



ACT Government Gazette

Gazetted Notices for the week beginning 19 November 2020

VACANCIES

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>

**Deputy Director-General, Health Systems Policy and Research
Temporary Vacancy (04 January 2021 – 19 January 2021)**

ACT Health Directorate

Health Systems Policy and Research

Position: E1070

(Remuneration equivalent to Executive Level 3.3)

Circulated to: ACTPS Senior Executive List

Date circulated: 19 November 2020

Expressions of interest from qualified and experienced candidates are being sought to temporarily fill the role of Deputy Director-General, ACT Health Directorate.

Reporting to the Director-General, this key leadership role has responsibilities across health policy, strategy and research. The role is also responsible for significant cross-government collaboration on major issues such as the health-related issues associated with the COVID-19 pandemic response.

To apply: Provide your curriculum vitae, contact details for two referees and a short pitch, maximum three pages, (anchored to the executive capabilities) on why you are the best person for this short term role to Meg Brighton via email to meg.brighton@act.gov.au by COB Wednesday 25 November 2020.

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

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

Contact Officer: Meg Brighton (02) 5124 6240 meg.brighton@act.gov.au

Executive Branch Manager, Chief Financial Officer

Temporary Vacancy (30 November 2020 to 18 January 2021, with the possibility of extension)

ACT Health Directorate

Corporate Services

Position: E1087

(Remuneration equivalent to Executive Level 1.2)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 29 November 2020

A temporary vacancy is available for an experienced officer to fill the position of Chief Financial Officer in Corporate Governance Division in the ACT Health Directorate. We are looking for someone who demonstrated experienced in:

- Development and implementation of financial policy
- Developing annual budgets and forward forecasts
- Delivery annual financial statements
- Co-ordinating the preparation and implementation of financial strategic, tactical planning processes
- Advising on capital and financial budgets
- Advising on and providing financial endorsement for major strategic and commercial initiatives and business cases

- development of and compliance with contemporary accounting policies and processes
- Providing monthly reports on the organisation's financial results and identify key issues for the attention of executive management
- In consultation with the requirements of senior managers, assist in maintaining relevant departmental and division reporting systems
- Developing and/or maintaining strategic partnerships.

Qualifications and Experience

Mandatory:

- Tertiary level accounting qualification and membership of an appropriate professional body (CPA/CA).

Desirable:

- A relevant tertiary qualification in health service management, or a related discipline.

Experience in health service administration or management are considered highly desirable for achievement of the responsibilities of the position.

To apply: Interested applicants are requested to submit an EOI of no more than three pages against the Executive Capabilities and job requirements, a current curriculum vitae and contact details for two referees to John Fletcher via email to john.fletcher@act.gov.au by COB Tuesday 24 November 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 \$221,815 - \$230,275 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

Contact Officer: John Fletcher (02) 5124 9869 john.fletcher@act.gov.au

Digital Solutions Division

Information and Data Management

Information Management Hub

Data Analyst

Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 34193)

Gazetted: 24 November 2020

Closing Date: 8 December 2020

Details: A new opportunity exists to work in a busy dynamic health data and information team. We are looking for an enthusiastic staff member who is keen to get involved in providing the ACT Health Directorate with quality data. This role is crucial for enabling the ACT Health Directorate in providing quality Health care to our community. Our workplace is fast paced with many opportunities for personal development. If you are looking for an exciting new challenge in data there is an opportunity in the Digital Solutions Division, Data Management Hub.

Notes: This is a temporary position available immediately until 30 June 2021. An order of merit will be established for filling identical vacancies within the next 12 months from this process.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Prathima Karri (02) 5124 9353 Prathima.Karri@act.gov.au

Corporate Services

Strategic Infrastructure Division

Strategic Infrastructure

Senior Director, Infrastructure Client Services

Senior Officer Grade A \$148,991, Canberra (PN: 12237)

Gazetted: 20 November 2020

Closing Date: 27 November 2020

Details: Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The division also has responsibility for ACT Health's territory wide property portfolio. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven.

As the Senior Director, Infrastructure Client Services, you will have responsibility for managing relationships with clients including ACT Health Directorate (ACTHD) staff, and tenants in ACTHD owned assets. The position is also responsible for overseeing asset management projects as well as managing a small team responsible for the Directorate's vehicle fleet and the accommodation at ACTHD's main office in Woden. You will be an enthusiastic team player who is results driven and has an excellent manner with our clients.

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

Note: This is a temporary position available for six months with the possibility of extension up to 12 months.

Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: David Jones (02) 6207 6100 david.jones@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Divisional Support Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 41745)

Gazetted: 20 November 2020

Closing Date: 4 December 2020

Details: Are you a professional, well-organised person who enjoys a fast-paced environment and working with executive teams? The Digital Solutions Division within ACT Health is recruiting a Divisional Support Officer to assist with the workflow and administration of the Office of the Chief Information Officer. You will have proven organisational skills with a keen attention to detail, adaptability and flexibility, and well-developed interpersonal skills.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. The Divisional Support Officer is responsible for providing administrative support within the Office of the Chief Information Officer, secretariat support for high-level meetings, and assisting with tracking and managing the flow of incoming and outgoing documents using an electronic document records management system.

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

The Digital Solutions Division is responsible for:

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

Note: This is a temporary position available immediately up until 30 November 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: 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: Beth Chapman (02) 5124 9343 beth.chapman@act.gov.au

Calvary Public Hospital Bruce

Corporate Governance

Corporate Governance, Contracts and Procurement Manager

Senior Officer Grade A \$148,991, Canberra (PN: 600675)

Gazette Date: 25 November 2020

Closing Date: 06 December 2020

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

Reference Number: 14302

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

Contact Officer: Corey Bessi 0427 414 183 corey.bessi@calvarycare.org.au

Canberra Health Services

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

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

Mental Health Justice Health Alcohol and Drug Services

Officer Chief Psychiatrist

Senior Career Medical Officer - Psychiatry

Senior Career Medical Officer \$197,201 - \$211,643, Canberra (PN: 21588)

Gazetted: 23 November 2020

Closing Date: 4 December 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.

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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

Child and Adolescent Mental Health Services (CAMHS), Perinatal and Infant Mental Health Service (PIMHCS) is an early intervention and prevention service. The PIMHCS is a multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant or in their first year after the birth. The service provides mental health assessment, treatment and other services which aim to optimise the outcomes for mother and infant, with a particular focus on enhancing the mother-infant relationship.

The successful applicant will have senior experience in Behavioural and Developmental Paediatrics, Infant Mental Health and Perinatal Mental Health and experience in the assessment and management of children at risk.

The position holder is expected to operate within the Public Sector Management Act (1994) and the ACT Public Service Code of Conduct.

MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The position will be accountable and responsible to the Clinical Director of the relevant program area through an Individual Learning and Development Plan.

The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

Eligibility/Other Requirements

Mandatory:

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

Proven performance in both undergraduate and postgraduate general practice education.

Desirable:

Knowledge of the Mental Health Act 2015 and other related legislation.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a permanent position available for 8 hours per week and the full-time salary noted above will be paid pro-rata.

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

Contact Officer: Cathy Furner (02) 5124 1638 catherine.furner@act.gov.au

Clinical Services

CHS Infrastructure Management and Maintenance

Business Support Services

Health Services Officer

Health Service Officer Level 3 \$52,460 - \$54,165, Canberra (PN: 42222)

Gazetted: 19 November 2020

Closing Date: 3 December 2020

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Overview of the work area and position

This role is for Patient Service Area.

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

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Rethermalisation / Meal deliveries to patients/Menu monitors,

Cafeteria – Food, meals and drinks for staff and guests,

Stores – Receipt, dispatch and storage of perishable and non-perishable food supplies,

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Desirable:

Food Industry recognized qualification,

Current class C 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: This is a part-time permanent position available at 20 hours per week and the full-time salary noted above will be paid pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Sanjay Prasad (02) 5124 2177 sanjay.prasad@act.gov.au

Clinical Services

Surgery

Acute Clinical Services Unit

Early Recognition Deteriorating Patient Program Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 24100)

Gazetted: 19 November 2020

Closing Date: 3 December 2020

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

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 Early Recognition of the Deteriorating Patient (ERDP) program assists staff in recognition and escalation of the deteriorating patient. The program team is responsible for the delivery of COMPASS education and the monthly quality assurance auditing, data collection and reporting of Early Warning Score (EWS) audits and Emergency equipment audits. This position is responsible for the ERDP program in the Centenary Hospital for Women and Children at CHS.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Certificate IV in Training and Assessment.

Demonstrated ability to operate computer systems and manage program databases.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a part-time permanent position available at 16 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Jillian Davis (02) 5124 3275 jillian.davis@act.gov.au

Clinical Service

Division of Medicine

Emergency Department

Registered Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 12077)

Gazetted: 23 November 2020

Closing Date: 7 December 2020

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Overview of the work area and position

Annually, the Emergency Department (ED) can have up to and more than 85,000 presentations. This position provides high level of support in coordinating and managing the undergraduate, graduate, post graduate and department education programs in the Emergency Department to facilitate the learning needs of nursing staff.

Applications should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability of their own practice standards, education activities delegated to others, and the guidance and development of the Emergency Department staff.

An opportunity exists for a suitably experienced Registered Nurse to act in a project capacity within the ED nursing education team. If you have advanced critical care nursing skills, a strong interest in education and have demonstrated advanced writing skills and an ability to think critically, this is the perfect opportunity for you.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Holds or progressing towards a tertiary qualification at Masters.

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

Hold Certificate IV in workplace Training and Assessment of Educational program development.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary full-time position available from December 2020 for a period of up to 25 months. Part time hours will be considered. Consideration will be given to combining this role with a part-time clinical load. The five days a week may potentially be variable due to operational demand. Applicants should address the Selection Criteria listed below in no more than three pages. Selection may be based on written application and referee reports only.

Contact Officer: Jennifer Rochow (02) 51243753 jennifer.rochow@act.gov.au

Clinical Services

Nursing and Midwifery Office

Patient Support Services

Executive Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 44779)

Gazetted: 23 November 2020

Closing Date: 7 December 2020

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Overview of the work area and position:

The Nursing and Midwifery and Patient Support Services Division consults and partners with Executives on nursing and midwifery issues, makes decisions on across-the-board approaches and plays a central role in championing an exciting transformational agenda in Canberra Health Services (CHS). It brings exceptional and innovative health outcomes to our diverse community and sets new standards and models of healthcare in Australia.

The Nursing and Midwifery and Patient Support Services Division play a key role in developing a collaborative and strategic approach to Nursing and Midwifery and patient support services for CHS; including setting the strategic, professional and workforce-oriented agenda.

Reporting to the Executive Director, Nursing and Midwifery and Patient Support Services, the Executive Officer is responsible for the preparation and coordination of government business, high level advice and project activities in relation to the Nursing and Midwifery and Patient Support Services Division. To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter.

It is expected that the Executive Officer will have a unique understanding of the responsibilities and accountabilities of the functions of Canberra Health Services and is able to work collaboratively with staff and Executives across the Directorate to support the delivery of priorities. This role will be accountable for the delivery of various divisional projects as required and ensuring alignment of project activities under Nursing and Midwifery and Patient Support Services scope. The successful applicant will provide leadership to staff, communicate professionally and work with flexibility, efficiency, and diplomacy.

Eligibility/Other Requirements:

Desirable:

A relevant tertiary or post graduate qualification.

Experience working in a health care setting.

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

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 two months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

Contact Officer: Daniel Wood (02) 5124 8129 daniel.wood@act.gov.au

Clinical Services

Chief Operating Officer

Rehabilitation, Aged and Community Services

Administration Manager

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 36850)

Gazetted: 23 November 2020

Closing Date: 7 December 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, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah.

Working across these multiple sites the Administration Manager is responsible for the day to day management of the administration team ensuring effective and efficient delivery of administrative support to both internal and external clients. The Administration Manager reports directly to the Operations Manager RACS.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

Drivers licence

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

Contact Officer: Steve Sculac (02) 5124 0226 steve.sculac@act.gov.au

Quality, Safety, Innovation and Improvement

Quality Assurance

Senior Safety and Quality Data Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 04544)

Gazetted: 23 November 2020

Closing Date: 7 December 2020

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Overview of the Work Area and Position

The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of Canberra Health Services strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements.

The Division provides strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

The Quality Assurance team QSII is responsible for analysis and reporting of quality and safety indicators for the purposes of quality assurance and quality improvement to CHS Executive and clinicians. The Senior Safety and Quality Data Officer is responsible for indicator development, education, advice and producing reports to support strategic decision making to improve patient outcomes. This position will work as part of a dynamic team interacting across all areas within QSII and CHS.

This position requires a strong attention to detail and will work with large quantities of data from differing data sources, while completing multiple tasks in a timely matter. The successful applicant will demonstrate the ability to communicate clearly and collaborate with various stakeholders including clinicians and members of the CHS Executive team, divisional quality and safety committee members, National Standards committee members and other clinical governance committees across CHS. You will use your data and analysis skills to provide strategic advice on best practice data management processes and effectively manage multiple datasets to identify trends, provide reports, and educate clinical staff on quality and safety indicators.

Eligibility/Other Requirements:

Highly Desirable:

Tertiary qualifications in a data management and analysis related field in a health care setting.

Experience in development and delivery of education and project management.

Experience in building audit tools in SharePoint and/or Adobe.

Moderate to advanced skills in Excel and willingness to learn skills in SharePoint, audit platform reporting and PowerBI.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Bailey de Paiva (02) 5124 6265 Bailey.depaiva@act.gov.au

Clinical Services

Women, Youth and Children, Community Health Programs

Allied Health Team

Early Parenting Counselling Service Counsellor/Psychologist/Social Worker

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 28440)

Gazetted: 19 November 2020

Closing Date: 3 December 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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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.

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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 Early Parenting Counselling Service employs qualified Social Workers, Psychologists and Counsellors to work with vulnerable individuals who are pregnant, partnered to a pregnant person or who have a young child; and who have complex psychosocial issues including attachment, trauma, parental adjustment challenges and compromised perinatal mental health which often impact on family relationships, parenting capacity, and the health and wellbeing of infants and children. This position is based in the Community Health Centres across the ACT and at various off campus locations. This position is fully supported with clinical supervision.

Eligibility/Other Requirements:

Mandatory

For Social Work:

Tertiary qualification in Social Work and minimum three year post-graduate work experience.

Eligibility for membership of the Australian Association of Social Workers.

For Psychology:

A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1).

General Psychology registration with the Psychology Board of Australia (AHPRA).

Psychology Board of Australia approved Principal and Secondary supervisor for 4+2 Internship and 5+1 program.

For Counselling:

Two Eligible qualification pathways:

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level three.

Required:

Current driver's licence.

Desirable:

Specialist counselling and/or psychotherapy training and significant practical experience.

Experience in working with women and families in the perinatal period.

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.

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

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

Note:

This is a temporary position available for a period of 14 months. This position is part-time at 22:05 hours per week and the full-time salary noted above will be pro-rata. 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.

Contact Officer: Cassandra Tinning (02) 5124 2636 or 0421097991 cassandra.tinning@act.gov.au

Division of Surgery

Research and Data Coordinator, ICU

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 16759)

Gazetted: 23 November 2020

Closing Date: 11 December 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.

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

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Critical Care nursing experience or holds a relevant post registration qualification.

Holds or is working towards post graduate qualifications relevant to the area of practice.

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 for 12 months with possibility of permanency. This is a full-time position, but part time hours could be negotiated, Monday – Friday (days negotiable).

Contact Officer: Mary Nourse (02) 5124 3303 mary.nourse@act.gov.au

Medical Services Group

Medical Roster Administration Assistant

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 42951)

Gazetted: 23 November 2020

Closing Date: 7 December 2020

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Overview of the Work Area and Position

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services.

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program.

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under direction from the Manager Medical Rostering Team you will provide administrative support to assist in the provision of efficient, reliable and high-quality rostering, administrative and support services to the Junior Medical workforce of Canberra Health Services (CHS).

Eligibility/Other Requirements:

Mandatory:

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

Note:

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

Contact Officer: Carylann Jackson (02) 5124 4116 Carylann.Jackson@act.gov.au

Acute Allied Health Services

Physiotherapy

Physiotherapist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 20507)

Gazetted: 24 November 2020

Closing Date: 8 December 2020

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Overview of the Work Area and Position

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Physiotherapists working in the Women's Health team provide inpatient and outpatient services to women antenatally and postnatally delivering at Centenary Hospital for Women and Children. This includes childbirth education groups, antenatal and postnatal exercise groups, postnatal education, Women's Health outpatient musculoskeletal intervention including group and individual musculoskeletal and gynaecological management. Individual postnatal services are for the immediate postnatal period with follow up services provided in the community setting. Gynaecological outpatient care is for women attending a specialist gynaecology clinic at Centenary Hospital for Women and Children.

Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

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

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Physiotherapy.

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

Desirable:

At least three years' work experience.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Comply with CHS credentialing requirements for allied health.

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

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

Note:

This is a temporary position available for 12 months. You will be required to participate in an overtime roster.

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

Clinical Services

Rehabilitation, Aged and Community Services

Acute Care of the Elderly (ACE Ward) 11A

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29993)

Gazetted: 24 November 2020

Closing Date: 8 December 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 CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital (TCH), Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre in Weston and the University of Canberra Hospital (UCH).

The Acute Care of the Elderly Unit at Canberra Hospital provides specialist inpatient geriatric services for the acutely unwell elderly.

A Registered Nurse Level 2 is required to provide advanced nursing care consistently and competently to patients of varying complexity in Gerontology.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Minimum of two years' experience in geriatric 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 Occupational Assessment, Screening and Vaccination policy (OMU).

Note:

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

Contact Officer: Shannon Reakes 0408 135 203 shannon.reakes@act.gov.au

Immunoassay

Pathology

Laboratory Assistant

Technical Officer Level 1 \$59,329 - \$62,203, Canberra (PN: 37947)

Gazetted: 24 November 2020

Closing Date: 2 December 2020

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Overview of the Work Area and Position

ACT Pathology is a department 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.

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

Department of Immunoassay comprises the areas of Serology, Autoimmune Serology and Special Proteins.

Services provided include serological testings of viral, bacterial and parasitological diseases, autoantibodies detection of Immunological diseases, allergy testings and special serum protein analysis. A wide range of methodologies including indirect immunofluorescence, ELISA, Multiple Particle based flow cytometry, Chemiluminescent immunoassay, electrophoresis, immunofixation and isoelectric focussing are utilised.

Instrumentation includes the Abbott Architect ci16200, Bio-rad Evolis, BioMerieux Vidas, Phadia 250, Helena SPIFE 3000, Werfen BioFlash, Euroimmun EuroBlot Master, AbacuDx DSRie and Image Navigator System.

The laboratory operates Monday to Friday 8:30am to 5:00pm at The Canberra Hospital to provide diagnostic testings for both in-patient and out-patient of The Canberra Hospital and the Calvary Hospital.

Under the direction of the Chief Scientist of Immunoassay, the Laboratory Assistant is responsible for the operation and maintenance of laboratory instrumentation to ensure efficient delivery of the services. This involves the coordination and execution of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for all areas in Immunoassay Laboratory at The Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Medical Laboratory Science.

Desirable:

Previous experience working in a diagnostic laboratory.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for five months. This position will be required to participate in after-hours, on-call and/or rotation roster.

Contact Officer: Candice Li (02) 5124 2846 candice.li@act.gov.au

Clinical Services

Canberra Region Cancer Centre

Administration

Administration Officer

Administrative Services Officer Class 2/3 \$57,454 - \$70,058, Canberra (PN: 22296, several)

Gazetted: 24 November 2020

Closing Date: 8 December 2020

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

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

Overview of the work area and position

Cancer Services are divided into four clinical streams : Medical Oncology, Radiation Oncology, Haematology and Immunology. Each of the clinical streams is supported by a Service Coordinator. The teams work together to ensure the provision of high quality administrative support to clinicians in achieving customer focused patient care.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

Previous experience in administrative roles providing high quality customer service.

Note:

These roles require the ability to work varying start/finish times to meet the operational requirements of the centre.

Contact Officer: Mandy Willingham (02) 5124 8309 mandy.willingham@act.gov.au

Mental Health Justice Health Alcohol Drug Services

Child and Adolescent Mental Health Services

Childhood Early Intervention Clinical

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 25959)

Gazetted: 25 November 2020

Closing Date: 11 December 2020

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

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

Overview of the Work Area and Position

The Health Professional Officer 3 position is in Childhood Early Intervention Program. This program sits within Child and Adolescent Mental Health Services. The teams consist of Social Workers, Occupational Therapist, Psychologist, and Allied Health Assistant. This program provides specialist mental health early intervention assessment, education for teachers, targeted group work, single session and family interventions. It provides secondary consultation and works closely with the Department of Education, Australian National University and Child and Family Centres. The Childhood Early Intervention Program works with primary schools within the ACT. The Health Professional will be working within the setting of a multidisciplinary team to provide a high standard of practice in the provision of a school based early intervention- social, emotional and behaviour program for children in primary schools. Under the supervision of the early intervention program coordinator the clinician will collaborate with various schools to develop and deliver services which ensure the consistent early detection, treatment and prevention of emerging severe social, emotional and behavioural difficulties in primary school aged children.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

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

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's license.

For Psychology:

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

Must hold a current driver's license.

Highly Desirable:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current driver's license.

Highly desirable for all disciplines:

Minimum of three years (ideal five years) post qualification

Experience in working with children and young people.

Experience running groups like tuning into kids, circles of security, attachment based programs.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 12 months with possibility of permanency. Part time will be considered. An Order of Merit may be used to fill future identical vacancies within a 12-month period. Selection may be based on application and referee reports only.

Contact Officer: Therese Foster 0410 293 245 Therese.Foster@act.gov.au

Medical Services

Anatomical Pathology

Pathology

Histology Scientist

Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 21312, expected vacancy)

Gazetted: 25 November 2020

Closing Date: 11 December 2020

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

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.

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

Overview of the work area and position:

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

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

The successful candidate will be required to participate in the rotating roster and may be required to participate in the on-call roster.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Medical Science.

Highly desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Notes: This is an expected temporary position available for up to 12 months with the possibility of extension and/or permanency. A current curriculum vitae should also be submitted. A merit list will be created to fill identical positions that may become available over the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Sally Smith (02) 5124 2879 sallyj.smith@act.gov.au

Medicine

Respiratory and Sleep

Outpatients Administrative Support

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 44797)

Gazetted: 25 November 2020

Closing Date: 11 December 2020

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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 Administration Manager (reporting) and Unit Director (line). It provides office management to the unit and supervision to the Respiratory and Sleep Medicine outpatients team, as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

This is a full-time position but shift times may vary but will be between 7am to 7pm Monday to Friday.

Contact Officer: Danielle Treloggen (02) 5124 3994 danielle.treloggen@act.gov.au

Clinical Services

Division of Medicine

Neurology

Movement Disorders, Advanced Practice Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 24912)

Gazetted: 24 November 2020

Closing Date: 10 December 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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:

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

The Movement Disorder Advanced Practice Nurse (APN) will work within the Department of Neurology at the Canberra Hospital in collaboration with other members of the multidisciplinary team, including specialist neurologists, to provide a patient centred service for patients, their families and carers. The APN in Movement Disorders role is to provide a specialist role in the nursing management of patients with Movement Disorders, such as Parkinson's Disease, Dystonia, Tremor, Huntington's disease and Functional movement disorders.

The APN will collaborate and work in conjunction with Neurologists in outpatient clinics and facilitate nurse led clinics. The APN will also work with the Neurologist and ward staff to collaborate on decisions on complex therapies for patients with neurological conditions. An interest in educating is essential, this is a key part of the role as you will act as a link and resource for health professionals, patients and their carers, providing specialist knowledge, support and training.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate education in relevant field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases. Undergo credentialing by the Nursing and Midwifery Credentialing and Scope of Clinical Practice Committee

Contact Officer: Marg McManus (02) 5124 5164 marg.mcmanus@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

Health, Community and Science

Human Services

Nursing Teacher

Teacher Level 1 \$76,460 - \$102,020, Canberra (PN: 16082, several)

Gazetted: 24 November 2020

Closing Date: 1 December 2020

Details: Canberra Institute of Technology (CIT) Human Services Department is seeking to employ a Clinical Placement Facilitator with a professional qualification in Nursing. This position will collaborate with industry on matters relevant to student clinical placements for the Diploma of Nursing program and ensure the regulatory requirements of ASQA and ANMAC are adhered to.

Duties will include developing and maintaining working relationships with industry and key stakeholders, assisting in the development and monitoring of MoUs between the CIT Nursing program and industry partners, participating in course information sessions, student entry into the program and enrolments, participating in the development and finalisation of clinical placement workbooks and supporting all CIT nursing students in the clinical environment and be the conduit between the industry and CIT for information sharing and collectively problem solve student issues that may arise on clinical placements.

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

Working at CIT: With an impressive 90 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to professional development funds and dedicated time each year to help grow your education abilities and build your professional currency

Access to facilities to support your health and wellbeing, including CIT Fit and Well gym at Bruce Campus, as well as a strong Employee Assistance Program

Family friendly leave including paid shutdown time over Christmas

Flexible work options

Free parking

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

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and

complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

A current registration with AHPRA and a professional qualification relevant to Nursing.

Must be eligible to obtain a Working with Vulnerable People Registration card.

Desirable:

Well attested management/organisational skills would be an advantage.

Current drivers' licence.

Previous experience working with Enrolled Nurses and/or an understanding of EN scope of practice.

Note: There are three full-time roles available from this process. 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 address the Selection Criteria (maximum four pages) and provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lily Muthurajah (02) 6205 7381 Lily.Muthurajah@cit.edu.au

Education and Training Services

CIT Technology and Design

CIT Department of Building, Construction Management and Engineering

Head of Department

Manager Education Level 1 \$126,307, Canberra (PN: 51872)

Gazetted: 23 November 2020

Closing Date: 7 December 2020

Details: Canberra Institute of Technology (CIT) College of Technology and Design is seeking a motivated and enthusiastic individual to fill the role of Education Manager for CIT Department of Building, Construction Management and Engineering located at our CIT Bruce Campus. The right person will demonstrate leadership strengths and proven capability to lead, shape and support the Department as it navigates its way through a dynamic Vocational Education and Training (VET) landscape. The role requires excellent stakeholder management, communication skills and the ability to work independently and part of a collaborative team. The position needs someone who will be self-motivated, responsive, shows initiative and resilience. The position will work under the direction of the College Director. The Position Description contains further details of the role and skills required, and of the type of attributes, we are after.

Eligibility/Other Requirements:

All managers at Manager Education – Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma Vocational Education and Learning with a Diploma of Management highly desirable.

Industry experience is highly desirable. Though this does not have to be in the relevant discipline being supervised. Desirable:

Bachelor of Education, Management or relevant higher-level qualification.

Certificate IV or above in Building and Construction Management or similar Industry qualifications.

How to Apply: Please submit current curriculum vitae, contact details for two referees and the written response to the Selection Criteria within the Position Description attached. For more information please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tony Mudge (02) 6207 3228 tony.mudge@cit.edu.au

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

Education and Training Services

Student Services

Client Services

Client Service Officer

Administrative Services Officer Class 2/3 \$57,454 - \$70,058, Canberra (PN: 17189)

Gazetted: 23 November 2020

Closing Date: 30 November 2020

Details: Applications are invited to fill a Client Service Officer role in a dynamic team with the CIT Student Services Client Relationship team.

With a number of teaching areas located on each CIT campus, the suitable candidate will be skilled in building and maintaining positive working relationships with a range of CIT staff. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter. The suitable candidate will be skilled in building and maintaining positive working relationships with a range of CIT staff. The position requires the ability to maintain and interrogate data systems, knowledge of and experience in file management systems, word processing and other computer systems, and perform general administrative tasks as required.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements:

A Certificate II in Business or Certificate III in Business Administration or equivalent would be highly desirable.

Sound knowledge of the student administration system admissions and enrolments and accounts receivable and receipting functions are highly desirable.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. There is a possibility of shift work including Saturdays, and work across different campuses may be required.

How to Apply: Please submit a copy of your current curriculum vitae, and a response to Selection Criteria outlined in the attached Position Description. Referee reports will be required upon request.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meena Divakaran (02) 6207 3674 Meena.Divakaran@cit.edu.au

Student Services

Client Services

Client Service Coordinator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 20985)

Gazetted: 23 November 2020

Closing Date: 30 November 2020

Details: Applications are sought for the position of Client Service Coordinator in CIT Student Services.

The Client Service Coordinator manages the day-to-day operations of CIT Student Services at any of the CIT locations. This includes: first point of contact enquiries; all general counter services including taking payments and issuing student cards; enrolments and re-enrolments; specialist student services, including referrals to services and information sources; and use of student information systems. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter. The suitable candidate will be required to work with limited supervision; will be skilled in building and maintaining positive working relationships with a range of CIT staff; will have the ability to supervise and effectively manage a team, especially supporting and motivating teams to embrace challenges and change; and possess good knowledge of the Vocational Education and Training (VET) sector and the needs of students within the VET environment. Sound knowledge of a student administration system admissions and enrolments and accounts receivable and receipting functions are highly desirable.

The occupant of this position will be required to work 73.5 hours per fortnight which may be on a rotating shift, including Saturdays depending on location.

Eligibility/Other requirements:

Tertiary qualifications relevant to the position are highly desirable.

Educational experience, preferably in a Tertiary Education environment is highly desirable.

Notes: This is temporary position available from 1 March 2021 until 25 February 2022 with the possibility of extension and/or permanency.

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

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to apply: Applicants should submit a copy of their current curriculum vitae along with a detailed response to the selection criteria outlined in the attached Position Description.

Referee reports should be ready to be supplied upon request.

Applications should be submitted via the Apply Now button below

Contact Officer: Amelia Scicluna (02) 6207 3451 Amelia.Scicluna@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Economic Development

Events ACT

Senior Director, Winter Innovation Festival

Senior Officer Grade A \$148,991, Canberra (PN: 44920)

Gazetted: 24 November 2020

Closing Date: 17 December 2020

Details:

The Role

As a dedicated Senior Director you will play a lead role in overseeing the direction, creation and delivery of a new and exciting major innovation festival in Canberra. You will be empowered to be bold and brave and to put your strategic outlook, project management and organisational skills to the test. Leading a project team, you will hit the ground running. Your ability to adapt and effectively manage your time will be a key asset in this role. You will work closely with internal and external stakeholders, event partners and sponsors to execute this new festival on time and within budget.

Collaborating, kicking goals, and sharing success is a big deal for our team. If you feel the same way and want to be part of this exciting new festival for Canberra, then we'd love to hear from you.

About the Festival

The Winter Innovation Festival is a new addition to the ACT's events calendar. The establishment of the new Festival supports a need to fill a current winter visitation gap in the ACT. The proposed event concept aligns with the vision of the 2025 Major Event Strategy for the ACT – *'to have Canberra recognised as a world-class events destination, with events that reflect the city's essence and personality'*.

The Winter Innovation Festival will showcase Canberra as a leader in innovation by bringing together creative thinkers, technologists, futurists, artists, and designers. It will provide a platform for diverse thoughts and engagement to imagine tomorrow's future, generate new ideas and support emerging talent to inspire delegates and event attendees, as well as provide opportunities for the local business community to showcase local innovation.

Originally proposed to be staged in winter 2020, the Festival has been delayed by 12 months due to the COVID-19 pandemic and was well advanced prior to the postponement. This new festival will take place in winter 2021, with the aim of showcasing Canberra as a city like no other in the world. In this position, you will build on the valuable work the project team prepared to deliver the festival in 2020, prior to its postponement due to the COVID pandemic. You will continue this work through the idea and concept stage right through to evaluation – delivering a memorable event experience.

The new Winter Innovation Festival is founded on five key event pillars. These five pillars include:

Technology

Arts and Culture

Society and Humanity

Environment

Democracy

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

Notes: This is a temporary position available immediately until 30 September 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Provide pitch of no more than 800 words telling us why you are the right person for the job.

Applications should address the Professional/ Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description. Please also provide your curriculum vitae and the contact details of two referees who will fly the flag for you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ross Triffitt (02) 6207 1383 Ross.Triffitt@act.gov.au

Access Canberra

Project Governance and Support

Finance and Budget

Finance Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 26703)

Gazetted: 20 November 2020

Closing Date: 27 November 2020

Details: Access Canberra is seeking an Expressions of Interest for a Finance Officer position to assist with financial reporting and budgeting, staff development, providing support in accounting and financial administration within Access Canberra.

The successful applicant will have the capacity to work with financial operations, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available six months with the possibility of extension. 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: Applications should send a two-page pitch outlining the Skills, Knowledge and Behaviours against the Selection Criteria, a current curriculum vitae and the names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marika Hammerling (02) 6205 1191 marika.hammerling@act.gov.au

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Events and Operations Coordinator

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 35036)

Gazetted: 20 November 2020

Closing Date: 11 December 2020

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, Manuka Oval and GIO Stadium; and the management and operation of these venues. Venues Canberra have a temporary vacancy for the position of Events and Operations Coordinator. This position is based primarily at GIO Stadium but must be available to work over all our venues, and supports the Venue Managers with the preparation and operations for all events and functions. Additionally, the ability to support delivery of maintenance of facilities and capital works is required along with excellent communication skills as the successful applicant will need to coordinate with external and internal stakeholders such as contractors and hirers. This is a dynamic position and as such excellent time management skills and the ability to work independently and as part of a team is needed. A working knowledge of risk management and WHS practices is also needed.

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:

Highly desirable:

C Class driver's licence is essential.

Ability to obtain white card, forklift, asbestos awareness and working at heights certification.

First Aid certification or ability to obtain.

Desirable:

Prior experience in the delivery of International, national, or large sporting events.

Relevant tertiary qualifications in event management and/or project management.

Experience in the implementation of facility maintenance and/or capital works.

Other:

This role is required to perform regular after hours, public holidays and weekend work in support of booked events.

This role is required to perform manual handling tasks requiring a good level of physical fitness.

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

How to Apply: Please supply a current curriculum vitae, the names of at least two referees and address to the Selection Criteria.

Contact Officer: Jared Rando (02) 6256 6709 jared.rando@act.gov.au

Access Canberra

Project Governance and Support

Finance and Budget

Senior Finance Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 05506)

Gazetted: 23 November 2020

Closing Date: 30 November 2020

Details: Access Canberra is seeking Expressions of Interest (EOI) for a Senior Finance Officer to assist with financial reporting and budgeting, staff development, providing support in accounting and financial administration, as well as managing the coordination of procurement within Access Canberra. The successful applicant will have the capacity to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. 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: Previous experience working with finance systems, in particular TM1 and Oracle, would be highly desirable.

Note: This is a temporary position available until 30 June 2021 with possible 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. This position is designed for activity-based working (ABW) since 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should send a 'two-page' pitch outlining the Skills, Knowledge and Behaviours against the Selection Criteria, a current curriculum vitae and the names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bei Hu (02) 6205 2870 bei.hu@act.gov.au

Shared Services

Strategic Finance

Financial Services

Assistant Supervisor Financial Services

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 14269)

Gazetted: 23 November 2020

Closing Date: 7 December 2020

Details: Do you want to make a difference to the ACT Government? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. As the Assistant supervisor of Financial Services you will assist in the day to day supervision of the Financial Services team. You will also be responsible for cost recovery and debt management processes contributing to the agencies revenue as well as providing advice and support to Shared Services staff in regards to financial processing matters, procedures and reporting. You will need to be able to use the Microsoft Office suite competently, in particular Excel features and formulas to deliver this role. We want an innovative, forward thinking professional with good communication skills and the ability to investigate discrepancies and liaise with a variety of stakeholders. Your enthusiasm, professionalism, analytical and leadership skills as well as your ability to manage and prioritise workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages). Please also submit a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position of Assistant Supervisor Financial Services. Applicants should focus their two-page Expression of Interest on technical capabilities 2,3,4 and 5 as well as behavioural capabilities 1,2 and 6.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alyssa Cowie (02) 6207 7737 alyssa.cowie@act.gov.au

Shared Services ICT

Customer Engagement Service Branch

ICT CIT

Technical Lead

Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 05459)

Gazetted: 23 November 2020

Closing Date: 30 November 2020

Details: Shared Services ICT is looking for a Technical Lead to support the CIT SWAAT ("study and work, anywhere, anytime") program of works, currently underway. SWAAT aims to replace the CIT's heritage Micro Focus ICT environment with Microsoft 365 technologies. The role sits in the CIT ICT embedded Team, reports to the Senior Director ICT CIT, and works closely with the SWAAT Project Manager.

In this role you will be responsible for: coordination of technical delivery resources including definition of outputs/outcomes. interpretation/translation of technical issues and risks to the project manager.

providing input to reports and summaries for project reporting.

assisting the CIT ICT Operational Support team to understand and support new capabilities as they come online.

coordination with Architecture Services on development and refinement of solution architecture and designs.

Eligibility/Other requirements: Demonstratable knowledge of Microsoft 365 and Micro Focus (eDirectory, Zenworks) technologies.

strong communication skills with the ability to communicate to both technical and business audiences.

experience in Service Desk and/or Operational Support roles and a demonstrable commitment to quality client service.

the analytical ability, drive, and initiative to lead problem solving of implementation issues, and the judgment to escalate issues to the Project Manager and Senior Director ICT CIT, where required.

Notes: This is a temporary position available immediately until 30 June 2021.

How to Apply: If you think you are the right person for the job, please submit your curriculum vitae along with a one-page pitch on why you would like to undertake the role, the skillset you would bring and how you would make a positive impact in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deepansh Kwatra (02) 6205 2813 Deepansh.Kwatra@act.gov.au

Economic Development

Skills Canberra

Director, Job Trainer Fund

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 31365)

Gazetted: 23 November 2020

Closing Date: 30 November 2020

Details: Skills Canberra is seeking a Senior Officer Grade B to lead design and delivery of vocational education and training programs under the Job Trainer Fund.

Skills Canberra is responsible for vocational education and training (VET), adult community education (ACE) and skilled migration policy and programs in the ACT. Skills Canberra gathers and interprets data from a wide range of sources to predict industry trends, identify future training and skilled migration requirements, and implements initiatives and programs to deliver on ACT Government priorities.

In this position you will lead and manage implementation, reporting and evaluation of the Job Trainer Fund in the ACT.

The successful candidate will have excellent communication, project management, leadership, and stakeholder liaison and management skills. You will demonstrate the ability to understand and apply relevant legislation, frameworks and systems, and work independently in an authorised 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.

Notes: This is a temporary position available immediately until 31 December 2021.

How to Apply: Applicants should submit a two-page expression of interest, a curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josephine Andersen (02) 6207 4791 Josephine.Andersen@act.gov.au

Shared Services ICT

SSICT Strategic Business

Business Enablement and Analysis Services

Senior ICT Procurement Advisor

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 49173)

Gazetted: 20 November 2020

Closing Date: 8 December 2020

Details: The Strategic Business Branch delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. The Business Enablement and Analysis Services (BEAS) as part of Strategic Branch provides high level customer service to ACT Government Directorates. As a trusted advisor and partner to Directorates, BEAS understands their business problems and the technology and cost options to address these issues.

The Senior ICT Procurement Advisor role is part of a team of procurement specialists within BEAS. The role is to ensure all procurements are completed within required timeframes while complying with relevant legislation and process. This is a critical role in maintaining delivery of ICT services to the ACT Government. You will have visibility of all ICT procurements across Shared Services ICT providing strategic procurement advice to Senior staff and identifying solutions to meet client's procurement needs while driving continuous improvement to ICT procurements.

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

Notes: 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.

For this role we are open to discussing the possibility of reduced hours, flexible start and finish times, or compressed hours. Please wait until the job offer stage before asking us about flexibility, and we will explore what's possible for the role.

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. The applications should include a curriculum vitae and a two page pitch detailing your most relevant achievements in the last five years and how they relate to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role.

Applications should be submitted via the Apply Now button below

Contact Officer: Josh Martin (02) 6207 9006 josh.martin@act.gov.au

Access Canberra

Projects, Governance and Support

Government Business and Coordination

Assistant Director, Government Business and Coordination

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 39596)

Gazetted: 24 November 2020

Closing Date: 1 December 2020

Details: Do you like pina coladas and getting caught in the rain? How about processing, quality assurance and deadline management? If so, an exciting, temporary opportunity exists to lead the Ministerial Team within Access Canberra's Government Business and Coordination unit for a period of up to 12 months. The role has a focus on ensuring the Minister receives exemplary service and high-quality written materials while supporting our colleagues in the preparation of Ministerials and building agency-wide Ministerial capability. You will lead the day-to-day work of the Ministerial Team and drive projects that seek to deliver efficiency, consistency and simplicity in the management and drafting of Ministerials and similar products. Working as part of the Government Business and Coordination Unit, you will also have the opportunity to gain experience working on Cabinet and Assembly business, managing delegations and appointments, supporting a number of high level Boards and Committees and being involved in a range of governance activities such as Annual Reporting. If you like working in a fast-paced, flexible environment with a fun and highly capable team, then we want to hear from you.

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

Notes: This is a temporary position available from 13 December 2020 until 12 November 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: Applicants should submit their current curriculum vitae and a one-page pitch (750 words) addressing the Selection Criteria outlined in the attached Position Description.

Contact Officer: Stewart Turner (02) 6207 1231 Stewart.Turner@act.gov.au

Shared Services

Shared Services ICT Executive

Executive Assistant to the Executive Group Manager Shared Services ICT

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 14624)

Gazetted: 19 November 2020

Closing Date: 30 November 2020

Details: Are you a natural administrator, organised, self-motivated and have great attention-to-detail? Do you have an interest in technology and do you have a 'can-do attitude'? Then this opportunity is for you!

The Executive Group Manager, Shared Services ICT is seeking an enthusiastic and highly organised person for the role of Executive Assistant to provide professional administrative support. Responsibilities of the position include diary management, co-ordination of correspondence and briefs, consolidation of responses for internal and external reporting and maintaining efficient and effective office systems.

The position requires commitment to quality customer service, a high level of attention-to-detail, and the ability to exercise sound judgement, flexibility, tact, and discretion. The position also involves working closely with the Executive Officer and mentoring the Branch Executive Assistants.

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 12 months with the possibility of extension and/or permanency.

How to Apply: If this sounds like you please submit a two-page "pitch" detailing how you are the right person for this opportunity. Use examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities and Experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashlee Hall (02) 6207 8107 ashlee.hall@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Data and Analysis

Data Scientist

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42953)

Gazetted: 24 November 2020

Closing Date: 10 December 2020

Details: In Access Canberra an average 8,000 regulatory decisions are made a day, with a standard deviation of 200 decisions. Assuming Access Canberra is Normal, what is the probability that more than 8,250 decisions are made in a day? *.

Access Canberra is not a Normal Government agency.

But if you understand the significance of Normality in a skewed world, and have an interest in working in a small team that has a causal relationship with driving a key regulatory and customer service agency of the ACT Government towards greater maturity in its data culture and practice then do we have the job for you.

Access Canberra is seeking an experienced data scientist/analyst who wants an opportunity to model their end-to-end data skills in real world problems which can have real impacts on the community you live in. You will have scope to define or refine hypotheses; identify critical data; cleanse and prepare datasets; conduct statistical and analytical methods; interpret and present results. These results will be used by Access Canberra, and across the ACT Government.

*These figures are hypothetical; but bonus points if you can provide your working and answer in your pitch.

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:

A formal qualification in a field of statistics/mathematics, computer science or two plus years' experience in a data analysis role would be highly desirable.

Notes: This is a temporary position available immediately until 30 June 2021 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If this sounds like the job for you, send through a two-page pitch outlining how you predict your Skills, Knowledge, and Behaviour and how this makes you the best applicant for the position. Please also attach a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Muscat (02) 6207 5014 Linda.Muscat@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Infringement Office

Assistant Supervisor Court Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 37065)

Gazetted: 25 November 2020

Closing Date: 9 December 2020

Details: Would you like to make a difference in the community and contribute to safer roads for Canberrans? Sick of doing the same thing day in day out; do you like dotting your Is and crossing your Ts? Do you read the fine print and understand it? Is it your life's dream to work in an environment where no two days are never the same and where your knowledge of legislation can finally be put to good use? If this sounds like you, then the Access Canberra Infringement Review Team is where you need to be.

The primary role of the Assistant Supervisor Court Officer is to support the Senior Court Officer in working on a range of infringement related matters, with a focus on supporting successful court outcomes including the compilation of evidentiary documents, liaising with the Director of Public Prosecutions and representing the authority in court as required. This role will require you manage a high-volume workload as well as undertake training with staff on a regular basis.

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

Notes: This is a temporary position available immediately for an initial period of up to 10 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: 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, responding to the statement below, contact details of at least two referees and current curriculum vitae. The one-page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Please limit your pitch response to a total of one page.

Tell us what interests you most about Infringements Office and why this makes you a great candidate for the temporary role of Assistant Supervisor, Court Officer.

Contact Officer: Cassandra Keppell (02) 6205 9876 Cassandra.Keppell@act.gov.au

Economic Development

Finance and Business Services

Business Services

Finance and Business Services Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 47692, several)

Gazetted: 23 November 2020

Closing Date: 30 November 2020

Details: The Finance and Business Services Unit is seeking highly capable team members to provide financial and administrative support to a range of diverse business units situated within the Economic Development Division. If you are an innovative thinker who is eager to learn a vast variety of tasks, can initiate conversations, holds a history of delivering quality customer service and can handle competing priorities in a fast-paced environment, then we are very keen to hear from you.

To be successful, you will need to be a collaborative team player that can demonstrate the capability to apply previous gained experience and quickly adapt to a varied workspace in a financial and administrative setting. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is temporary position available immediately until 26 February 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. These positions 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 safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: Please submit a two page statement providing examples from your past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role.

Accompanying your statement please provide your curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Gallace (02) 6205 0793 Steven.Gallace@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Investigations

Assistant Director

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 49729, several)

Gazetted: 23 November 2020

Closing Date: 30 November 2020

Details: We are seeking two enthusiastic and self-motivated Assistant Directors to assist our Investigations unit with pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT.

The Investigations unit adopts a strategic, risk-based, and proportionate approach to promote compliance with fair trading legislation. It works in close coordination with other areas within Access Canberra and across the ACT Government to achieve our common purpose of maintaining a safe and liveable city.

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: Suitability for this position will be assessed across three key areas:

Skills. The skills you have to fulfil the duties/responsibilities of the role.

Knowledge. The knowledge you have which will enable you to perform the duties/responsibilities of the role to a high standard.

Behaviour. How you will display the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.

Note: This is a temporary position available until 30 June 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: To apply for this role please provide your curriculum vitae and a two-page pitch setting out: your greatest achievements in the last five years and how they relate to this position and its duties, and why your ability, ingenuity, experience, and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Connor 0459 608 630 Rohan.Connor@act.gov.au

Shared Service ICT

Senior ICT Facilities Officer

Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 14384, several)

Gazetted: 23 November 2020

Closing Date: 30 November 2020

Details: Shared Services ICT is seeking to fill two Senior ICT Facilities Officers. The successful applicants for this role will have direct experience in the management of Data Centre Facilities, general ICT Facilities, restoring data from tape, disk and media management. There are over 600 UPS and Air Conditioning units dispersed through the ACT under management.

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: These are temporary positions available immediately 16 June 2021.

How to Apply: Please attach the following to your application:

Your curriculum vitae

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and explicit outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Hutterer 0408 412 961 Michael.Hutterer@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.

Economic Development

Skills Canberra

Skills Programs Operations and Support

Director, Skills Promotion and Support

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 35877)

Gazetted: 23 November 2020

Closing Date: 30 November 2020

Details: Skills Canberra is the branch of the ACT Government responsible for the policy and programs relating to vocational education and training (VET), adult community education (ACE) and skilled migration in the ACT. Our

purpose is to enable skills and workforce development to enhance Canberra's economic and social wellbeing. Our vision is a skilled Canberra for today and tomorrow.

As part of the Economic Development Division, our actions facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

Our operating environment is dynamic and so we are aware, focussed and flexible. We also like to have some fun along the way. Above all, we are enthusiastic about supporting people and organisations in the Canberra region through relevant and effective policy and programs.

We are looking for the right person to lead and manage a team responsible for promoting and supporting the skills programs in the ACT by (among other matters):

Educating stakeholders to increase awareness and uptake of VET.

Managing VET awards and events.

Educating participants on, and supervising the operation of, apprenticeships and traineeships.

Managing complaints, disputes and incidents.

The position description contains further details of the role, and of the type of person we are after to fill it.

Prospective applicants are also strongly encouraged to discuss the position with the contact officer before applying.

This is a great time to join a branch which engages with and supports a sector that is critical to the quality of life and employment of many Canberrans, and to economic sustainability and recovery.

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. Current and former ADF members are encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

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

A current driver's licence.

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

Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: Please provide:

your curriculum vitae;

a maximum three-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the position description; and

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Wyman (02) 6205 0081 Andrew.Wyman@act.gov.au

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Event Operations Coordinator

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 30702)

Gazetted: 23 November 2020

Closing Date: 16 December 2020

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra (EPIC), GIO Stadium and Manuka Oval and the management and operation of these venues. This position is based primarily at EPIC but will work across all our venues.

The successful applicant will have to perform a variety of event coordination tasks such as preparing documentation including operational and events briefs and plans. Excellent interpersonal skills are required to

work with internal and external stakeholders to organise equipment hire, signage, cleaning and security. Working knowledge of risk management and WHS legislation is needed to ensure all contractors and clients comply with policies.

This is a dynamic role where every day is different, and the successful applicant must be able to work both individually and as part of a team and have strong time management skills. 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:

Experience in delivering large festivals and events with a capacity of 5000 people or more.

Previous experience in event and venue management database packages.

Previous experience in VISIO or CAD programs.

Other Requirements:

Driver's license (essential).

Fork Lift License or ability to obtain a forklift licence (desirable).

At times this role is hands on and includes manual handling tasks requiring a good level of physical fitness.

This role is required to perform regular after hours, public holidays and weekend work in support of booked events.

White card, working at heights, asbestos awareness certificates or ability to obtain (essential).

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 provide a current curriculum vitae, contact details of at least two referees and address the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amal Davis (02) 6205 4948 Amal.Davis@act.gov.au

Shared Services ICT

Technology Services

Networks, Communications Services and ICT Facilities

Network Engineer

Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 30532)

Gazetted: 24 November 2020

Closing Date: 1 December 2020

Details: Networks, Communications Services, and ICT Facilities (NCSF) are seeking a motivated and enthusiastic technical officer with experience in managing network infrastructure to be responsible for providing network technical support for operational and project related activities. The role will primarily maintain the day to day operations of the ACT Government network infrastructure and the provision of new services for a diverse customer base.

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

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

How to Apply: Please submit a pitch (of no more than two pages) outlining your suitability for the position against the Skills, Knowledge and Behavioural Capabilities outlined in the attached Position Description. Please also submit a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Duckworth (02) 6205 9510 Alex.Duckworth@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

Office for Schools

North Gungahlin

Amaroo School

Deputy Principal - Years 3-6

School Leader B \$147,337, Canberra (PN: 04108)

Gazetted: 25 November 2020

Closing Date: 9 December 2020

Details: Amaroo School is seeking a dynamic leader to work collaboratively as a member of the leadership team to build teacher capacity and foster high quality teaching and student engagement.

Eligibility/Other requirements:

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

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

Notes: The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing, and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary.

The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the attached Position Description (maximum five pages) please ensure two referees are included.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the Contact Officer prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: William Johnston (02) 6142 1266 William.Johnston@ed.act.edu.au

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

School Performance and Improvement

North Canberra and Gungahlin

Gold Creek School

Building Services Officer (BSO2)

General Service Officer Level 6 \$59,578 - \$62,286, Canberra (PN: 44758)

Gazetted: 25 November 2020

Closing Date: 2 December 2020

Details: Gold Creek School is seeking a Building Services Officer to join our P-10 school. The successful applicant will undertake grounds maintenance and general building officer duties on our Junior Site. They must be self-motivated, use initiative and communicate with the school community to support the school in developing positive wellbeing outcomes for students.

Eligibility/Other requirements:

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

Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to:

http://www.worksafe.act.gov.au/health_safety

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

How to Apply: Applicants should submit a current curriculum vitae, a response to the selection Criteria (min three pages) and referee report. Applicants are advised to contact the Contact Officer prior to applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leighton Mann (02) 6142 1309 Leighton.Mann@ed.act.edu.au

School Performance and Improvement

Belconnen Network

UC Senior Secondary College Lake Ginninderra

Student Services Support Officer

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 10439)

Gazetted: 19 November 2020

Closing Date: 3 December 2020

Details: UC Senior Secondary College Lake Ginninderra (UCSSC Lake Ginninderra) is seeking a super organized, enthusiastic and customer service focused Administrative Officer to join our student services team. This role will play an important part in the face to face services provided to students and families and will have a positive impact on student engagement and wellbeing.

The successful applicant will be an active member of the student services team which provides services covering enrolment, attendance, parent communication, subject and class advice, special consideration applications and wellbeing supports.

The successful applicant will possess excellent communication and interpersonal skills with strong capability in building connections with stakeholders. A good understanding of dealing with sensitive and confidential information will be essential.

They must be able to work with students, young adults and school staff within multiple teams to achieve shared outcomes. The student services area is a very busy work area with many competing demands and the successful applicant will need to consistently demonstrate high level initiative, organizational and relational skill sets.

A 'can do' attitude with a strong ability to use initiative and bring innovation to the role will see success.

Are you looking for a career in ACT Public Education? This challenging and rewarding role supporting students and staff could be the perfect role for you.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Current First Aid Certificate

Note:

This is a temporary position available immediately until 30 June 2021 with possibility of extension and/or permanency. This position is part-time at 31.25 hours per week and the full-time salary noted above will be pro-rata. 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 of no more than two pages and no less than 11pt font addressing the Selection Criteria, together with your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shelley Jacobs (02) 6142 0222 shelley.jacobs@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Giralang Primary School

Administrative Assistant

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 46431)

Gazetted: 19 November 2020

Closing Date: 26 November 2020

Details: Giralang Primary School is seeking a highly organised and motivated person with a broad set of skills to support the Principal and Business Manager in the day to day administrative operation of the school. The

successful candidate will possess a proven ability to work independently and as part of a team to provide operational and administrative support to staff and students. This includes experience in the MAZE and SAS systems, particularly in student enrolments and a willingness to train in the Xero 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 a disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. The ACT Public Service is a values based organisation where all employees are expected to embody the prescribed core values of Respect, Integrity, Collaboration and Innovation.

Eligibility/Other Requirements:

A high level of experience with the duties of the position including strong skills in communication and building relationships with staff, students and the community are 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.

A current first aid certificate or willingness to undertake training.

Note: This position is required to work during stand down periods between terms to undertake duties as directed.

Selection may be based on application and referee reports only.

How to Apply: Please provide your response to the Selection Criteria, a current curriculum vitae and two written referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wendy Morschel (02) 6142 2630 wendy.morschel@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Planning Delivery

Impact Assessment

Director - Impact Assessment

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 49762)

Gazetted: 25 November 2020

Closing Date: 9 December 2020

Details: Are you a manager with experience working in planning and environmental assessment? Do you like a fast-paced work environment and critically analysing information to make decisions? Do you have strong written communication and leadership skills? Then Director of Impact Assessment is the job for you!

The Planning Delivery Division is seeking a Director who has experience managing a wide range of statutory environmental and/or development assessment processes. In this role, the Director will be responsible for managing the assessment of Environmental Impact Statements (EIS), EIS Exemptions, Environmental Significance Opinions, and development applications in accordance with the *Planning and Development Act 2007*. The role may also involve some policy and regulatory reform work and will require flexibility and adaptability to respond to a range of requests.

Eligibility/Other requirements: Experience or qualifications in natural resource management, environmental sciences, local and regional planning, environmental law or government administration would be an advantage.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 response of no more than 350 words addressing the selection criteria in the attached position description. Please also submit a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tegan Liston (02) 6205 7325 Tegan.Liston@act.gov.au

Planning, Land and Building

Building, Design and Projects

Housing and Policy

Assistant Director, Unit Title Reform

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 40184)

Gazetted: 24 November 2020

Closing Date: 8 December 2020

Details: We are seeking a dynamic and enthusiastic person with demonstrated skills and experience suitable for a policy development environment. Strong attention to detail, and the ability to interpret and develop legislation would be highly desirable.

The position will have primary responsibility for progressing a project reforming unit titling laws in the Territory, particularly to accommodate mixed-use (commercial and residential) developments.

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

Note: This is a temporary position available immediately until 28 May 2021, with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application 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: Applicants should provide a written response to the Selection Criteria located in the Position

Description along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Kingham (02) 6205 3398 Amy.Kingham@act.gov.au

Environment

Office of the Conservator of Flora and Faun

Senior Conservation Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 36279)

Gazetted: 23 November 2020

Closing Date: 14 December 2020

Details: The Office of the Conservator of Flora and Fauna it is a small team within the Environment, Planning and Sustainable Development (EPSDD) Environment Division. The main functions of the team are to develop advice for the Conservator on matters that may impact biodiversity and the conservation estate in the ACT, prepare advice on environmental assessments and development applications to the ACT Planning Authority; and assist in the administration of the Conservators functions under legislation. The unit works with many stakeholders both within and external to Government.

We are looking for a committed, enthusiastic person to provide ecological advice on development related issues and policy advice focusing on the protection and maintenance of listed species and ecological communities and biodiversity conservation.

Eligibility/Other Requirements: A tertiary qualification in environmental science, ecology, botany or a related field is highly desirable.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michaela Watts (02) 6207 1831 michaela.watts@act.gov.au

Office of the Commissioner for the Environment

Project Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49706)

Gazetted: 20 November 2020

Closing Date: 4 December 2020

Details: This part time role will assist the Commissioner for Sustainability and the Environment, particularly in undertaking reports and investigations. You will bring knowledge of climate, environment and/or sustainability to a small team and assist in undertaking research on important issues.

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.

Notes: This is a temporary position available for a period of six months with a possibility of extension or permanency. This position is part-time at (22:30) hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

This position may be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

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

How to apply: Please submit a current curriculum vitae along with a maximum two-page Expression of Interest addressing the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below

Contact Officer: Miranda Gardner (02) 6205 5085 Miranda.Gardner@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

Corporate

Strategic Finance

Senior Director, Financial Reporting

Senior Professional Officer Grade A \$148,991, Canberra (PN: 10544)

Gazetted: 25 November 2020

Closing Date: 2 December 2020

Details: Strategic Finance is seeking a motivated, well organised person who can lead a team to effectively perform the role and functions of Senior Director, Financial Reporting. They should possess a very good understanding and have experience in public sector budget processes and financial frameworks, management accounting skills, excellent analytical ability and are client focused with high-level communication skills.

Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting business unit managers with business specific financial needs.

The successful applicant will be required to:

Provide high level support and advice to the Chief Finance Officer and other business units within the Directorate;

Provide financial and performance management reporting and forecasts for various purposes including executive and ministerial purposes;

Coordinate and prepare Directorate financial reports including monthly management reports and annual financial statements;

Lead a team to provide efficient and accurate advice to internal and external stakeholders;

Proactively liaise and negotiate with other agencies as required.

Eligibility/Other requirements:

A degree with a major in accounting or equivalents is essential.

Ability to develop and manipulate financial modelling tools and use complex spreadsheets and TM1

Membership of either Australian professional accounting bodies (CPA or ICA) is also highly desirable.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension.

How to Apply: Interested applicants should provide a written pitch addressing the Professional and Behavioural capabilities within the attached Position Description. The pitch should be no longer than two pages. A current curriculum vitae should also be provided with two referee contacts.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dragana Cvetkovski (02) 6205 4389 Dragana.Cvetkovski@act.gov.au

ACT Corrective Services

Custodial Operations

Court Transport Unit

Correctional Officer Class 3

Correctional Officer Class 3 \$94,361 - \$100,584, Canberra (PN: 49415)

Gazetted: 24 November 2020

Closing Date: 10 December 2020

Details: ACT Corrective Services is pleased to announce an exceptional career opportunity for an individual interested in becoming a Correctional Officer Class 3 at the Court Transport Unit (CTU). The operational hours in the CTU are 06:00 to 18:00, Mondays to Fridays, based on an 8 hour day.

The successful applicant will be responsible for providing leadership, supervision and management of staff and operations within Correctional facilities. You will also have the capacity to assume control of the facility in the absence of the Director, CTU.

On a day to day basis, the successful applicant will ensure safe care and custody of detainees, maintain security and supervision of staff and detainees, admit and discharge detainees in accordance with relevant legislation and prepare reports and undertake investigations as required.

In addition, you will also assist in training and development including the provision of work performance assessments and feedback and ensure staff and detainees comply with relevant legislation, policies and procedures.

To be successful, you will demonstrate exceptional communication and interpersonal skills in addition to leadership and management skills. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

To be successful you will need to possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities.

Eligibility/Other Requirements:

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service;

Current unrestricted driver's licence is essential.

Senior First Aid Certificate is essential

Relevant tertiary qualifications desirable.

This position requires pre-employment psychological and medical testing and National Police check.

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

How to Apply: Applicants are required to submit three items: 1) A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Taylor-Dayus (02) 6207 1615 James.Taylor-Dayus@act.gov.au

ACT Corrective Services

Operational Support

Policy Unit

Senior Policy Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 36115)

Gazetted: 24 November 2020

Closing Date: 8 December 2020

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Senior Policy Officer, in the Policy and Risk Management team.

The successful applicant will be responsible for developing strategic and operational policy, framework and other related documents in partnership with internal and external stakeholders. In addition to this, you will also review and enhance policies, procedures and/or legislation through consultation with stakeholders and undertake external research for the identification of best practice related to policy.

You will also be required to contribute to briefs, reports, correspondence, speeches and other vehicles of policy advice on policy issues, the application and interpretation of relevant legislation and recommendations relating to policy. To be successful in the role, you will be able to demonstrate strong communication and organisational skills, coupled with a strategic and solution-oriented approach. You will need to be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

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

Eligibility/Other Requirements:

Relevant qualifications in law or social sciences, or prior experience in human services policy development, would be an advantage.

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

Driver's license is essential.

The successful candidate will be required to undergo a medical check.

How to Apply: Applicants are required to submit three items: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine King (02) 6205 5166 Catherine.King@act.gov.au

ACT Corrective Services

Operational Support

Program Management Office

Senior Projects Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49314)

Gazetted: 23 November 2020

Closing Date: 7 December 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Senior Projects Officer.

The Senior Projects Officer will have a key focus on supporting project managers from across ACTCS to achieve project objectives. The role is dynamic and is designed to be a mobile, specialist service that engages with diverse internal and external stakeholders to support the design, management, and implementation of projects.

The successful applicant will support ACTCS Project Managers with expertise on project management activities.

You will develop and monitor project artefacts including schedules, risk management and registers, and analyse and critique project plans, costs and deliverables.

Further to this, you will establish and maintain effective working relationships with internal and external stakeholders. You will regularly liaise with project managers to support project activity across ACTCS and demonstrate an ability to successfully communicate with stakeholders to support change processes.

To be successful in this role you will be able to demonstrate skills and experience in project management and have the ability to critically analyse operational, policy and legislative requirements to meet business objectives and services improvement.

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 in Prince2 project management is highly desirable.

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

This position requires a pre-employment medical

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

Driver's licence is required.

How to Apply: Applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements outlined in the attached Position Description; (2) a current curriculum vitae with the names and contact details of

two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine King (02) 6205 5166 Catherine.King@act.gov.au

ACT Corrective Services

Operational Support

Program Administrator

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 49316)

Gazetted: 23 November 2020

Closing Date: 7 December 2020

Details: ACT Corrective Services is looking for an enthusiastic, motivated, and conscientious person to fill the position of Program Administrator in the Operational Support Unit.

The successful applicant will be responsible for providing administrative support for project activity across ACTCS, responding to enquiries and supporting project staff in booking stakeholder meetings and workshops.

In addition, the successful applicant will also be responsible for taking minutes, facilitating information transfer between project staff, generating reports and sourcing resources as required.

The successful applicant will need to be self-motivated, show initiative, sound judgement and an ability to adhere to timeframes

To be successful, you will demonstrate strong administrative capability and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other requirements:

The successful candidate will be required to undergo a National Police Check.

This position requires a pre-employment medical.

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

How to Apply: Applicants are required to submit two items: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements outlined in the attached Position Description; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all two items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine King (02) 6205 5166 Catherine.King@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Special Operations

Flight Intensive Care Paramedic

Intensive Care Paramedic 2 \$104,187 - \$115,491 plus penalties, Canberra (PN: 19332, several)

Gazetted: 19 November 2020

Closing Date: 3 December 2020

Details: The ACT Ambulance Service is seeking qualified Intensive Care Paramedics to undertake training for a Flight Intensive Care Paramedic (ICP) role.

Flight ICPs operate in complex environments. They require a high level of skill, knowledge, flexibility, and co-ordination to deliver an effective and safe service. They are part of a multidisciplinary team working collaboratively to deliver advanced patient access, critical care and extrication within an integrated safety and risk management system.

ICPs that meet the compliance and qualification requirements, and are successful in the selection process, will be offered the opportunity to undertake a role as a Trainee Flight Intensive Paramedic. Trainee flight ICPs will remain at the ICP1 classification throughout the training period. An offer of a permanent position at the ICP2 classification will be made once all requirements of the position have been successfully completed.

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

Eligibility/Other requirements:

A current ACT C class driver's licence or interstate equivalent.

Advanced Diploma of Paramedical Science (Ambulance), or equivalent.

Current Authority to Practice at Intensive Care Paramedic level within the ACT.

A minimum of three years post ICP Authority to Practice (concurrent) at time of application.

Current Unconditional Paramedic Registration with AHPRA.

Notes: These are temporary positions available from January 2021 for a minimum period of 12 months with the possibility 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.

Current and former ADF members are encouraged to apply.

How to apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages.

Applicants are required to address the following specific capabilities:

Demonstrated knowledge of clinical care, patient safety, clinical quality processes and risk management practices, and an ability to apply this knowledge effectively in a difficult field environment; and

The ability to apply logic and lateral thinking to solve problems and make good decisions.

You should also provide a current curriculum vitae, the details of two referees and a Basic Class 2 medical certificate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Blewitt (02) 6207 7376 Michelle.Blewitt@act.gov.au

Public Trustee and Guardian

Senior Director Finance Unit/Deputy Public Trustee and Guardian

Senior Officer Grade A \$148,991, Canberra (PN: 38577)

Gazetted: 20 November 2020

Closing Date: 27 November 2020

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, financial management, guardianship and estate administration services to the ACT community. We have a temporary vacancy for a motivated and well-organised person who is skilled in strategic financial administration to act as Deputy Public Trustee and Guardian and Senior Director of our Finance Unit.

The Finance Unit provides a Corporate Finance, Investment, Funds Management, Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients. The successful candidate will have extensive experience in financial management and will lead the day-to-day administration of a busy multi-disciplinary team involved in the provision of expert financial management and other support services. This includes the ability to administer, apply and interpret legislation.

Applications are sought from candidates with exceptional communication, organisational and administration skills with a good ability to prioritise workloads.

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

Note: This is a temporary position available from 3 December 2020 for a period of up to 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: If you are looking for a dynamic role working in a unique environment, please submit an application no longer than two pages outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge Components outlined in the Position Description. You should also provide 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: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

ACT Corrective Services

Operational Support

Policy and Risk Management

Risk Coordinator and Agency Security Advisor

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49306)

Gazetted: 20 November 2020

Closing Date: 4 December 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Risk Coordinator and Agency Security Advisor (ASO6).

The Risk Coordinator and Agency Security Advisor will undertake a varied range of risk management and corporate protective security activities to support business continuity and provide advice to the ACTCS Executive concerning the delivery of compliant, safe and effective corrective services.

The successful applicant will, develop specific corporate protective security policies and implement mandatory requirements and procedures based on risk assessment and corporate needs. You will also maintain and update the ACTCS Business Continuity Plan through testing and responding to significant organisational changes.

Further to this, you will lead and support ACTCS Divisions in monitoring and managing risk against the ACTCS Risk Management Framework and establish and maintain risk registers. You will also monitor compliance against protective security mandates to cover protective security governance, personnel security, information security, and physical security as it applies to the corporate and community corrections environment.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements:

Background/Security clearance checks will be conducted.

Driver's licence is essential.

A pre-employment medical will be required.

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

How to Apply: Applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine King (02) 6205 5166 catherine.king@act.gov.au

ACT Corrective Services

Operational Support

Program Coordinator

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49315)

Gazetted: 19 November 2020

Closing Date: 3 December 2020

Details: ACT Corrective Services is looking for an enthusiastic, motivated, and conscientious person to fill the position of Program Coordinator in the Operational Support Unit.

The successful applicant will be required to develop and manage project reporting for stakeholders and the ACTCS Executive, while facilitating effective governance and accountability in project management activities, including communicating roles and responsibilities and supporting transparency of compliance across the service.

In addition, you will oversee and supervise administrative support for the Program Management Office, contribute to the development of policies, frameworks and strategies in the project environment and record and analyse consultative feedback to inform project activity.

Further to this, you will establish and maintain effective working relationships with both internal and external stakeholders (including interstate jurisdictions, organisations, and community groups) to support project activity across ACTCS.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment, possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other requirements:

Qualifications in Prince2 project management is highly desirable.

The successful candidate will be required to undergo a National Police Check.

This position does require a pre-employment medical.

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

A current driver's licence Class C.

How to apply: Applicants are required to submit three items: 1) A one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence.

Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below

Contact Officer: Catherine King (02) 6205 5166 Catherine.King@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

Project Development and Support

Project Development

Infrastructure Analyst

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49633)

Gazetted: 23 November 2020

Closing Date: 7 December 2020

Details: Are you our new Infrastructure Analyst?

Do 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!

Project Development and Support provides leadership and contributes strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division is responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

The Project Development Section of Major Projects Canberra provides a mix of infrastructure policy support for the agency and early stage development of major projects.

The key functions for the section include:

the coordination of business cases, feasibility studies and related analysis for major infrastructure projects; the provision of analysis and advice on the commercial and financial aspects of infrastructure projects; and the development and support of infrastructure policy for major infrastructure projects.

The Infrastructure Analyst is part of a small team which has responsibility for supporting the commercial and financial development of the Territories largest capital works projects.

The Infrastructure Analyst will provide support the Director, Infrastructure Analysis, in the provision of business case development and infrastructure policy analysis.

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:

An understanding of government procurement practice and principles and/or budget processes.

An understanding of infrastructure planning or delivery.

An understanding of financial analysis and economic modelling.

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

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 no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities outlined in the attached Position Description. Please also submit a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Egan (02) 6205 2547 Sean.Egan@act.gov.au

Infrastructure Delivery Partners

Active Certification and WHS

Assistant Superintendent of Works

Senior Professional Officer Grade C \$108,926 - \$117,249, Canberra (PN: 49715)

Gazetted: 19 November 2020

Closing Date: 3 December 2020

Details: Are you our new Assistant Superintendent of Works?

Do 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!

The Work Health and Safety (WHS) team within Major Projects Canberra is responsible for the ACT Government's Work Health and Safety Active Certification Policy. The ACT Work Health and Safety Active Certification Policy is a part of the ACT Government's overall work health and safety response to the Getting Home Safely report published in November 2012. The Active Certification Policy attempts to prevent fatal, permanent, and serious debilitating injuries within the construction industry; and improve work health and safety practices on sites where ACT Government construction projects are being delivered. The Active Certification Policy commenced on 1 July 2013.

The team also leads the development and implementation of safety procedures for MPC.

The Assistant Superintendent of Works is responsible for providing guidance and direction for the planning, implementation, and operation of WHS on the ACT Government's construction sites. The position is a single point of contact for industry and stakeholders focused on improving WHS outcomes within the ACT Government's construction program.

The position will also play a key role in the development and delivery of safety policies and procedures within MPC.

The position will work closely with the Superintendent of Works in liaising with ACT Government staff at all levels, from operational staff through to senior executives, and foster positive relationships with regulatory authorities, agencies, and service providers external to the ACT Government.

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:

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

Relevant qualifications and experience in work health and safety and internal audit, in an operational setting are highly desirable.

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

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities in the Position Description.

Please also submit a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Whitehouse (02) 6205 3164 Michael.Whitehouse@act.gov.au

Office of the Legislative Assembly

Business Support

Security and Building Services

Senior Attendant

Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 373)

Gazetted: 19 November 2020

Closing Date: 3 December 2020

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

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

The role will also perform administrative tasks and assist the Facilities Manager as required.

Eligibility/Other Requirements: The duties of the position require a limited degree of manual activity and applicants should possess an appropriate level of physical fitness.

Note: Some on-call duties may be required.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Brent Amundson (02) 6205 3876 brent.amundson@parliament.act.gov.au

Suburban Land Agency

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

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

Finance Valuations and Digital Solutions

Digital Solutions

Senior Director, Business Systems

Senior Officer Grade A \$148,991, Canberra (PN: 40738)

Gazetted: 24 November 2020

Closing Date: 8 December 2020

Details: The Suburban Land Agency is searching for a forward thinking and experienced Senior Director to lead one of the ACT Government's most exciting agencies into the digital future. This interesting role offers a unique opportunity to work in a dynamic organisation that is a hybrid government and commercial entity. This position will be key to delivering a comprehensive campaign of driving organisational change and business improvements through systems innovation and modernisation. The position would suit a leader who enjoys a fast paced, dynamic environment and has the capacity to inspire and motivate staff, both within and external to their team.

The ideal candidate will hold a degree qualification in a relevant field, with experience in defining requirements, evaluating solutions and implementing system and process change. It is essential that you have well developed communication skills with a strong focus on stakeholder management. If you are a confident leader who is capable of motivating and influencing others and thrives on challenges, we would like to hear from you.

Eligibility/Other Requirements: Degree qualification in a relevant field is desirable.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tara Ten Donkelaar (02) 6207 4277 Tara.TenDonkelaar@act.gov.au

Governance and Corporate Services

Governance

Governance and Risk Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 40200)

Gazetted: 19 November 2020

Closing Date: 3 December 2020

Details: Are you up for a new challenge? Come and join the Suburban Land Agency's Governance team. We are looking for an experienced and enthusiastic Governance officer who is flexible, a team player and possesses strong analytical and organisational skills.

This role is responsible for providing high level administrative support to Agency's people and strategic business objectives, particularly in relation to the coordination and development of Board and Committee papers and support. The role requires the ability to remain agile in time of competing and tight deadlines to meet relevant reporting requirements. The position will be responsible for the delivery and administration of key activities such as managing the Agency's Risk Management Framework, Risk Plans, management of audit processes and reporting and liaise with internal and external stakeholders. The role will also provide support more broadly across the Governance team and Corporate Services team.

Eligibility/Other Requirements: Experience in risk management and/or Governance or Board related administrative support.

How to Apply: Applications are sought from potential candidates and should include a supporting statement addressing the Selection Criteria of no more than two pages outlining Knowledge, Experience, Skills and Behaviours in carrying out the duties outlined in the Position Description. Please also include contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Daniel Koroma (02) 6207 6898 daniel.koroma@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

Executive Branch Manager, Capital Linen Services

Temporary Vacancy (21 December 2020 to 15 January 2021)

Transport Canberra and City Services

Territory and Business Services

Position: E394

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 29 November 2020

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Capital Linen Services for the period 21 December 2020 to 15 January 2021.

The Executive Branch Manager Capital Linen Service (CLS) is responsible for providing a managed linen service to a wide range of ACT clients, including public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services. Capital Linen Service operates on a commercial basis employing around 100 staff (60 internal staff and 40 contract staff) and has annual turnover of \$13 m per annum.

The Executive Branch Manager is responsible for all aspects of the business including strategic planning, financial performance and revenue growth, and human resources. The role requires a commercially astute senior executive capable of operating within a public sector environment.

The Executive Branch Manager reports to the Executive Group Manager Territory and Business Services, Transport Canberra and City Services Directorate.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Daniel Childs via email to daniel.childs@act.gov.au by COB Thursday 26 November 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 \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.
Contact Officer: Daniel Childs (02) 6213 3204 daniel.childs@act.gov.au

Chief Operating Officer Group

Executive Branch Manager, Governance and Ministerial Services

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E821)

Gazetted: 20 November 2020

Closing Date: 4 December 2020

Details: Reporting to the Chief Operating Officer, the Executive Branch Manager, Governance and Ministerial Services works collaboratively with the Minister's Office, the Director-General, Deputy Director-Generals and other senior members of TCCS, Executives across the ACTPS, and key government and non-government stakeholders. He/she leads the Governance and Ministerial Services Branch and provides executive leadership and oversight of Ministerial Services and Governance for TCCS, as well as the security and emergency management function for TCCS and the sustainability, fleet, and facilities team.

The role is a key leadership role in the Directorate and across ACT Government. The position requires a person with exceptional leadership and executive management skills including expertise in policy development and providing advice to Government.

The successful candidate requires the ability to continue to build on the team's success, maintaining a positive team culture in a dynamic and fast-paced environment, and delivering outcomes for TCCS, the Government and the broader community. A leadership style that is collaborative and inclusive is essential.

The ideal candidate will be an energetic and enthusiastic leader, that has personal drive and integrity, likes working with people, is resilient and can deliver in a high-pressure environment, with excellent analytical skills, people skills and political astuteness.

Note: This is a temporary vacancy to commence February 2021 for nine months, with the possibility of extension.

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

How to Apply: Interested candidates are requested to submit an application of no more than two pages, 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: Lisa Johnson (02) 6205 5187 lisa.johnson@act.gov.au

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Project Manager/Surveillance Officer

Infrastructure Officer 3 \$109,177 - \$119,846, Canberra (PN: 49924)

Gazetted: 24 November 2020

Closing Date: 1 December 2020

Details: The Project Officer is responsible for the planning, design scope, procurement and execution of capital projects as well as surveillance/construction management for TCCS.

The role is responsible for ensuring allocation/oversight of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation.

The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

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

Eligibility/Other Requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

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

Note: This is a temporary position available immediately for a two year period. 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. If interviews are required, they will be conducted via Video or Teleconference.

How to Apply: Applicants should address the numbered Selection Criteria located in the Position Description and limit responses to 250-300 words (max) per criteria also attach a current curriculum vitae. 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

City Services

ACT NoWaste

Regulatory Administration Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 41462)

Gazetted: 24 November 2020

Closing Date: 8 December 2020

Details: The Waste Regulation team is responsible for administering the *Waste Management and Resource Recovery Act 2016*, which aims to promote and reward responsible waste handling practices. Programs operating under the Act include the ACT Container Deposit Scheme, and the licensing and registration of waste facilities and transporters, including implementing mandatory waste activity reporting. New ICT systems are also under development to support more efficient administration of the legislation.

This position provides support to business processes, including general administrative duties, and oversees financial processes to handle invoicing and payments. The successful candidate will possess strong written and oral communication skills, as they will be responsible for preparing correspondence and briefs related to regulatory processes and will be the first point of contact for phone and email enquiries.

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

Eligibility/Other Requirements: Experience in administration and financial processes and procedures (ideally in a regulatory environment), proficiency in Microsoft Office suite and a current driver's licence are essential.

Note: The Waste Regulation team currently works from home four days a week. Successful applicants will be offered a supported induction period of working from the office, after which staff will be supported to work from home and issued equipment as required. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Applications must include:

A maximum of two pages' response to the Selection Criteria listed under 'What You Require' in the Position Description

A current curriculum vitae

The name and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Isabelle Patterson (04) 6855 4294 isabelle.patterson@act.gov.au

City Services

ACT NoWaste

Waste Regulation

Compliance and Program Officers

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 39834 , several)

Gazetted: 24 November 2020

Closing Date: 10 December 2020

Details: Waste Regulation are seeking candidates for ASO6 roles across the team. We are looking to add to our team of positive and environmentally conscious regulation professionals to help build the ACT's capacity as a

leading jurisdiction in waste management and resource recovery. The Waste Regulation team is responsible for administering the *Waste Management and Resource Recovery Act 2016*, which aims to promote and reward responsible waste handling practices. Programs operating under the Act include the ACT Container Deposit Scheme, and the licensing and registration of waste facilities and transporters, including implementing mandatory waste activity reporting. New ICT systems are also under development to support more efficient administration of the legislation. Vacancies exist for Senior Compliance Officers, Senior Compliance Officers (Levy), and the Container Deposit Scheme Program Officer. Successful candidates will possess strong written and oral communication skills, and a proven ability to manage stakeholder relationships. If you are a team player with an understanding of regulatory frameworks and can confidently communicate with anyone, we would like to hear from you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Experience in a regulatory environment is desirable, and a current driver's licence is essential.

Note: There are several permanent positions available, and a temporary position available up until 30 June 2021 with possibility of extension up to 12 months and/or permanency. The Waste Regulation team currently works from home four days a week. Successful applicants will be offered a supported induction period of working from the office, after which staff will be supported to work from home and issued equipment as required. Successful applicants will be matched to positions based on preference, skills and experience. If you have a preference for a particular position, you are welcome to mention this in your application. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the roles and associated responsibilities. Applications must include: A maximum of two pages' response to the Selection Criteria listed under 'What You Require' in the Position Description. A current curriculum vitae. The name and contact details of two referees. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Ellen Collins 0466 851 077 ellen.collins@act.gov.au

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

City Services

City Presentation

Urban Treescapes

Administrative Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49656)

Gazetted: 19 November 2020

Closing Date: 3 December 2020

Details: Urban Treescapes Section of Transport Canberra and City Services (TCCS) is responsible for the management and maintenance of more than 766,000 trees in urban areas of Canberra. This position involves providing administrative support to the Senior Director and Assistant Directors for a variety of street and urban open space tree management issues and is physically based in Dickson. It will provide a key role in the coordination and compilation of information to complete ministerial responses, briefings and other correspondence at a high standard and in a timely manner. The role will also assist in the organisation and development of documentation for recruitment and procurement processes.

Eligibility/Other Requirements: High level communication skills are desirable and applicants should have a knowledge of Microsoft Office software and Objective.

Note: This is a temporary position available immediately until 30 June 2021 with a possibility of extension and/or permanency. This position moved to a new workplace designated for Activity Based Working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Submit a statement of no more than two pages addressing the Selection Criteria located in the Position Description, and a curriculum vitae including the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Rachael Dawes (02) 6205 5263 rachael.dawes@act.gov.au

City Services

City Presentation

Place Management

Depot Support Officer

General Service Officer Level 5/6 \$56,595 - \$62,286, Canberra (PN: 13185, several)

Gazetted: 19 November 2020

Closing Date: 3 December 2020

Details: The Depot Support Officer (DSO) is a dynamic role that is pivotal in the operations of a Place Management depot, supporting staff that undertake horticultural maintenance and cleaning services across a region of Canberra. It comprises data input, record keeping, payroll and other administrative functions. These position's do not involve direct supervision of staff.

Eligibility/Other Requirements:

Driver's licence C is essential.

OHS Construction Industry Induction 'White Card' is highly desirable.

Asbestos Awareness certificate is highly desirable.

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

How to Apply: Please address the Selection Criteria and include a copy of your curriculum vitae with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Terry McLeary (02) 6205 2552 Terry.McLeary@act.gov.au

APPOINTMENTS

ACT Health

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

Serena Eynon, Section 68(1), 23 November 2020

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

Tim Stuckey, Section 68(1), 23 November 2020

ACT Integrity Commission

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

Daniel Hall, Section 68(1), 23 November 2020

Canberra Health Services

Enrolled Nurse Level 1 \$61,658 - \$65,876

Narelle Allen, Section 68(1), 25 November 2020

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

Rachel Ashton, Section 68(1), 23 October 2020

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

Mary Badza, Section 68(1), 12 November 2020

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

Staci Bergas, Section 68(1), 17 November 2020

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

Patricia Cid, Section 68(1), 23 November 2020

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

Casey Clarke, Section 68(1), 23 November 2020

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

Janeya De Oliveira, Section 68(1), 1 December 2020

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

Radwick Deeranyika, Section 68(1), 19 November 2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Jennifer Groves, Section 68(1), 3 December 2020

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

Keerthi Harilal, Section 68(1), 30 November 2020

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

Elizabeth Huxley, Section 68(1), 24 November 2020

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

Sajeev James, Section 68(1), 26 November 2020

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

Divya Joseph, Section 68(1), 26 November 2020

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

Navneet Khaira, Section 68(1), 18 November 2020

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

Mary Lasco, Section 68(1), 19 November 2020

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

Nimisha Maria Thomas, Section 68(1), 26 November 2020

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

Saumyamalee Poulter, Section 68(1), 16 November 2020

Health Service Officer Level 3 \$52,460 - \$54,165

Milica Radovanovic, Section 68(1), 26 November 2020

Health Service Officer Level 3 \$52,460 - \$54,165

Benjamin Sherwood, Section 68(1), 26 November 2020

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

Maddison Sweetapple, Section 68(1), 26 November 2020

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

Timothy Veldre, Section 68(1), 23 November 2020

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

Taylor Wallace, Section 68(1), 23 November 2020

Chief Minister, Treasury and Economic Development

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

Ruben Arquero, Section 68(1), 23 November 2020

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

Wanting Chen, Section 68(1), 26 November 2020

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

Meagan McClendon, Section 68(1), 24 November 2020

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

Dinesh Naidu, Section 68(1), 26 November 2020

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

Breanna Werner, Section 68(1), 19 November 2020

Community Services

General Service Officer Level 7 \$64,220 - \$67,817

Robert Kyle, Section 68(1), 30 November 2020

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

Mahesha Thuraiajah, Section 68(1), 23 November 2020

Education

School Assistant 4 \$66,371 - \$71,867

Annika de Hoog, Section 68(1), 25 November 2020

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

Kristina Nedeljkovic, Section 68(1), 20 November 2020

School Assistant 3 \$55,354 - \$59,575

Jamilla Solomons, Section 68(1),

Environment, Planning and Sustainable Development

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

Lisa Testoni, Section 68(1), 24 November 2020

Justice and Community Safety

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

Mikaela Carlton, Section 68(1), 30 November 2020

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

Devarany Karpay, Section 68(1), 30 November 2020

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

Kristin Zeitlhofer, Section 68(1), 23 November 2020

TRANSFERS

Canberra Health Services

Chul Min Shin

From: Registered Nurse Level 1 \$70,625

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41611) (Gazetted 22 October 2020)

Chief Minister, Treasury and Economic Development

Kym Radic

From: Administrative Services Officer Class 6 99,051

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42710) (Gazetted 28 September 2020)

Andrew Sheargold

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42362) (Gazetted 12 October 2020)

Community Services

Robert Black

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

Education

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

Community Services, Canberra (PN. 23208) (Gazetted 8 October 2020)

PROMOTIONS

Canberra Health Services

Canberra Health Services

Busisiwe Nkomo

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 18516) (Gazetted)

Quality, Safety Innovation and Improvement

Kate Schorsch

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 42961) (Gazetted 13 August 2020)

Chief Operating Officer Clinical Services

Melissa Simkin

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. 20202) (Gazetted 1 October 2020)

Chief Minister, Treasury and Economic Development

Revenue Management

Operations

Christine Campbell

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 49930) (Gazetted 22 September 2020)

Revenue Management Division

Policy and Objections

Indigo Collins

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42939) (Gazetted 2 October 2020)

Access Canberra

Construction, Utilities and Environment Protection

Utilities Technical Regulation (Light Rail Regulatory Unit)

Vijender Kumar

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35326) (Gazetted 24 February 2020)

Access Canberra

Construction, Utilities and Environment Protection

Utilities Technical Regulation (Light Rail Regulatory Unit)

Brianna McKeown

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 46792) (Gazetted 28 February 2020)

Construction, Utilities and Environment Protection

Utilities Technical Regulation

Rachel Poels

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 49570) (Gazetted 28 September 2020)

Shared Services

SSICT Technology Service

Applications Service Delivery

Karl Shaw

From: Information Technology Officer Class 1 \$70,058 - \$79,749

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14280) (Gazetted 12 May 2020)

Revenue Management Division

Policy and Objections

Lok Sze Wong

From: Government Solicitor 1 \$76,601 - \$114,705

Justice and Community Safety

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 43075) (Gazetted 2 October 2020)

Community Services

Inclusion and Participation

Community Relations and Funding Support

Ryan McLaughlan

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. 13129) (Gazetted 30 September 2019)

Children Youth and Families

Child and Youth Protection Services

James O'Callaghan

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

Community Services

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

Community Services, Canberra (PN. 42183) (Gazetted 23 September 2020)

Children, Youth and Families

Children, Youth and Families

Child Development Service

Jenna O'Hara

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. 36168) (Gazetted 9 October 2020)

Education

School Performance and Improvement

North and Gungahlin Network

Black Mountain School

Kyrie Douch

From: School Leader C \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 04051) (Gazetted 6 October 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.

School Performance and Improvement

School Improvement

School Review and Improvement Planning Team

Shahid Ejaz

From: School Assistant 2 \$48,856 - \$53,947

Education

To: Administrative Services Officer Class 6 \$86,547 - \$99,051
Education, Canberra (PN. 46944) (Gazetted 4 September 2020)

School Performance and Improvement

School Improvement

School Operations

Fiona Millar

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

To: Administrative Services Officer Class 6 \$86,547 - \$99,051
Education, Canberra (PN. 34440, Several) (Gazetted 26 February 2020)

Business Services

People and Performance

Workplace Relations and People Capability

Kristine Reyes

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

To: †Senior Officer Grade A \$148,991
Education, Canberra (PN. 00265) (Gazetted 13 October 2020)

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation

Parks and Partnerships

Nicholas Daines

From: Senior Park Ranger 3 \$80,323 - \$85,020
Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$108,926 - \$117,249
Environment, Planning and Sustainable Development, Canberra (PN. 04402) (Gazetted 2 September 2020)

Planning Delivery

Merit Assessment and Deed Management

Susan Kim

From: Administrative Services Officer Class 4 \$72,272 - \$78,254
Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$80,323 - \$85,020
Environment, Planning and Sustainable Development, Canberra (PN. 42882) (Gazetted 5 February 2020)

Environment

ACT Parks and Conservation Service

Fire, Forests and Roads/Fire Management

Ryan Lawrey

From: Technical Officer Level 4 \$86,547 - \$99,051
Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$108,926 - \$117,249
Environment, Planning and Sustainable Development, Canberra (PN. 35857) (Gazetted 28 October 2020)

Environment

ACT Parks and Conservation

Parks and Partnerships

Mark Sweaney

From: Senior Park Ranger 3 \$80,323 - \$85,020
Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15691) (Gazetted 2 September 2020)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Detainee Services

Leigh Auriac

From: General Service Officer Level 5/6 \$56,595 - \$62,286

Transport Canberra and City Services

To: General Service Officer Level 9 \$74,973 - \$84,729

Justice and Community Safety, Canberra (PN. 46725) (Gazetted 2 October 2020)

ACTCT

ACAT

Dani Gough

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43308) (Gazetted 25 November 2019)