance and COVID-19 Response? Here at Access Canberra, we believe it is a combination of a cup of communication, a handful of regulatory expertise, and a scoop of collaboration, all thoroughly blended with a dash of humour and an ability to work in a high-demand kitchen. As an extra treat, we also layer on a healthy dollop of flexible working in this dynamic and fast paced, yet professionally nourishing role.

In this new position with Access Canberra, you will be the Master Chef overseeing Access Canberra's engagement, compliance and COVID-19 response ensuring our agency is best placed to meet future needs through: strengthening our engagement activities; assisting our agency to respond to evolving COVID-19 priorities; supporting compliance with applicable COVID-19 Public Health Directions; and ensuring our people, the community and stakeholders (including the Canberra business sector and across Government) are kept informed about our work and regulatory compliance priorities. You will also manage operational parking and traffic camera regulatory compliance teams in support of our vision for a safe and liveable city.

The successful applicant will know the recipe for rapidly responding to change, communicating with influence to achieve outcomes and ensuring that the community and industry have a strong understanding of their legislative and regulatory requirements to achieve compliance, while always being committed to growing and developing the capacity of our agency. You will also understand how to lead teams and apply a risk-based approach to our activities to minimise harm for our community.

You will become a key member of the Access Canberra Executive team helping to drive organisational strategy and lead the implementation of government priorities.

Please review the Position Description for more details about this role and its duties/responsibilities.

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

Contract: The successful applicant will be engaged under a performance based contract for a period of two years with the possibility of extension 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: If you think you are the right person we are looking for, please send us a 'pitch' of no more than two pages address the section criteria by outlining your recipe for why you are interested in the opportunity and what skills and experiences you will bring to this busy kitchen.

Don't forget to include your resume, including the contact details of two referees.

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

Contact Officer: Rachael Short, Executive Officer (02) 5124 6022 [rachael.short@act.gov.au](mailto:rachael.short@act.gov.au)

**Access Canberra**

**Fair Trading and Compliance**

**Parking Operations**

**Parking Inspector**

**Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 18999, several)**

Gazetted: 09 October 2020

Closing Date: 23 October 2020

Details: Do you have a keen interest in road and public safety and an ability to promote this through community engagement? Do you work well in a team to achieve a common goal? Do you like working outdoors and keeping fit? If your answer is yes, you may be the person we are looking for. Access Canberra Parking Operations is seeking enthusiastic applicants to fill the role of Parking Information Officer. These roles will see you out in the field utilising the latest technology to achieve compliance in relation to road safety. The successful applicants will perform duties as an authorised parking inspector in an innovative environment. 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: You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under the Road Transport Legislation. A current driver's licence is also required.

Note: These are temporary positions available for a period of up to 12 months with a 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. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description and job advertisement 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. Please submit a written application of no more than one page, in the form of a pitch, indicating your capacity to perform the duties and responsibilities at the specified classification and responding to the statement below. Please include contact details of at least two referees and current curriculum vitae. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

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

Contact Officer: Gregory Mirenda (02) 6207 7167 [gregory.mirenda@act.gov.au](mailto:gregory.mirenda@act.gov.au)

**Access Canberra**

**Fair Trading and Compliance**

**Compliance Team**

**Inspector**

**Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 13935)**

Gazetted: 09 October 2020

Closing Date: 23 October 2020

Details: Would you like to make a real difference in the community and contribute to a safer vibrant city? Sick of doing the same thing day in, day out? You won't get bored in this position which is fast paced in an ever-changing environment. You need to be able to think outside the square, problem solve, and think while on your feet. Can you keep up? The Compliance Team will see you working on a vast range of matters in relation to gaming, liquor, security, controlled sports, fair trading, working with vulnerable people (to name a few!). Successful applicants will be able to demonstrate their ability to engage, educate and enforce in line with Access Canberra's Compliance Framework. Successful applicants will be required to exercise powers and use a risk/harm based regulation model to conduct inspections/investigations, both individually and as a team member.

Eligibility/Other Requirements: A current driver licence is essential. A Certificate IV in Government (Investigations) or relevant experience in a regulatory environment is desirable but not essential. Willingness to undertake work outside standard business hours.

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

How to Apply: Please review the Position Description and Job Advertisement 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.

Please submit a curriculum vitae, two completed referee reports and one page response detailing:  
Your most relevant achievement in the last five years and how it relates to this position and its duties, and  
Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.  
*Applications should be submitted via the Apply Now button below.*  
Contact Officer: Christian Lignieres (02) 6207 0381 christian.lignieres@act.gov.au

### **Community Services**

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

#### **Housing ACT**

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

##### **Finance**

##### **Finance Officer, Housing ACT**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 43525)**

Gazetted: 12 October 2020

Closing Date: 26 October 2020

Details: The Finance Officer is responsible for ensuring the appropriate, accurate and complete recording, reporting of revenues and debts from the accounts receivable activities in Housing ACT.

Management of the account receivable function entails preparing and sending invoices to customers or clients, updating the financial records, including monthly analysis, reconciliation and quality assurance of the debts, debt management and collection and writing off uncollectable debts.

The debts to be managed include debts for tenant responsible maintenance charges, rental bond loans and other debts. The position is subject to job rotation arrangements within the Strategic Finance Team. More details can be found in the Position Description.

Note: This is a temporary position available for six months with a 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: Applications should be submitted as if it were an Expression of Interest, ensuring to address details required in the Position Description. Applications should be limited to two pages, a curriculum vitae and supporting documents.

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

Contact Officer: Cara Cannon (02) 6205 8404 cara.cannon@act.gov.au

#### **Housing ACT**

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

##### **Asset Design and Delivery**

##### **Senior Project Officer, Asset Design and Delivery, Housing ACT**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 44223)**

Gazetted: 12 October 2020

Closing Date: 26 October 2020

Details: The Senior Project Officer is responsible for managing the delivery of design and construction projects on behalf of the Commissioner for Social Housing and the ACT Government as part of the public housing growth and renewal program.

It supports the Director and Senior Director, Asset Design and Delivery, by engaging and collaborating within the immediate team, architects, contractors, consultants, and other external stakeholders to provide safe and affordable housing to the Canberra community.

The position may require the Senior Project Officer to work primarily in the Design or Delivery areas depending on the needs/requirements of the business. More information can be found in the Position Description.

Note: This is a temporary position available for six months with a 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: Applications should be submitted as if it were an Expression of Interest, ensuring to address details required in the Position Description. Applications should be limited to two pages, a curriculum vitae and supporting documents.

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

Contact Officer: Helene Tabor (02) 6207 1813 [helene.tabor@act.gov.au](mailto:helene.tabor@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.

## **Children, Youth and Families**

### **Child Development Service**

#### **Administration Corporate Officer**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 36168)**

Gazetted: 09 October 2020

Closing Date: 23 October 2020

Details: The Corporate Officer in this position will be focussed on supporting the Child Development Service to deliver the best possible outcomes through a range of administrative support functions to provide high quality customer services to clients and staff. The position reports to the Child Development Service Senior Manager.

Eligibility/Other Requirements:

Desirable qualifications and experience:

Experience and/or desire to work in a community services environment.

Experience in supervision of Administrative Support Officers.

Proficiency with Microsoft Office products and database systems.

Current driver's licence.

Additional Information

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

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. Educational, suitability and professional qualification checks may be carried out prior to employment.

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

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

Contact Officer: Katherine Parker (02) 6205 1595 [katherine.parker@act.gov.au](mailto:katherine.parker@act.gov.au)

## **Children, Youth and Families**

### **Executive Officer**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 02000)**

Gazetted: 09 October 2020

Closing Date: 23 October 2020

Details: The SOGC Executive Officer works as part of an executive team to deliver professional outcomes across CYF including, Executive Group Manager, Executive Group Manager (Deputy) and Executive Branch Manager. The Executive Officer will be undertaking secretariat functions, the creation and management of confidential documents, the creation of client briefs, the facilitation of project reporting, the analysis and reporting of financial and statistical information.

Eligibility/Other Requirements: Essential qualifications and experience: •Proficiency with Microsoft Office products and database systems Desirable qualifications and experience: •Proven high level competencies in working with senior executives. Prior to commencing in this role, a current registration issued under *the Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with

Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people).

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 your response to Selection Criteria and resume. Applications should be submitted via the Apply Now button below.

Contact Officer: Johanne Beirne (02) 6207 6713 [Johanne.Beirne@act.gov.au](mailto:Johanne.Beirne@act.gov.au)

## **Strategic Policy**

### **Systems and Performance**

#### **Records Management**

##### **Records Manager**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 23208)**

Gazetted: 08 October 2020

Closing Date: 22 October 2020

Details: The Directorate requires the services of a skilled Records Manager with substantial experience in the application of the *ACT Records Act (2002)* and a detailed understanding of Content Manager (CM9).

The successful applicant will

Coordinate the operational aspects of the Directorate's Records Management Program.

Ensure records repositories are accurate, organised and maximise both compliance and findability in paper-based and digital environments.

Provide advice to assist in the development of strategies for transitioning services, processes, records and information to a digitised environment.

Consult, collaborate and build substantial relationships with the staff of the directorate.

Collaborate with Directorate staff, the Territory Records Office and other agencies to promote best practice approaches to the Directorate's information management strategies, policies, schedules, programs and procedures as well as opportunities for cross-directorate strategic level collaboration.

Assist in policy development and analysis of business to identify business information requirements and optimise business outcomes

Develop Just in Time Training (JITT) online learning modules for a contemporary records environment that matches staff journey/lifecycle and association with prevailing Microsoft technologies.

Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety 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.

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

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

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

Contact Officer: Garry Taylor (02) 6205 2817 [garry.taylor@act.gov.au](mailto:garry.taylor@act.gov.au)

## **Housing ACT**

### **Client Services Branch**

#### **Capability and Wellbeing**

##### **Assistant Director - Training and Workforce Development**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 10582)**

Gazetted: 08 October 2020

Closing Date: 22 October 2020

Details: The Assistant Director, Training and Workforce Development role is responsible for the delivery of a cohesive and structured approach to the design, development, and delivery of Housing ACT's, in particular Client Services Branch's operational training programs and projects.

The position is responsible for delivering training, resources, tools, and processes that embed organisation policy into practice. The role will provide strong leadership and implement improvement strategies to enable Client Services Branch with Housing ACT to continue to grow capability.

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:

Desirable but not essential, qualifications and experience:

Tertiary qualifications in adult education.

Qualifications in leadership or management.

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

How to Apply: Applicants should provide a 400-word response against each Selection Criteria, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Matt Barry (02) 6205 4284 [matt.barry@act.gov.au](mailto:matt.barry@act.gov.au)

## **Strategic Policy**

### **Human Services**

#### **Senior Policy Officer**

**Administrative Services Officer Class 6/Senior Officer Grade C \$86,547 - \$117,249, Canberra (PN: 18370, several)**

Gazetted: 08 October 2020

Closing Date: 22 October 2020

Details: Have you always wanted to make a difference? Now is your chance. Policy and Service Design Branch is looking for people who want to make a difference. Be part of a strong and supportive team working on social policy, legislation, service design and providing advice to Executives and Ministers. Grapple with big questions that affect our community. Provide solutions to vexing legislation problems. Hone your skills in the production of high-quality advice.

If you are skilled in research and analysis, have experience in working with legislation and want to contribute, we want to hear from you. If you enjoy solving complex problems, working together with your colleagues in a collaborative way, we want to hear from you. If you pride yourself on listening well and engaging with a range of stakeholders in government and community, we want to hear from you. If you want to make a positive contribution to the lives of people in the community, we want to hear from you.

Eligibility/Other Requirements: Qualifications in public policy, social sciences, the humanities, economics, or law will be advantageous.

Note: There are several temporary positions available until 30 June 2021 with the possibility of extension and/or permanency. Your application will be considered for both ASO6 and SOGC level depending on your skills, qualifications, and experience. Applicants may be assessed on written application only. If interviews are required, they will be conducted online.

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 provide an application, maximum of two pages outlining your skills and experience, include your curriculum vitae and the contact details of two referees.

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

Contact Officer: Louise Bassett (02) 6205 7743 [louise.bassett@act.gov.au](mailto:louise.bassett@act.gov.au)

## **Cultural Facilities Corporation**

### **Canberra Theatre Centre**

#### **Operations**

### **Stage Door Manager**

#### **General Service Officer Level 6 \$59,578 - \$62,286, Canberra (PN: 3552)**

Gazetted: 12 October 2020

Closing Date: 26 October 2020

Details: Based in the heart of the Nation's Capital, Australia's first performing arts centre, The Canberra Theatre Centre, is seeking a keen self-motivated individual to join its technical department in the [Full time/permanent] role of Stage Door Manager.

The Stage Door managers role oversees the provision of a safe, comfortable and secure working environment for visiting companies during their stay at the Canberra Theatre Centre. This is through the operation and supervision of access to the backstage area and ensuring backstage amenities are maintained at a professional standard for use and by providing a prompt and friendly service to more than 500 hundred annual performances across the Centre's three venues.

The Stage Door Manager works closely with technical and Front of House staff to ensure the best results on all productions. Duties include rostering and supervising a casual workforce, evening and weekend work on productions, and responsibility for the operation and presentation of Back of House amenities.

Applicants must have proven experience in the professional performing arts environment, as well as being a team player with great communication skills. A strong understanding of security and IT systems are also desirable.

How to Apply: Applicants must submit a curriculum vitae and a written response to the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Cutler (02) 6243 5736 rohan.cutler@act.gov.au

### **Education**

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

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

### **Service Design and Delivery**

#### **Assistant Director Flexible Education (Identified Position)**

#### **School Leader C \$126,542, Canberra (PN: 48597)**

Gazetted: 14 October 2020

Closing Date: 6 November 2020

Details: Are you a reflective practitioner, able to create dynamic learning environments and authentically personalised education programs for Aboriginal and Torres Strait Islander students? Do you have a demonstrated understanding of trauma and neuroscience informed education practices? Are you passionate about inclusion, social justice, innovation, and equity? If so, then the role of Assistant Director Flexible Education may be for you. Our ideal candidate will have excellent interpersonal, communication and relationship building skills. You will be a team player with the ability to work collaboratively as part of a small interprofessional team within the newly established Flexible Education Section. The schools and sites within Flexible Education include Murrumbidgee Education and Training Centre, Muliyan, Boomanulla, the Hospital School, the educational program at The Cottage and Distance Education.

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

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

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

Note: This is a temporary position available immediately up until the 30 June 2021 with the possibility of extension or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Interested Applicants located outside of Canberra – Relocation expenses will be reimbursed to the successful

applicant in accordance with Clause C18 of the [ACT Public Sector Education Directorate \(Teaching Staff\) Enterprise Agreement 2018 - 2022](#)

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and the contact details of two referees.

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

Contact Officer: Sam Seton (02) 6205 7029 [EDUDSEOffice@act.gov.au](mailto:EDUDSEOffice@act.gov.au)

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

## **Business Services**

### **People and Performance**

#### **Assistant Director, HR Business Partner**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 43069)**

Gazetted: 13 October 2020

Closing Date: 27 October 2020

Details: We are seeking an Assistant Director, Human Resource Business Partner to join our fast paced team.

The Business Partnering team provide high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce. The Business Partner is required to provide advice and assistance to managers and senior executives on a broad range of strategic Human Resource (HR) management activities in accordance with relevant legislation, policies and guidelines.

We need an excellent communicator with the ability to build and maintain positive working relationships and provide effective operational leadership to the HR Business Partnering team.

The successful candidate will be an experienced HR Professional in a large and complex working environment and will have a genuine passion for the all things HR. You will be outcomes focussed, agile with the ability to work well in a fast paced environment, be open and adaptable to change and be able to hit the ground running.

If this sounds like you we would love to see your two page pitch.

Eligibility/Other Requirements: Relevant tertiary qualifications or extensive experience in a similar role would be advantageous. Recent similar experience in an education setting would be advantageous. Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate is highly desirable.

Note: This is a temporary position available immediately for six 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. Selection may be based on application and referee reports only.

How to Apply: Please submit a two page pitch addressing the Selection Criteria and a curriculum vitae.

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

Contact Officer: Katie Dunn (02) 6207 7448 [katie.dunn@act.gov.au](mailto:katie.dunn@act.gov.au)

## **System Policy and Reform**

### **Early Childhood Policy and Regulation**

#### **Children's Education and Care Assurance**

##### **Assistant Director, Audit and Risk Management, Children's Education and Care Assurance**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 14154)**

Gazetted: 13 October 2020

Closing Date: 29 October 2020

Details: Children's Education and Care Assurance (CECA) is seeking applications from a motivated professional to fill a permanent position as Assistant Director, Audit and Risk Management.

CECA fulfil the functions of the Regulatory Authority for education and care services in the ACT under the *Education and Care Services National Law (ACT) Act 2011*, *Children and Young People Act 2008*, and administers the National Quality Framework (NQF). CECA promote this transformative reform of the education and care sector which raises the quality of early childhood education and care services through assessment and rating against the National Quality Standard (NQS), and audits and investigations checking compliance with the legislation and issuing enforcement actions.

The position of Assistant Director, Audit and Risk Management, will oversee the audit and risk management of education and care services to ensure services meet the requirements of the *National Quality Framework and*

*Children and Young People Act*. It will also support capacity building within education and care services in the ACT through monitoring compliance.

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

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

Note: Applicants assessed as meeting the criteria will be invited to attend an assessment process involving a written exercise and interview. 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. Applicants are encouraged to phone the Contact Officer.

How to Apply: Applicants should address each of the attached Selection Criteria. Applications should include the name and contact details for two relevant referees.

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

Contact Officer: Jo Williams (02) 6207 1289 [jo.williams@act.gov.au](mailto:jo.williams@act.gov.au)

## **Business Services**

### **People and Performance**

#### **Workplace Relations and People Capability**

##### **Senior Director**

##### **Senior Officer Grade A \$148,991, Canberra (PN: 00265)**

Gazetted: 13 October 2020

Closing Date: 27 October 2020

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

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

##### **Branch Overview**

The People and Performance Branch supports the Directorate through the provision of a broad range of strategic and operational Human Resource (HR) management functions including employee and industrial relations, business partners, work health, safety and wellbeing, recruitment and retention, learning and development, rewards and recognition, diversity and inclusion, workplace culture and HR policy, organisational design and workforce planning.

The Position: The Senior Director Workplace Relations and People Capability is part of the People and Performance leadership team, responsible for a Human Resources team within the People and Performance Branch. The section is responsible for leading the alignment of industrial relations strategy's to the Directorate's strategic plan, delivering whole of Government and Directorate development and recognition programs, leading the implementation of the ACTPS and EDU diversity and inclusion strategy and delivering and implementing future focused workforce strategies and analytics for the Directorate. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage.

Professional memberships relevant to HR would be an advantage and/or AHRI Professional

Accreditation/Practicing Certificate.

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

How to Apply: Applicants are required to submit written response addressing the Selection Criteria (no more than two pages); and a current curriculum vitae with the names and contact details of two referees.

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

Contact Officer: Amelia Burton (02) 6207 2736 [amelia.burton@act.gov.au](mailto:amelia.burton@act.gov.au)

## Various Schools

### Teachers – Early Childhood Educators

#### **Executive Level Classroom Teacher \$73,246 - \$109,641, Canberra (PN: ECCT2021)**

Gazetted: 12 October 2020

Closing Date: 26 October 2020

Details: Highest paid teachers in the nation – up to \$109,641 +11.5% super Generous relocation package of \$12,000 + dependant's allowance. Come and be part of the Future of Education in the ACT Join ACT Education as a teacher specialising in Early Childhood Education, setting up our children for success. Teachers – Early Childhood Educators Our teachers specialising in Early Childhood Education will help to deliver programs to our youngest students, from 3 years old attending our Preschools through to those in Kindergarten and into Years 1 and 2. The Education Directorate has a wide range of schools delivering Early Childhood Education to our youngest students:

- Koori Preschools that have a strong focus on Aboriginal and Torres Strait Islander identity and culture
- Early Childhood Schools providing wrap around services from Preschool to Year 2 collocated with our Primary Schools
- Preschools operating both on joint and separate campuses to our Primary schools

The Future of Education The Future of Education Strategy is an ACT education strategy in

note: Qualifications in the teaching/education of children from birth to five years of age are not recognised as school teaching qualifications. For teacher registration purposes, teacher education programs must include primary or secondary units and practice. You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position. You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position. Further information A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. For any questions regarding this recruitment process please contact: • Education HR on 620 73046/620 55000 [eduemployment@act.gov.au](mailto:eduemployment@act.gov.au) For further information about our Directorate and the ACT Public School system visit our website [www.education.act.gov.au/home](http://www.education.act.gov.au/home) How to Apply: Please download the applicant information pack then follow the link to complete the application process here. 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: Education HR (02) 6207 3046 or (02) 620 55000 [eduemployment@act.gov.au](mailto:eduemployment@act.gov.au)

## Various Schools

### Teachers – Mathematics and/or Science

#### **Classroom Teacher \$73,246 - \$109,641, Canberra (PN: MPT2021)**

Gazetted: 12 October 2020

Closing Date: 26 October 2020

Details: Highest paid teachers in the nation – up to \$109,641 +11.5% super Generous relocation package of \$12,000 + dependant's allowance. Come and be part of the Future of Education in the ACT Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service. Teachers – Mathematics and/or Science Join ACT Education as a teacher specialising in Mathematics or Science. As a Mathematics or Science teacher in the ACT Education Directorate you will be working in either our High School (Years 7 to 10) or College (Years 11 and 12) settings. There is an especially keen focus on teachers that can deliver advanced Mathematics and the breadth of Science specialisations i.e. biology, chemistry and physics. The Future of Education The Future of Education Strategy is an ACT education strategy in place for the next 10 years. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that out [www.education.act.gov.au/home](http://www.education.act.gov.au/home) How to Apply: Please download the applicant information pack then follow the link to complete the application process here.

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: Education HR (02) 6207 3046 or (02)6205 5000 [eduemployment@act.gov.au](mailto:eduemployment@act.gov.au)

## Teachers – Languages

#### **Classroom Teacher \$73,246 - \$109,641, Canberra (PN: LT2021)**

Gazetted: 12 October 2020

Closing Date: 28 October 2020

Details: Highest paid teachers in the nation – up to \$109,641 +11.5% super Generous relocation package of \$12,000 + dependant's allowance. Come and be part of the Future of Education in the ACT Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service. Join ACT Education as a language teacher in one of the following languages: • French • German • Italian • Spanish • Chinese (Mandarin) • Indonesian • Japanese • Korean. Or as a native speaking Chinese, French or Italian teachers in one of our bi-lingual schools. Teachers – Languages Our language teachers deliver programs across a wide range of settings from primary schools, to our high schools and through into college. We also have three bi-lingual schools that deliver their curriculum in both English and either Chinese, French or Italian. These bi-lingual schools are best suited to those teachers who have a native level of proficiency in the language. The Fut[www.education.act.gov.au/home](http://www.education.act.gov.au/home) How to Apply: Please download the applicant information pack then follow the link to complete the application process here. 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: Education HR 620 73046/620 55000 [eduemployment@act.gov.au](mailto:eduemployment@act.gov.au)

### **Enrolment Policy**

#### **Administration Officer, Enrolment Policy**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 04073)**

Gazetted: 09 October 2020

Closing Date: 18 October 2020

Details: The Administration Officer, Enrolment Policy works within the Enrolment Policy team, reporting to the Director, Enrolment Policy. The team is responsible for developing and delivering the program of reform for enrolment policy and practice in relation to public schools, to achieve the overarching goals of consolidating the integrity of policy and practice, ensuring its coherence to governing legislation and strategic aims of the Directorate and enhancing its contribution to managing student demand in the context of growth.

Developing and delivering the reform program involves extensive collaboration with other areas of the Directorate and with school Principals and Business Managers. The team is also responsible for delivering the Directorate's enrolment enquiry phone line, developing content for website and other public informational materials concerning enrolment policy, and for providing training and ongoing advice to school staff in regard to implementing enrolment policy and procedures.

The successful candidate will have high order administration and communication skills and demonstrated experience working in teams responsible for public facing service delivery and have the ability to liaise with a range of stakeholders on complex matters. Experience in a public sector agency and in school enrolment policy and/or administration would be an advantage.

How to Apply: Please review the Position Description and provide a written statement addressing the Selection Criteria; please also provide a current curriculum vitae and details of two referees who have a thorough knowledge of your work performance and outlook.

Contact Officer: Denise Ryan (02) 6207 0587 [Denise.Ryan@act.gov.au](mailto:Denise.Ryan@act.gov.au)

### **Various Schools**

#### **Teachers - Specialist and Disability Education**

#### **Classroom Teacher \$73,246 - \$109,641, Canberra (PN: TSDE2020)**

Gazetted: 09 October 2020

Closing Date: 19 October 2020

Details: Highest paid teachers in the nation – up to \$109,641 +11.5% super Generous relocation package of \$12,000 + dependant's allowance. Come and be part of the Future of Education in the ACT Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service. Teachers – Specialist and Disability Education Join ACT Education as a Teacher specialising in creating positive outcomes for students with a disability or with additional learning and support needs. Out specialist/disability educators deliver programs across a wide range of settings from mainstream classrooms in the primary, secondary and college sectors, specialised Learning Support Units and our four Specialist Schools. As a Specialist or Disability Educator in the ACT Education Directorate you will help in the creating and delivering specialised learning programs for students who have a range of learning difficulties and disabilities. The Future of Ed[www.education.act.gov.au/home](http://www.education.act.gov.au/home) To apply for these for these opportunities continue on to the application form here.

Contact Officer: Education HR 620 73046/620 55000 [eduemployment@act.gov.au](mailto:eduemployment@act.gov.au)

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

### **School Performance and Improvement**

#### **North/Gungahlin**

#### **Majura Primary School**

#### **Executive Assistant/Administrative Assistant**

#### **School Assistant 4 \$66,371 - \$71,867, Canberra (PN: 49018)**

Gazetted: 12 October 2020

Closing Date: 14 October 2020

Details: Majura Primary School is a large P-6 school located in Watson. We are seeking someone to join the Administration team as an Executive Assistant/Administrative 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 be highly motivated, experienced, possess excellent communication skills, have experience in supporting a team of executive staff, and can work within a busy work environment that has competing demands.

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

Note: This is a temporary position available immediately until 18 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 addressing the Selection Criteria, together with your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact officer: Vikki Cooke (02) 6142 3149 or [Vikki.cooke@ed.act.edu.au](mailto:Vikki.cooke@ed.act.edu.au)

### **School Performance and Improvement**

#### **Belconnen Network**

#### **Kingsford Smith School**

#### **Staffing Officer**

#### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 00145)**

Gazetted: 08 October 2020

Closing Date: 22 October 2020

Details: An exciting opportunity exists to join the collaborative team at Kingsford Smith School. As a member of the human resource management team the successful applicant will be required to develop, implement and manage programs appropriate for bookings and engagement of day to day relief staff. Duties will also include, administer and advise leave and employee absences according to the Directorate's policies, procedures and guidelines. The applicant will work in collaboration with the school executive/ leadership team to support related matters of relief staffing including staff contracts, probation and induction processes.

Note: This is a temporary position available from 16 November 2020 until 28 January 2022 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria and a curriculum vitae to be provided as a minimum.

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

Contact Officer: Lyndsee Mahl (02) 6142 3403 [lyndsee.mahl@ed.act.edu.au](mailto:lyndsee.mahl@ed.act.edu.au)

### **Independent Competition and Regulatory Commission**

**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)**

### **Economics**

#### **Director/Assistant Director (Economics)**

##### **Senior Officer Grade C/Senior Officer Grade B \$108,926 - \$144,418, Canberra (PN: 19929)**

Gazetted: 14 October 2020

Closing Date: 6 November 2020

Details: The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking an experienced economist to join its economics team.

As a Director or Assistant Director in the economics team, you will: lead projects requiring high-level research and quantitative analysis; develop advice for the Commission and the ACT Government on economic regulation and competition issues; draft high-quality, evidence-based reports and briefing papers; and work effectively and collaboratively with a diverse range of internal and external stakeholders. The Director, Economics is expected to undertake these duties under limited supervision.

The Commission's work is broad in scope and involves analysing market dynamics, including competition and the drivers of costs and profit margins, as well as determining regulated retail prices for electricity, water, and sewerage services. The Commission is also responsible for developing and implementing regulations that improve the well-being of ACT consumers and businesses.

The successful candidate must have strong economic and quantitative skills and experience in applying these skills in government or the private sector. You must be able to write clearly and be able to communicate complex technical ideas clearly and effectively, both in writing and verbally. You have experience in managing consultations with internal and external stakeholders and in leading small project teams.

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

Note: This position will be filled at either the SOGC or SOGB level, dependent 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.

How to Apply: Applicants should address the Selection Criteria located in the Position Description based on the role you wish to apply for. This role will be filled at the SOGC or SOGB dependent on the skills and experience of the successful applicant, please include your current curriculum vitae.

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

Contact Officer: Patrick Hamshire (02) 6205 8773 [patrick.hamshire@act.gov.au](mailto:patrick.hamshire@act.gov.au)

### **Justice and Community Safety**

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

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

#### **ACT Courts and Tribunal**

##### **Registry Operations**

##### **Criminal**

##### **Registry Support Officer**

##### **Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 12442, several)**

Gazetted: 09 October 2020

Closing Date: 23 October 2020

Details: The ACT Courts are seeking highly motivated Registry Support staff with well-developed communication skills, an ability to work with a team in a fast paced, changing environment and the capacity to work with people from diverse backgrounds.

As an Administrative Support Officer you will perform a range of functions including:

Accepting documents and applications for filing and processing

Preparing court files for daily lists

Generating and processing documents for the commencement of criminal proceedings

Providing general advice about court rules, practices and procedures

Eligibility/Other Requirements: These positions are subject to a National Police Check.

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 only.

How to Apply: Please provide a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the six capabilities (Professional and Behavioural Capabilities), along with your curriculum vitae and contact details of two referees.

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

Contact Officer: Daniela Mojsoska (02) 6207 1292 [daniela.mojsoska@courts.act.gov.au](mailto:daniela.mojsoska@courts.act.gov.au)

## **ACT Emergency Services Agency**

### **Commissioner's Office**

#### **Public Information and Engagement**

#### **Media and Communications Officer**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 48317)**

Gazetted: 08 October 2020

Closing Date: 22 October 2020

Details: The Justice and Community Safety Directorate (JACS) is seeking expressions of interest to fill the role of Media and Communications Officer within the Public Information and Engagement (PlandE) section of the ACT Emergency Services Agency (ESA).

ESA is responsible for protecting the community and ensuring the ACT community is one of the safest in Australia and the world. Through the provision of quality emergency services, the ESA helps to:

ensure the protection of life, property and the environment in the ACT, and

takes an all-hazards approach that provides for effective emergency management to prepare for, prevent, respond to and recover from emergencies in the ACT.

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

The Public Information and Engagement (PlandE) team resides within the Office of the ESA Commissioner. Under the *Emergencies Act 2004*, the Commissioner has responsibility for the overall strategic direction and management of the emergency services, community education and improving community preparedness for emergencies.

PlandE plays a key liaison and coordination role within the Agency, across JACS Directorate, the Minister's Office and key stakeholders. Our role is to inform the Canberra community about emergencies that could impact their safety, ESA programs, policies and services. Through meaningful engagement we aim to build community resilience and optimise information delivery to inform decision making in the community.

The Media and Communications Officer supports achievement of Agency aims in providing the ACT Community with emergency information and education.

Working flexibly and in partnership with stakeholders, you will be a member of a small team, working to engage and deliver effective communications to the ACT community, including from within an ACTESA Incident Management Team or from within the Public Information Coordination Centre (PICC) during a Territory Emergency Incident. 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.

#### **What you require:**

The capabilities below are required to perform the duties and responsibilities of the position.

#### **Professional / Technical Skills and Knowledge**

Demonstrated success in roles requiring high level communication and organisational skills.

The ability to communicate clearly and effectively both verbally and in writing.

Experience in producing high-quality media materials on complex and sensitive issues including media releases, speeches and written media responses.

#### **Behavioural Capabilities**

Exceptional organisational skills, attention to detail and the ability to adapt to changing priorities.

Strong interpersonal skills and the ability to collaborate with colleagues and stakeholders from a diverse range of backgrounds to deliver optimal work outcomes and foster a positive environment.

Demonstrated ability to model professional and effective behaviours consistent with the ACT Public Sector Values and signature behaviours and to the practice of inclusion within the workplace, as evidenced by example.

#### **Compliance Requirements/Qualifications**

Experience working in a high pressure, fast-paced environment such as emergency services is highly desirable. An understanding of and experience in direct media liaison, preferably with the ACT media is highly desirable. The successful applicant will need to be available for occasional weekend and after-hours work.

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: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Behavioural Capabilities, Technical Skills and Knowledge components contained in the Position Description. Applicants should also provide a current curriculum vitae including the contact details of two referees.

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

Contact Officer: Isabel McCormick (02) 6207 5055 [isabel.mccormick@act.gov.au](mailto:isabel.mccormick@act.gov.au)

## **ACT Courts and Tribunals**

### **Magistrates Court**

#### **Legal Manager and Counsel Assisting - Coroners Court**

#### **ACT Courts and Tribunal Legal 2 \$146,585 - \$152,610, Canberra (PN: 34998)**

Gazetted: 08 October 2020

Closing Date: 15 October 2020

Details: The ACT Courts and Tribunal is looking to recruit an experienced Legal Practitioner with a high level of technical, communication and relationships skills for the position of Legal Manager and Counsel Assisting the Coroners Court.

The role of the Coroners Court is to conduct inquests into deaths and inquiries into fires and disasters. The Legal Manager and Counsel Assisting strategically leads and manages a multidisciplinary team that provides support to the ACT Coroner's Office under the *Coroners Act 1997*.

The duties of the position include conducting initial file reviews with a view to providing preliminary advice to Coroners, acting as the first liaison point for investigators, families, legal representatives, witness and other interested parties and, in appropriate cases, and at the direction of the Coroner, act as counsel assisting.

Eligibility/Other Requirements: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

Note: This is a temporary position available immediately for a period of up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page Expression of Interest that demonstrates your ability and experience to perform the role including addressing the Professional/Technical Skills and Knowledge located in the Position Description.

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

Contact Officer: Helen Banks (02) 6207 1203 [helen.banks@courts.act.gov.au](mailto:helen.banks@courts.act.gov.au)

## **Major Projects Canberra**

**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)**

### **Project Development and Support**

#### **Ministerial, Governance and Corporate Support**

##### **Corporate Support**

##### **FOI Coordinator/Corporate Support Officer**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 00870)**

Gazetted: 09 October 2020

Closing Date: 23 October 2020

Details: Do you have high level organisational skills managing multiple projects, including the ability to work effectively within set policies and procedures? Can you think outside the box and show initiative? If you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The Freedom of Information (FOI) Coordinator/Corporate Support Officer, reports to the Senior Director, Corporate Support and has a strong customer focus. This role is responsible for various administrative activities on behalf of Major Projects Canberra including the management and coordination of Major Project Canberra's Freedom of Information requests and Open Access requirements. This role will have significant contact with directorate officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Experience with understanding and interpreting legislation, and high-level experience in FOI matters is desirable.

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 is a temporary position available immediately until the 30 June 2021 with possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

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

Contact Officer: Kylie Bailey (02) 6205 4570 [kylie.bailey@act.gov.au](mailto:kylie.bailey@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**

##### **Infrastructure Delivery and Waste**

##### **Infrastructure Delivery**

##### **Executive Assistant**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 40841)**

Gazetted: 14 October 2020

Closing Date: 4 November 2020

Details: This Executive Assistant position works to the Executive Branch Manager Infrastructure Delivery and is responsible for providing high-quality executive support, including diary management, arranging, and scheduling meetings and appointments, managing telephone calls, and actioning emails and enquiries promptly and efficiently. The Executive Assistant will also provide secretariat support for executive and senior management meetings as well as assisting in the coordination and processing of ministerial briefings and correspondence through Objective.

This is an integral position within City Services. The Executive Assistant is expected to have excellent written and oral communication skills as well as excellent customer service and organisational skills, the ability to work under pressure and liaise with staff at all levels of the Directorate and the Legislative Assembly. This role also requires discretion and professionalism to be exercised at all times.

Note: If interviews are required, they will be conducted via Video or Teleconference. Selection may be based on application and referee reports only.

How to Apply: Applicants should address the numbered Selection Criteria and limit responses to 250-300 words (max) per criteria, also attach a current curriculum vitae and referee reports. Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

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

Contact Officer: Kae Harradine (02) 6205 3508 [kae.harradine@act.gov.au](mailto:kae.harradine@act.gov.au)

## City Services

### Roads ACT

#### Road Maintenance

#### Road Worker

#### **General Service Officer Level 5/6 \$56,595 - \$62,286, Canberra (PN: 01875, several)**

Gazetted: 08 October 2020

Closing Date: 22 October 2020

Details: Roads ACT are seeking candidates to become a team member of the road maintenance crew. This position will participate in daily road maintenance activities ensuring that they work safely by adhering to all standard operating procedures.

The position will rotate across all road maintenance road crews and carry out other related duties depending on operational requirements. This will allow you to learn (or teach) new skills within the team to ensure competency. 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:

MR-class driver's licence is essential (or the ability to accomplish within two months of appointment).

Construction industry (white card) essential.

Asbestos Awareness essential.

First aid and/or traffic control certificate desirable.

Refer to the position description for further compliance requirements.

Note: There are several temporary positions available immediately from for a period of 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. Selection may be based on application and referee reports only.

How to Apply: Provide a response to the 'what you will do' component of the Position Description - no more than two pages. Provide a current curriculum vitae (resume) and contact details for two referees.

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

Contact Officer: Niklas Gansel (02) 6205 3167 [niklas.gansel@act.gov.au](mailto:niklas.gansel@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.

## APPOINTMENTS

### ACT Health

#### **Senior Officer Grade C \$108,926 - \$117,249**

Stephanie Ellis, Section 68(1), 5 October 2020

#### **Senior Officer Grade A \$148,991**

Cheryl Garrett, Section 68(1), 9 October 2020

### Canberra Health Services

#### **Staff Specialist Band 1 \$164,470- \$202,905**

Ameze Agbonzikilo, Section 68(1), 09 June 2020

#### **Allied Health Assistant 3 \$66,263 - \$69,516 (up to \$73,540 depending on qualification level)**

Susan Chappell, Section 68(1), 19 October 2020

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

Aneeta Daniel, Section 68(1), 19 October 2020

**Administrative Services Officer Class 2 \$57,454 - \$63,443**

Adheena Dominic, Section 68(1), 12 October 2020

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

Natalie Gray, Section 68(1), 12 October 2020

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

Isabel Hampshaw, Section 68(1), 29 October 2020

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

Glennnda McGregor, Section 68(1), 29 October 2020

**Health Professional Level 2 \$66,988 - \$91,962**

Alicia Perkins, Section 68(1), 15 October 2020

**Health Professional Level 2 \$66,988 - \$91,962**

Ann Plummer, Section 68(1), 14 October 2020

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

Charity Schneider, Section 68(1), 29 October 2020

**Senior Officer Grade B \$128,286 - \$144,418**

Paul Simakof-Ellims, Section 68(1), 2 November 2020

**Health Professional Level 2 \$66,988 - \$91,962**

Katherine Singh, Section 68(1), 8 October 2020

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Vinnie Aaron Uriarte, Section 68(1), 19 October 2020

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

Grashma Varghese, Section 68(1), 1 October 2020

**Health Professional Level 2 \$66,988 - \$91,962**

Lillian Walsh, Section 68(1), 16 November 2020

**Administrative Services Officer Class 2 \$57,454 - \$63,443**

Elysia White, Section 68(1), 10 October 2020

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade B \$128,286 - \$144,418**

Renee Murray, Section 68(1), 12 October 2020

**Education**

**School Assistant 2/3 \$48,856 - \$59,575**

Jennifer Cather, Section 68(1), 12 October 2020

**Administrative Services Officer Class 3 \$65,097 - \$70,058**

Chloe Farrow, Section 68(1), 12 October 2020

**Building Service Officer 2 \$59,578 - \$62,286**

Scott Fitzsimons, Section 68(1), 12 October 2020

**School Assistant 2 \$48,856 - \$53,947**

Kuzi Riley-Brown, Section 68(1), 12 October 2020

**Administrative Services Officer Class 4 \$72,272 - \$78,254**

Kim Stonham, Section 68(1), 12 October 2020

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 2 \$58,230 - \$64,299**

Simon Fahey, Section 68(1), 9 October 2020

**Senior Officer Grade C \$108,926 - \$117,249**

Stephanie Wilson, Section 68(1), 6 October 2020

**Justice and Community Safety**

**Administrative Services Officer Class 5 \$80,323 - \$85,020**

Matthew Kennedy, Section 68(1), 12 October 2020

**Health Professional Level 4 \$108,926 - \$117,249**

Peter Marshall, Section 68(1), 12 October 2020

**Senior Officer Grade C \$108,926 - \$117,249**

Renee Williams, Section 68(1), 12 October 2020

**Transport Canberra and City Services**

**Bus Operator - Training \$70,688**

Karen French, Section 68(1), 10 October 2020

**Bus Operator - Training \$70,688**

Donovan Gall, Section 68(1), 10 October 2020

**Bus Operator - Training \$70,688**

Peter Hyland, Section 68(1), 10 October 2020

**General Service Officer Level 3/4 \$51,053 - \$55,752**

Richard Reid, Section 68(1), 13 October 2020

**Administrative Services Officer Class 5 \$80,323 - \$85,020**

Devon Sillett, Section 68(1), 14 October 2020

**Bus Operator - Training \$70,688**

Mathew Stephenson, Section 68(1), 10 October 2020

**Bus Operator - Training \$70,688**

John Tracey, Section 68(1), 10 October 2020

## TRANSFERS

### Canberra Health Services

#### **Adam Vines**

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29059) (Gazetted 13 August 2020)

### Chief Minister, Treasury and Economic Development

#### **Jun Xu**

From: Administrative Services Officer Class 3 66,726

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$65,976 - \$71,004

Chief Minister, Treasury and Economic Development, Canberra (PN. 10809) (Gazetted 20 August 2020)

### Education

#### **Emma Bartlett**

From: School Leader B \$147,337

Education

To: School Leader B \$147,337

Education, Canberra (PN. 48881) (Gazetted 3 September 2020)

## PROMOTIONS

### ACT Health

#### **Corporate and Governance**

##### **Governance and Risk**

##### **Internal Audit**

#### **Courtney Attwood**

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Canberra Health Services

To: Administrative Services Officer Class 5 \$80,323 - \$85,020

ACT Health, Canberra (PN. 22781) (Gazetted 30 July 2020)

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

##### **Health Protection Service**

##### **Communicable Disease Control Section**

#### **Alison Kingsbury**

From: Senior Officer Grade B \$128,286 - \$144,418

ACT Health

To: †Senior Officer Grade A \$148,991

ACT Health, Canberra (PN. 29621) (Gazetted 25 August 2020)

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

##### **Health Protection Service**

##### **Communicable Disease Control Section/Immunisation Unit**

#### **Fotis Sgouros**

From: Administrative Services Officer Class 2 \$58,230 - \$64,299

ACT Health

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

ACT Health, Canberra (PN. 24288) (Gazetted 16 September 2020)

### **Canberra Health Services**

#### **Medical Services**

##### **Tami Craig**

From: Technical Officer Level 1 \$59,329 - \$62,203

Canberra Health Services

To: Technical Officer Level 2 \$64,220 - \$73,540

Canberra Health Services, Canberra (PN. 48390) (Gazetted 27 August 2020)

#### **Chief Operating Officer Clinical Services**

##### **Michael De Jesus**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40847) (Gazetted 16 July 2020)

#### **Medical Services**

##### **Tariq Marazi**

From: Technical Officer Level 1 \$59,329 - \$62,203

Canberra Health Services

To: Technical Officer Level 2 \$64,220 - \$73,540

Canberra Health Services, Canberra (PN. 46277) (Gazetted 27 August 2020)

#### **Chief Operating Officer Clinical Services**

##### **Fiona Morgan**

From: Radiation Therapist Level 4.1 \$124,976 - \$129,110

Canberra Health Services

To: †Radiation Therapist Level 4.2 \$133,125 - \$136,476

Canberra Health Services, Canberra (PN. 11989) (Gazetted 27 August 2020)

#### **Medical Services**

##### **Fazela Nangialay**

From: Technical Officer Level 1 \$59,329 - \$62,203

Canberra Health Services

To: Technical Officer Level 2 \$64,220 - \$73,540

Canberra Health Services, Canberra (PN. 48388) (Gazetted 27 August 2020)

### **Canberra Institute of Technology**

#### **Education and Training Services**

##### **CIT Trade Skills**

##### **Construction**

##### **Karen Abel**

From: Teacher Level 1 \$76,460 - \$102,020

Education

To: †Teacher Level 2 \$108,974

Canberra Institute of Technology, Canberra (PN. 46634) (Gazetted 10 September 2020)

**Chief Minister, Treasury and Economic Development**

**Shared Services ICT**

**Customer Engagement Services Branch**

**Service Assurance**

**Sami Abs**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development, Canberra (PN. 46602) (Gazetted 7 August 2020)

**Community Services**

**Children Youth and Families**

**Child and Youth Protection Services**

**Alexandra Nelson**

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Community Services

To: Administrative Services Officer Class 5 \$80,323 - \$85,020

Community Services, Canberra (PN. 10385) (Gazetted 3 March 2020)

**Corporate Services**

**Finance and Budget**

**Chen Tian**

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Community Services

To: †Senior Officer Grade C \$108,926 - \$117,249

Community Services, Canberra (PN. 09850) (Gazetted 29 July 2020)

**Education**

**School Performance and Improvement**

**Belconnen Network**

**Southern Cross Early Childhood School**

**Kelly Booker**

From: School Leader B \$147,337

Education

To: †School Leader A 1 \$168,315

Education, Canberra (PN. 14754) (Gazetted 7 August 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Service Design and Delivery**

**Student Engagement**

**Vanessa Klose**

From: Health Professional Level 4 \$108,926 - \$117,249

Education

To: †Health Professional Level 5 \$128,286 - \$144,418

Education, Canberra (PN. 43832) (Gazetted 5 August 2020)

**Justice and Community Safety**

**Legislation, Policy and Programs**

**Civil Law**

**Heather McAulay**

From: Senior Officer Grade C \$108,926 - \$117,249

Justice and Community Safety

To: †Senior Officer Grade B \$128,286 - \$144,418

Justice and Community Safety, Canberra (PN. 38989) (Gazetted 18 August 2020)

**Legislation, Policy and Programs**

**Governance and Business Support**

**Natthanan Wright**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Justice and Community Safety

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Justice and Community Safety, Canberra (PN. 43412) (Gazetted 31 July 2020)

**Major Projects Canberra**

**SPIRE Project**

**Natalia Fraszczak**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Major Projects Canberra

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Major Projects Canberra, Canberra (PN. 48712) (Gazetted 14 August 2020)

**Infrastructure Delivery Partners**

**Executive**

**Chief Engineer**

**Paul Sutton**

From: Senior Officer Grade C \$108,926 - \$117,249

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$148,991

Major Projects Canberra, Canberra (PN. 46362) (Gazetted 4 September 2020)

**Worksafe ACT**

**Workplace Protection**

**Work Safety Commissioner**

**Wing Fung**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

ACT Health

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Worksafe ACT, Canberra (PN. 48953) (Gazetted 28 August 2020)

**CORRIGENDA**

**ACT Health**

Cheryl Garrett's appointment change to start date 09 October 2020 in Gazette 01 October 2020