



ACT Government Gazette

Gazetted Notices for the week beginning 21 January 2021

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>

Digital Solutions Division

Information and Data Management

Information Management Hub

Data Repository Developer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 34178)

Gazetted: 25 January 2021

Closing Date: 8 February 2021

Details: A new opportunity exists to work in a busy dynamic Health Data and Information team. We are looking for enthusiastic staff who are keen to get involved in providing the ACT Health Directorate with quality data and reporting. This role is crucial in enabling the ACT Health Directorate to provide quality health care to our community.

The role of Data Repository Developer will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

The Information and Data Management Branch (IDM) within the Digital Solutions Division is responsible for managing the ACT Health Directorate's reporting requirements to National Data Agencies and Australian governments. This includes activity, performance, and costing data. IDM also manages the Directorate's relationships with the national data agencies. It also is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT.

ACT Health 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:

Desirable

Qualifications in information management, and/or data reporting, with a focus on (but not necessarily experience in) health data systems.

Experience in working with technical systems like SQL, SSIS or Power BI or the proven aptitude to learn new systems.

Hold a Certified Data Management Professional (CDMP) certification or demonstrate the ability to obtain the certification.

Essential

Undergo a pre-employment National Police Check.

If you are selected for this position you will be required to gain and maintain a Negative Vetting Level 1 National Security Clearance.

This position is only available to Australian citizens.

Note: This is a temporary position available for two years 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.

If shortlisted, please note that an aptitude test will be utilised as part of the selection process.

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria located 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: Sean Winefield (02) 5124 9114 sean.winefield@act.gov.au

ACT Integrity Commission

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

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

Investigations

Senior Investigator

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50452)

Gazetted: 21 January 2021

Closing Date: 22 February 2021

Details: The ACT Integrity Commission (ACTIC) is an independent body that has powers under the *Integrity Commission Act 2018* to investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public sector. To complement its investigative, referral and preventative functions, the ACTIC will also deliver anti-corruption advisory, education and training services. The ACTIC commenced the operational component of its work on 1 December 2019.

As a result of recent amendments to the *Public Disclosure Act 2013*, the Commission will be responsible for all Public Interest Disclosures as of 4 March 2021. Applications are currently sought for a Senior Investigator.

The role of the Senior Investigator will predominantly undertake Public Interest Disclosure investigations conducted by the Commission, using conventional investigation methodologies and the covert and coercive investigation powers available to the Commission. This position will mentor and assist junior staff as required. The Senior Investigator will prepare examination briefs for use in Commission examinations and where appropriate briefs of evidence for referral to the ACT Director of Public Prosecutions and disciplinary or other action by public sector authorities.

The Senior Investigator will be expected to participate in decision making and strategic planning and contribute to organisational direction, planning and objectives.

Eligibility/Other Requirements: Applicants who have been employed as an ACT Public Servant in the past five years are not eligible to apply.

How to Apply: Your application must include:

A copy of your curriculum vitae; and

A written statement in response to the capabilities in the 'What you Require' section.

Your response to the capabilities criteria should total no more than two A4 pages in length. You do not need to address each capability individually; however you should ensure your response clearly outlines how your skills, experience and knowledge help you to meet each of these capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Kelly (02) 6207 9483 matt.kelly@integrity.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.

Investigations

Investigator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 48623)

Gazetted: 21 January 2021

Closing Date: 22 February 2021

Details: The ACT Integrity Commission (ACTIC) is an independent body that has powers under the *Integrity Commission Act 2018* to investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public Sector. To complement its investigative, referral and preventive functions, the ACTIC will also deliver anti-corruption advisory, education and training services. The ACTIC commenced the operational component of its work on 1 December 2019.

As a result of recent amendments to the *Public Disclosure Act 2013*, the Commission will be responsible for all Public Interest Disclosures as of 4 March 2021. Applications are currently sought for an Investigator.

The role of the Investigator will predominantly undertake Public Interest Disclosure investigations conducted by the Commission, using conventional investigation methodologies and the covert and coercive investigation powers available to the Commission.

The Investigator will prepare examination briefs for use in Commission examinations and where appropriate briefs of evidence for referral to the ACT Director of Public Prosecutions and disciplinary or other action by public sector authorities.

Eligibility/Other Requirements: Applicants who have been employed as an ACT Public Servant in the past five years are not eligible to apply.

How to Apply: Your application must include:

A copy of your curriculum vitae; and

A written statement in response to the capabilities in the 'What you Require' section.

Your response to the capabilities criteria should total no more than two A4 pages in length. You do not need to address each capability individually; however you should ensure your response clearly outlines how your skills, experience and knowledge help you to meet each of these capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Kelly (02) 6207 9483 matt.kelly@integrity.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.

Investigations

Assessment Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50451)

Gazetted: 21 January 2021

Closing Date: 22 February 2021

Details: The ACT Integrity Commission (ACTIC) is an independent body that has powers under the *Integrity Commission Act 2018* to investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public Sector. To complement its investigative, referral and preventive functions, the ACTIC will also deliver anti-corruption advisory, education and training services. The ACTIC commenced the operational component of its work on 1 December 2019.

As a result of recent amendments to the *Public Disclosure Act 2013*, the Commission will be responsible for all Public Interest Disclosures as of 4 March 2021. Applications are currently sought for an Assessment Officer.

The Assessment Officer role will predominantly triage and assess Public Interest Disclosures received by the commission and propose appropriate recommendations and actions.

The assessment Officer will gather and analyse relevant information, prepare internal reports, and communicate with both internal and external parties throughout the Public Interest Disclosure assessment process.

Eligibility/Other Requirements: Applicants who have been employed as an ACT Public Servant in the past five years are not eligible to apply.

Note: This is a temporary position available for 11 months with a possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Your application must include:

The application cover sheet;

A copy of your curriculum vitae; and

A written statement in response to the capabilities in the 'What you Require' section.

Your response to the capabilities criteria should total no more than two A4 pages in length. You do not need to address each capability individually, however you should ensure your response clearly outlines how your skills, experience and knowledge help you to meet each of these capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Lennon (02) 6205 2173 victoria.lennon@integrity.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.

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Patient Services

Patient Accounts Officer

Administration Service Officer Class 3 \$65,976 - \$71,004, Canberra (Expected)

Gazette Date: 22 January 2021

Closing Date: 26 January 2021

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

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

Reference Number: 14513

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

Contact Officer: Tori Bindon tori.bindon@calvary-act.com.au

Calvary Public Hospital Bruce

Pharmacy

Clinical Pharmacist

Pharmacist level 2 \$80,531 – \$94,473, Canberra (Expected)

Gazette Date: 22 January 2021

Closing Date: 31 January 2021

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

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

Reference Number: 14459

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

Contact Officer: Sarah Smith (02) 6201 6266 sarah.smith@calvary-act.com.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

Executive Group Manager, People and Culture

Temporary Vacancy (11 March 2021 – two months, with possibility of extension up to six months)

Canberra Health Services

People and Culture

Position: E858

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 25 January 2021

Reporting to the Chief Executive Officer (CEO), Canberra Health Services the role of Executive Group Manager, People and Culture (EGMPC) partners with other CHS executives on people and culture matters, making decisions on organisation wide approaches, providing advice to the CEO on strategic and operational change initiatives, and playing a central role in championing a transformational agenda in Canberra Health Services to provide exceptional care to our diverse community. Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including workplace culture, workplace health and safety, people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce strategy and planning, industrial and employee relations, pay and benefits, rewards and recruitment. The following functions report to this position:

- Workplace Health and Safety
- Workforce Culture and Leadership
- Workforce Relations
- Workforce Capability
- HR Business Partnerships
- Workforce Strategy and Planning

This position is available for a period commencing 11 March 2021 for two months, with possibility of extension pending further recruitment.

To apply: Interested applicants are requested to submit an expression of interest of no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees to Bernadette McDonald via email bernadette.mcdonald@act.gov.au by COB Monday 1 February 2021.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This position will be advertised for long-term filling in due course.

Remuneration: The position attracts a remuneration package ranging from \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

Contact Officer: Executive Group Manager, Janine Hammat (02) 5124 9631 janine.hammat@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

CAMHS Acute Services

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 49488, several)

Gazetted: 21 January 2021

Closing Date: 8 February 2021

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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.

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

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of ACT Health 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.

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

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

- Rehabilitation and Speciality Services.
- Adult Community Mental Health Services (ACMHS).
- Adult Acute Mental Health Services (AAMHS).
- Alcohol and Drug Services (ADS).

- Child and Adolescent Mental Health Services (CAMHS).
- Justice Health Services (JHS).

Overview of the work area and position

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Health Professional Officer position will collaboratively as part of a multidisciplinary team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness.

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

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 ACT driver's licence.

For Psychology:

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

Must hold a current ACT driver's licence.

Highly Desirable:

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

For Social Work:

Degree in Social Work.

Eligibility for membership of the Australian Association of Social Workers.

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

Must hold a current ACT driver's licence.

Highly desirable for all disciplines:

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

Experience working with young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with CHS credentialing requirements for allied health.

Notes: The successful candidate will be required to.

Be available for weekend work on a regular basis.

Be available to work within all program areas of CAMHS as service needs arise.

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

Contact Officer: Delia O'Shea 0435 652 168 Delia.O'Shea@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional Officer

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 21341)

Gazetted: 21 January 2021

Closing Date: 1 February 2021

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory

(ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

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

Overview of the Work Area and Position

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be based at CAMHS North and will conduct assessment and clinically manage children and young people with mental health conditions, facilitate group work and to provide support to HP1 and HP2 clinicians.

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

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Minimum of 3 years (ideal 5 years) post qualification

Must hold a current ACT driver's license.

For Psychology:

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

Minimum of 3 years (ideal 5 years) post qualification

Must hold a current ACT driver's licence.

Highly Desirable:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Registration or eligibility for registration under *the Working with Vulnerable People Act 2011*

Minimum of 3 years (ideal 5 years) post qualification

Must hold a current ACT driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check

Comply with CHS credentialing requirements for allied health.

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

Note: This is a temporary part-time position available at (29:40) a week for 12 months with the possibility of extension and the full-time salary noted above will be pro-rata. An Order of Merit may be used to fill future identical full time/part-time permanent and temporary vacancies across CAMHS over the next 12 months.

Selection may be based on application and referee reports only.

Contact Officer: Charmaine Nicoll (02) 5124 3133 Charmaine.Nicoll@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Eating Disorder Program Officer

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 46795)

Gazetted: 21 January 2021

Closing Date: 4 February 2021

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

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

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

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

Overview of the Work Area and Position:

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

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

This role will be to conduct assessment, and provide evidence-based intervention to children, adolescents and adults with an eating disorder, including family and individual work. To work as part of a multidisciplinary team and provide support and supervision to HP1 clinicians.

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

Eligibility/Other Requirements:

For Occupational Therapy:

Mandatory:

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

Eligibility for professional membership of Occupational Therapy Australia.

(HP2) Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's licence.

For Psychology:

Mandatory:

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

(HP2) Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's licence.

Highly Desirable:

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

For Social Work:

Mandatory:

Degree in Social Work.

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

Registration under the ACT Working with Vulnerable People Act 2011.

HP2 Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people

Experience and or knowledge of working with people with Eating Disorders.

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.

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

Contact Officer: Abby James (02) 5124 1235 Abby.James@act.gov.au

Mental Health, Justice Health, Alcohol and Drugs Services

Child and Adolescent Mental Health Services

Health Professional Officer

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 23947)

Gazetted: 21 January 2021

Closing Date: 1 February 2021

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

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

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

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

Overview of the Work Area and Position

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be based at CAMHS North and will conduct assessment and clinically manage children and young people with mental health conditions, facilitate group work and to provide support to HP1 and HP2 clinicians.

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

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Minimum of 3 years (ideal 5 years) post qualification

Must hold a current ACT driver's license.

For Psychology:

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

Minimum of 3 years (ideal 5 years) post qualification

Must hold a current ACT driver's licence.

Highly Desirable:

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Registration or eligibility for registration under *the Working with Vulnerable People Act 2011*

Minimum of 3 years (ideal 5 years) post qualification

Must hold a current ACT driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check

Comply with CHS credentialing requirements for allied health.

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

Note: This is a temporary position available for 12 months with the possibility of extension. An Order of Merit may be used to fill future identical full time/part-time permanent and temporary vacancies across CAMHS over the next 12 months. Selection may be based on application and referee reports only.

Medical Services

Pathology

Anatomical Pathology

Senior Scientist Electron Microscopy

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 02322)

Gazetted: 21 January 2021

Closing Date: 5 February 2021

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Four Walk-in Centres: which provide free treatment for minor illness and injury.
Six community health centres: providing a range of general and specialist health services to people of all ages.
A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

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

The Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries). The Electron Microscopy section offers a reporting service for Pathologists on a wide range of case types.

Under direction from the Supervising Scientist and the Laboratory Manager/ Chief Scientist, you will provide a key role in the day to day operation of the Electron Microscopy Section of the Anatomical Pathology laboratory at The Canberra Hospital. This will include training and development of staff, management of resources, evaluation and implementation of new diagnostic platforms, overseeing NATA RCPA technical requirements, KPI monitoring, investigation of difficult cases, investigation of complex testing, quality control monitoring, maintaining manuals and other duties as directed.

There may be a requirement to work out of routine hours, occasional nights, weekends, public holidays and an on-call component covering EM and other areas of Anatomical Pathology.

Eligibility/Other Requirements:

Mandatory:

A Medical Laboratory Science Degree or equivalent relevant qualification.
Minimum of five years of experience as a Medical Laboratory Scientist.
Proven experience in the management of laboratory staff.

Desirable:

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).
Experience as a Medical Laboratory Scientist in Anatomical Pathology.
Experience in electron microscopy of biological samples.
Evidence of participation in research.
Relevant post graduate qualifications relating to this field.

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: The is a temporary position available for a period of 12 months with the possibility of permanency. Due to the highly specialised nature of the electron microscopy work, evaluation of the successful applicants ability to develop reporting capabilities will be assessed during the 12 month temporary appointment.

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

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Perinatal and Infant Mental Health Clinician

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 33288)

Gazetted: 21 January 2021

Closing Date: 4 February 2021

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory

(ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire, and the Yass Valley.

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The Perinatal and Infant Mental Health Consultation Service (PIMHCS) is an outpatient, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. The PIMHCS provide specialist perinatal consultation, including mental health assessments, treatment planning and advice to clients and to referring services. We aim to optimise the wellbeing of the mother and infant, with a particular focus on enhancing the mother-infant relationship. The role will require the team member to provide mental health triage, perinatal and mental health assessment, and clinical support within a recovery framework. The team member will also facilitate group work and provide support to CAMHS Health Professional Level 1 and Health Professional Level 2 clinicians.

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Minimum of three years (ideally five years) post qualification
- Must hold a current driver's licence.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Minimum of three years (ideally five years) post qualification
- Must hold a current driver's licence.

Highly Desirable:

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

For Social Work:

- Degree in Social Work
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*
- Minimum of three years (ideally five years) post qualification
- Must hold a current driver's licence.

Highly desirable for all disciplines: Experience in working with children, young people and women and infants in the perinatal period.

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

Note: This is a part-time permanent position available at 29:24 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Contact Officer: Bridget Dillon (02) 5124 3133 bridget.dillon@act.gov.au

Medical Services

Customer Services

ACT Pathology

Courier

Health Service Officer Level 4 \$54,896 - \$56,997, Canberra (PN: 21912)

Gazetted: 21 January 2021

Closing Date: 3 February 2021

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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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

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

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

Eligibility/Other Requirements:

Mandatory:

Must hold a current drivers licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Provide proof of vaccination status

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

Contact Officer: Ellieron Sarili (02) 5124 3367 ellieron.sarili@act.gov.au

Clinical Services

Renal

Home Therapies

RN - Renal Home Therapies

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 28936)

Gazetted: 21 January 2021

Closing Date: 3 February 2021

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Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

Overview of the work area and position

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

The Renal Home Therapies nurse will work with the home therapies team to deliver pre dialysis education, training and monitoring of home dialysis patients both peritoneal dialysis and home haemodialysis. This position includes participation in provision of after-hours care including the on call roster.

The position is based at the Canberra Hospital in the ACT and reports to the Clinical Nurse Consultant of Renal Home Therapies.

Eligibility/Other Requirements:

Mandatory:

Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Current valid driver's licence.

Desirable:

Post graduate studies relevant to the speciality field.

A minimum of two years full time equivalent post registration experience in Renal Replacement Therapies nursing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Allyson Calvin (02) 5124 4399 allyson.calvin@act.gov.au

Molecular Scientist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 48337, several)

Gazetted: 25 January 2021

Closing Date: 1 February 2021

Details: Our Vision: Creating exceptional health care together. Our Role: To be a health service that is trusted by our community. Our Values: Reliable, Progressive, Respectful and Kind. Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: o The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. o 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. o Four Walk-in Centres: which provide free treatment for minor illness and injury. o Six community health centres: providing a range of general and specialist health services to people of all ages. o 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 (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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Molecular Pathology laboratory is a tertiary facility performing highly complex time-consuming investigations in the areas of Molecular Microbiology. Under direction, the successful applicant will be required to perform diagnostic procedures, investigation of new methodologies, maintenance and troubleshooting of instrumentation, performance and monitoring of Quality Control, provision of results and research. The position being recruited to will participate in shift, after-hours work and out-of-hours rosters, rotating through a 24 hour/7 day roster. The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. ABOUT YOU CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply. Eligibility/Other Requirements: o Relevant Medical Laboratory Science Bachelor qualifications and a minimum of 12 months experience working professionally in Pathology Laboratory is preferred. o The successful applicant will need be required to participate in shift, after-hours and out-of-hours rosters, rotating through a 24 hour/ 7-day rostering cycle. o Have an understanding of National Association of Testing Authorities accreditation requirements and how the role supports these. o Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role. o Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks. Prior to commencement successful candidates will be required to: o Undergo a pre-employment National Police check. O Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU). O Supply certified copy of qualifications. Note: These are temporary positions available for six months with the possibility of extension. Selection may be based on written application and referee reports only. Contact Officer: Craig Kennedy (02) 5124 3705 craig.kennedy@act.gov.au

Cardiology Department

Medicine

Cardiac and Heart Function Rehabilitation Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 25045, several)

Gazetted: 27 January 2021

Closing Date: 12 February 2021

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.

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

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

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

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

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

Overview of the work area and position:

The Cardiac and Heart Function Rehabilitation Program provides an inpatient and outpatient service to patients with cardiovascular disease and Heart Failure (including cardiothoracic surgical patients). The main role of a registered nurse in the program is to provide high quality care, advanced nursing assessment skills, education, support and counselling to individuals and patient groups at risk of or affected by Cardiovascular Disease and Heart Failure. The program works alongside a multidisciplinary team utilising their skills, to deliver a holistic model of care. Education around optimal self-management principles is provided using and supported by evidence based practices. The service is delivered in the inpatient and pre-operative setting, in the early stages after discharge and during the entirety of the patient's attendance at Cardiac or Heart Function Rehabilitation programs.

Eligibility/Other requirements:

Mandatory:

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

Qualifications:

Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.

A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or

A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

Desirable

A registered nurse with a minimum of three years full time equivalent post registration experience, in the relevant field.

Holds or is working towards a post basic qualification relevant to this field.

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:

These positions will be working Monday to Friday with varied shift commencement times including 0700hrs, 0800 and 0830hrs.

Contact Officer: McManus, Margaret (02) 5124 5164 Margaret.McManus@act.gov.au

Ophthalmology Outpatient Clinic

Surgical Wards

Orthoptist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 43577)

Gazetted: 22 January 2021

Closing Date: 9 February 2021

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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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 Ophthalmology Outpatient Clinic (Eye Clinic) is a multidisciplinary clinic of the Division of Surgery at the Canberra Hospital. This clinic comprises of Staff Specialist and VMO Ophthalmologists, Ophthalmology Registrars, nurses, orthoptists and administration staff. The Ophthalmology Outpatient Clinic is responsible for the coordination and delivery of emergency eye services along with select non-emergent ophthalmic health care in the ACT. Non-emergent Clinics include corneal, retinal, neuro-ophthalmic, and uveitis-immunology, along with select procedure clinics. Our aim is to provide effective and efficient patient care in line with the Canberra Health Service values.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Orthoptics and eligibility for membership of the Orthoptist Board of Australia.

Minimum 12 months clinical experience as a qualified orthoptist.

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

Comply with CHS credentialing requirements for allied health.

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

Desirable:

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: This is a temporary part-time position at (29:40) hours per week and the full-time salary noted above will be pro-rata. This position is available for six months with the possibility of extension.

Contact Officer: Barbara O'Brien (02) 5124 5870 Barbara.O'Brien@act.gov.au

Clinical Services

Cancer and Ambulatory Services

BreastScreen ACT

Client Support Officer

Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 22949)

Gazetted: 27 January 2021

Closing Date: 10 February 2021

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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

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years.

BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic.

Under broad direction, you will be responsible for the administration functions related to assessment and result clinics. Provide clerical duties for the Program Manager including processing of Program and VMO invoicing, manage travel arrangements.

Eligibility/Other Requirements:

Mandatory:

These roles require the Ability to work varying start/finish times between 7.30am and 6.00pm to meet the operational requirements of the centre.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Desirable:

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

Passionate about customer service

Organised

Flexible

Contact Officer: Joel Manohar (02) 6205 5118 joel.manohar@act.gov.au

Clinical Services

Medicine

Medical

Diabetes and Endocrinology Booking and Scheduling Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 21855)

Gazetted: 22 January 2021

Closing Date: 5 February 2021

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Our Values: Reliable, Progressive, Respectful and Kind.

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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.

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

Overview of the work area and position:

Under general direction this position provides administrative support to the Diabetes and Endocrinology outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, billing of services rendered and patient record management whilst providing a high level of customer service 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.

This position will report to the Office Manager of the Diabetes and Endocrinology Service.

Eligibility/Other Requirements:

Mandatory:

Please note prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for six months with possibility of extension up to two years and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Stuart Couper Contact Officer Name Stuart Couper (02) 5124 5311 stuart.couper@act.gov.au

Clinical Services

Women, Youth and Children Community Health Programs

Women, Youth and Children

Child Health Targeted Support Service (CHTSS) Health Professional

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 29762)

Gazetted: 22 January 2021

Closing Date: 8 February 2021

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

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

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

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

Overview of the work area and position:

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

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

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

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team.

The Child Health Targeted Support Services includes the Community Paediatric and Child Health Service (CPOCHS) and Child at Risk Health Unit (CARHU).

CPOCHS provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with complex bio-psychosocial behavioural and emotional presentations. As part of the team you will support the multidisciplinary team to promote positive client outcomes

through the provision of high-quality clinical services, networking, health promotion activities and education to improve access to Aboriginal and Torres Strait Islander children and families with complex health needs. This is a rewarding and exciting position within a vibrant service that will require someone with the ability to be flexible and initiate and manage change within the service.

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

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate qualifications in a relevant field are highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Contact Officer: Fiona Holihan (02) 5124 2712 fiona.holihan@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Clinical Nurse Consultant, Secure Mental Health Services

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 19788)

Gazetted: 21 January 2021

Closing Date: 4 February 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

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

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

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

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

These positions will provide senior nursing leadership for the clinical and administrative operations across both the DMHU and the ECU. This includes the day-to-day management of nursing care and the allocation of human and material resources to ensure the provision of safe, efficient, cost effective, high quality health care services.

Personal Attributes:

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

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change; and

Provide responsive services to meet clients' needs.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum four years' experience working in a Mental Health clinical role.

Strong understanding of mental health services and demonstrated advanced clinical knowledge, skills, and experience in practice.

Desirable:

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

Experience working within a Forensic Mental Health setting is highly desirable.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Eric Agyemang-Duah (02) 5124 4234 eric.k.agyemang-duah@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Clinical Manager, Adolescent Mobile Outreach Service (AMOS)

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 41201)

Gazetted: 22 January 2021

Closing Date: 5 February 2021

Details: **Our Vision:** Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Seven community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

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

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

- Rehabilitation and Speciality Services
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The Health Professional Officer role is required to work rotating shifts including weekends and public holidays.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's licence.

For Psychology:

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

- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's licence.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Must hold a current driver's licence.

Highly desirable for all disciplines:

- Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.
- Comply with CHS credentialing requirements for allied health.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note:

This is a temporary position available for 10 months. Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Contact Officer: Catherine Furner (02) 5124 1652 Catherine.Furner@act.gov.au

Office of Deputy CEO

Office of Deputy CEO

Reform

Clinical Executive Director, Research and Academic Partnerships

Senior Specialist \$244,175, Canberra (PN: 49982)

Gazetted: 22 January 2021

Closing Date: 5 February 2021

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

About us:

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

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- 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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- 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.

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

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

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra

Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

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

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

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

Overview of the work area and position:

This is a joint position of Canberra Health Services and the Australian National University.

Reporting to the Chief Executive Officer, the Executive Director, Research and Academic Partnerships will lead Research and Education and Training within the Office of Research and Education at CHS. The role will lead the development of a Centre for Exceptional Care, which will aim to be a world-leading scientific asset to the ACT in improving quality and safety in health care, and ensuring the patient is at the centre of focus. The Centre for Exceptional Care, guided by a highly participatory and collaborative ethos, will combine academic rigour with the real concerns of the community who work or access services at CHS.

The Executive Director, Research and Academic Partnerships will provide high-level advice and support to the Chief Executive Officer on all matters relating to clinical and health-related research and education, and will be a member of the CHS Governance Committee. The Executive Director, Research and Academic Partnerships will have to meet ANU expectations of academic staff. The supervisor for the ANU-specific requirements is the Dean, College of Health and Medicine, ANU.

This is a key leadership role requiring a high level of integrity and ensuring CHS, ANU and other academic partners build and maintain a high-level strategic relationship, and high-quality relationships with other partners.

Eligibility/Other Requirements:

Mandatory:

- Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and relevant specialist College Fellowship.
- Hold a higher degree
- Be eligible to apply for academic standing in the Australian National University Medical School.
- Meet the definition of Senior Specialist in the ACT Public Sector Medical Practitioners Enterprise Agreement: Has been employed by a hospital on the maximum pay for a Specialist for a period of at least three years and has gained such experience and attained such ability in his or her specialty as is deemed by the employer to justify appointment to the classification.

Prior to commencement successful candidates will be required to:

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- 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 temporary full-time position available for five years.

Annual Salary: Indicative total package value of \$378,497 inclusive of salary, applicable allowances and 11.5% super.

Salary, Remuneration and Conditions:

Senior Staff Specialist: \$244,175

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

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

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

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

Women Youth and Children

Child Health Targeted Support Services

Administration Officer - Team Leader

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 29754)

Gazetted: 25 January 2021

Closing Date: 8 February 2021

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

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

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

Overview of the Work Area and Position

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health Service

Reporting to the Administration Manager, this position co-ordinates the daily workflows and program objectives within their local area, both front and back of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. The role is responsible for one team but can be required at times to move into other teams, where operationally required.

Eligibility/Other Requirements:

Desirable:

Ability to type with speed and efficiency within guidelines.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Experience or knowledge of using the Canberra Health Services rostering program ProAct or Spok- Oncall.

Hold a current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: This is a temporary position available for 11 months.

Contact Officer: Christine Hezkial (02)5124 2776 Christine.hezkial@act.gov.au

Women, Youth and Children

Booking and Scheduling Outpatients

Administration Support Officer

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 31480)

Gazetted: 25 January 2021

Closing Date: 1 February 2021

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

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

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

Overview of the Work Area and Position

Canberra Health Services' Division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

The position provides administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS and Clinical Portal. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

Eligibility/Other Requirements:

Desirable:

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police Check

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

Contact Officer: Angela Watson (02) 5124 7677 angela.j.watson@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Adult Mental Health Unit

Administration Manager

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 45525)

Gazetted: 27 January 2021

Closing Date: 4 February 2021

Details: Our Vision: Creating exceptional health care together.

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

Overview of the work area and position

Adult Acute Mental Health Services (AAMHS) incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Mental Health Consultation Liaison (MHCL) Team across the Emergency Department (ED) and The Canberra Hospital (TCH). Under limited direction of the Operational Director you will be responsible for the management of a small administrative team and other related administrative duties such as providing secretariat support to the ADON, assisting with human resource and financial management functions, providing administrative support to the clinical staff and team. This includes the provision of high-quality customer service to the consumers and staff.

Eligibility/Other Requirements:

Mandatory:

It is highly desirable that the successful applicant hold a current driver's licence, has experience within a health administration area, and has knowledge and experience in the use of relevant medical terminology.

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).

Desirable:

Ability to manage confidential and sensitive information.

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

Ability to work within a multi-disciplinary team and be flexible, adaptable and comfortable with a quickly changing working environment.

Note:

This is a permanent full-time position commencing 1 March 2021.

Contact Officer: Katrina Rea (02) 5124 1623 katrina.m.rea@act.gov.au

COVID Centres

Cancer and Ambulatory Services

COVID - Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 49208, several)

Gazetted: 21 January 2021

Closing Date: 21 January 2021

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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 COVID centres provide services for COVID-19 testing and immunisation throughout the Canberra region.

Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers.

Registered Nurses provide immunisations and pre and post immunisation care. There are multiple centres, including both drive through and in centre, and the staff work flexibly across all sites. The COVID testing centres operate seven days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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.

Note: There are several temporary positions available for a period of 12 months. These positions are open to both New Graduates and experienced Registered Nurses. Part-time hours will be considered, and the above full-time salary will be pro-rata, flexible work hours are available.

Due to the varying roles in the COVID centres it is not a requirement to have an immunisation certificate at this time.

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

Contact Officer: Regina Ginich 0466 338 771 regina.ginich@act.gov.au

Chief Minister, Treasury and Economic Development

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

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

Commercial Services and Infrastructure

Executive Assistant

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38966)

Gazetted: 27 January 2021

Closing Date: 3 February 2021

Details: Applications are sought for the position of Executive Assistant to the Deputy Under Treasurer, Commercial Services and Infrastructure.

The Executive Assistant to the Deputy Under Treasurer of Commercial Services and Infrastructure will be required to provide efficient and effective executive and administrative support in a confidential and fast paced environment. The Executive Assistant will proactively lead operational tasks within the office with minimal supervision and be able to prioritise workload appropriately to support the Deputy Under Treasurer and other members of the Office, ensuring work commitments are delivered. This position reports directly to the Business Manager.

For further information on the position please see attached the position description.

Eligibility/Other Requirements: Previous experience as an Executive Assistant would be highly regarded.

Note: This is a temporary position available until 9 July 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A skills-based IT test may be included in the selection 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: Interested candidates are requested to 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. A position description is attached for your information.

Applications should be submitted via the Apply Now button below.

Contact Officer: Izzie Gosling 0468603518 izzie.gosling@act.gov.au

Property and Venues

Venues Canberra

Exhibition Park in Canberra

Event Operations Assistant

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 35650)

Gazetted: 27 January 2021

Closing Date: 10 February 2021

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium and Manuka Oval and the management and operation of these venues.

The Event Operations Assistant provides event operational and administrative support to the EPIC Event Delivery Manager. The position assists in the delivery and planning of operational, administrative, and compliance requirements of events/conferences/functions hosted at EPIC.

The position will also provide support across all Venues Canberra venues as required.

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:

Drivers License is essential.

Fork Lift License is desirable

First Aid certificate is desirable

Duties will include after hours and weekend work, including an on call roster. This role will include manual handling tasks.

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: Please provide a written response to the Selection Criteria and a curriculum vitae. Please include referees and copies of any qualifications, licences etc.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Drake (02) 6205 0991 Alexandra.Drake@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.

Access Canberra

Customer Coordination

Customer Service Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 41377, several)

Gazetted: 27 January 2021

Closing Date: 3 February 2021

Details: Applicants are sought from suitably experienced and motivated individuals for the role of Customer Service officer within Access Canberra Service Centres. This position is responsible for delivering superior customer service on behalf of Access Canberra. This position is a face to face role within our Service Centres. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission.

Eligibility/Other Requirements:

All ACTPS employees employed from 30 March 2019 in the Service Centres of Access Canberra will be employed as Scheduled workers and have their working hours scheduled in accordance with subclauses O9.15 to O9.31 of the ACT Public Sector Administrative and Related Classifications Enterprise Agreement 2018 – 2021.

Work to a scheduled roster that may involve commencing work at 7.45am and/or finishing at 6.15pm. wear a uniform if supplied.

work at any Service Centre as required.

Notes: These are temporary positions available for a period of six months with the possibility of extension up to less than 12 months 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: If this sounds like you please submit a response to the Selection Criteria, (details are in the position description) of no more than two pages that sets out how you are the best person.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cai Wilden (02) 6207 7518 Cai.Wilden@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.

Commercial Services and Infrastructure

ACT Property Group

Estate and Procurement Management

Property Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 26181)

Gazetted: 25 January 2021

Closing Date: 8 February 2021

Details: ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

This role provides a first point of contact for customer service officers in relation to buildings under ACT Property Group management. This role is part of a team that ensures that ACT Property Group managed buildings are inspected, planned maintenance and inspection programs are in place, monitors unplanned maintenance activities and has an overarching view on the buildings operations. This role is expected to spend significant time in the field physically inspecting buildings, attending to enquiries about buildings and liaising with tenants, customer service managers and technical professionals.

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

Eligibility/Other Requirements:

This position requires:

Hold or have the capacity to obtain White Card and Asbestos Awareness.
a current driver's licence and own vehicle.

Qualification/s (Certificate IV or higher) or significant experience in Property Management, Commercial Real Estate, building trades or similar are highly desirable.

Notes: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leigh Aveyard (02) 6207 0762 Leigh.Aveyard@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Asset and Estate Management

Assistant Director, Asset and Estate Management

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 46723, several)

Gazetted: 25 January 2021

Closing Date: 10 February 2021

Details: Are you a building or property expert? Do you have a strategic mind? Do you like a diverse range of work?

This could be the role for you.

This role requires someone who knows and understands how buildings and properties work, planning for and managing a building lifecycle and what a good asset management plan looks like. The person in this role provides strategic and technical advice and management of a broad property portfolio. This includes operating at the strategic level with asset management planning and overseeing or consulting on operational level activities including overseeing upgrades projects and maintenance plans. The role will have responsibility for overseeing a range of properties including office buildings, municipal depots, community facilities, aquatic centres, child care centres and other functions.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

Eligibility/Other Requirements: This position requires:

Hold or have the capacity to obtain White Card and Asbestos Awareness.
a current driver's licence.

Tertiary or advanced Qualifications in property/asset management, building trades, project management and/or procurement or relevant fields is highly desirable

Hold or the ability to obtain membership of a relevant professional organisation is desirable.

Note: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

Inclusivity: 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.

How to Apply

Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

A current Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ilona Wickham (02) 6205 4223 Ilona.Wickham@act.gov.au

Policy and Cabinet Division

Executive

Executive Assistant

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 45738)

Gazetted: 25 January 2021

Closing Date: 8 February 2021

Details: CMTEDD's Policy and Cabinet Division is seeking an Executive Assistant to the Executive Group Manager (EGM), you will provide high quality administrative and executive assistant support to the Senior Executive of Policy and Cabinet.

The occupant of this position will provide administrative and executive support primarily to the Executive Group Manager.

The occupant will also provide diary management and meeting paper organisation to one of the Executive Branch Managers within the division.

This position may also provide administrative functions across the Policy and Cabinet Division.

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:

In their application, candidates should demonstrate their:

Demonstrated administrative, organisational and coordination skills of a high order, focusing on the ability to plan, coordinate and prioritise work activities. Able to manage competing priorities to meet timeframes.

Demonstrated sound judgement skills including the ability to work flexibly, independently and collaboratively.

Demonstrated ability to establish cooperative professional relationships, communicate effectively, orally and in writing. The occupant of this role needs to be proactive, adaptable and calm under pressure.

Demonstrated ability to consistently deliver high quality customer service practices and attributes. Displays excellent interpersonal skills that result in establishing effective partnerships.

Understanding of and demonstrated commitment to the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety Initiatives.

Commitment to improved ways of working, enthusiastically engages with or creates 'new thinking' at work, across the divisions.

Models a standard of excellence for Executive Assistants across the division.

Notes: The Policy and Cabinet Division is currently largely working from home in response to COVID-19. The successful applicant will be expected to be comfortable with this working arrangement. 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 review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Applicants must submit the following: A pitch no longer than 1000 words that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role.

A current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Hicks (02) 6205 1049 Jessica.Hicks@act.gov.au

Communications and Engagement

Communications and Engagement

WHOG Content

Director, Content

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 17659, Several)

Gazetted: 22 January 2021

Closing Date: 8 February 2021

Details: The Australian Capital Territory Public Service (ACTPS) is committed to building an agile, responsive and innovative public service that continues to enhance its capability to deliver the ACT Government's priorities and

provide effective services to the ACT community. The ACTPS workforce delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

The role of Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

This position supports the delivery of content for various Whole of Government (WHOG) communication channels including the Our Canberra website, e-newsletter and print publication, as well as the ACT Government's social media channels. Collaborating within and across teams to develop and distribute high quality content, these roles will lead small teams to ensure the right information is provided to the right audience, at the right time.

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

Eligibility/Other requirements: Relevant tertiary education qualifications such as in Communications, Journalism, Media Studies and/or Public Relations is desirable.

Extensive experience in audience and insights driven communications and content strategy, development and implementation is essential.

A strong background in sourcing, developing and editing engaging content for multiple platforms including print, online and social media, particularly in a complex and high paced environment with multiple stakeholders.

A demonstrated high work ethic, the ability to meet deadlines under limited supervision, exercise initiative in a complex and dynamic work environment, and to work under pressure.

Notes: Two permanent positions exist within the Communications and Engagement team of the Chief Minister, Treasury and Economic Development Directorate. The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical permanent vacancies over the next 12 months across the ACTPS. These positions 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: Please submit a maximum two page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

Contact Officer: David Polglase (02) 6205 9957 david.polglase@act.gov.au

Shared Services ICT

Strategic Business Branch

Business Enablement and Analysis Services

Associate Analyst

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 41832)

Gazetted: 21 January 2021

Closing Date: 8 February 2021

Details: The Business Enablement and Analysis Services, Projects Front Door team assists ACT Government Directorates identify ICT related solutions to address business needs. The service provides preliminary scoping and assessment, assisting clients to decide on next steps and advising on how to best move forward considering the outcomes of the assessment.

The position works in conjunction with Senior Analysts in scoping and assessment of customers business requirements. Assisting clients to understand next steps and on how to best move forward considering the options available.

The Projects Front Door team are looking for a proactive and motivated individual with analyst skills to join the team.

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

Eligibility/Other Requirements:

An ACT Government CMTEDD Baseline clearance or ability to obtain one.

A driver's licence class C is highly desirable.

Relevant qualifications (such as BABOK) or other hands on and technical experience deemed equivalent are highly desirable.

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

Note: This is a temporary position available for 11 months with a possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to submit a two-page pitch outlining how your Skills, Knowledge and Behavioural Capabilities make you the best fit for the role, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

Procurement ACT

Executive Branch Manager, Procurement Policy and Capability Branch

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E880)

Gazetted: 22 January 2021

Closing Date: 5 February 2021

Details: The Procurement ACT Division of Chief Minister, Treasury and Economic Development Directorate is seeking an Executive Branch Manager for the Procurement Policy and Capability Branch.

In the role you will have the opportunity to apply your high level communication, liaison and negotiation skills along with your deep understanding of the principles of, and trends in public sector procurement policy, to lead a branch of dedicated officers in policy development, data collection and analysis, procurement support and capability development. You will have the opportunity to provide advice to government on a broad range of procurement matters. You and your team also produce or contribute to a range of ACT government processes, guidance material and associated publications used across the ACTPS.

In addition to having a strong understanding of the ACT Government procurement framework, we are looking for someone with well-developed written and oral communication skills, including the ability to turn procurement principles and practices into a compelling outcome focused narrative. You will also need to be comfortable presenting complex commercial ideas in a clear manner in a range of contexts, including publicly.

You will have the opportunity to deal directly with Ministers and their offices and senior leaders in Treasury. You will also work across the ACT government to ensure procurement advice is informed by appropriate values and commercial considerations around the principles of best practice procurement and take a leading role in building procurement capability. You will need to be able to establish and maintain networks with a wide range of stakeholders, both within the ACT Public Service and across the Commonwealth, states and territories and with the private sector.

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

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

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

How to Apply: Applications should include a statement of claims against the Selection Criteria, a curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glenn Bain (02) 6207 6569 glenn.bain@act.gov.au

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Youth Worker, Bimberi Residential Services

Youth Worker 1 \$65,976 - \$71,004, Canberra (PN: 03316, several)

Gazetted: 27 January 2021

Closing Date: 14 February 2021

Details: Bimberi Residential Services is seeking energetic and committed Youth Workers from a wide range of different backgrounds, with skills and experiences in many different fields.

The position of Youth Worker will work within a team environment to enhance the safe care, support and supervision of residents within the Bimberi Youth Justice Centre and/or Bimberi Residential Services. Youth Workers actively contribute to case planning for young people and provide advice and guidance to residents to improve their living skills, development and social interactions. They also implement effective behaviour management, conflict resolution and harm minimisation strategies. Most importantly Youth Workers must be willing to work to build a positive, supportive and professional working relationship with young people who require positive role models, mentoring, and support.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Youth Justice Residential properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

Narrabundah House provides supported accommodation to young men, aged between 15 and 18 years old. Both facilities operate 24 hours a day, 7 days a week. The occupants of these positions may be required to be available to work at both Bimberi Youth Justice Centre and Youth Justice Residential properties including Narrabundah and their duties may be slightly varied to ensure the safe custody of residents.

Eligibility/Other Requirements

Current driver's licence

Senior First Aid Certificate

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

Notes: An information session will be held at Bimberi Youth Justice Centre on 4 February 2021 from 6.00pm to 7.00pm. You will need to RSVP to attend the information sessions by calling the contact officer. There are various Permanent, Temporary and Casual positions available. An order of merit will be established from this selection process and may be used to fill future identical permanent, temporary and casual vacancies over the next 12 months. Selection will be based on application, psychometric, interview and medical/fitness (beep test) assessment.

How to Apply: Please submit your responses to the Selection Criteria in the attached Position Description detailing why you would be the best person for this role. Please also submit your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Gardiner (02) 6207 8801 Kim.Gardiner@act.gov.au

Strategic Policy

Strategy Portfolio and Data Excellence

Senior Data Officer

Administrative Services Officer Class 5/6 \$81,407 - \$100,388, Canberra (PN: 49417, several)

Gazetted: 22 January 2021

Closing Date: 29 January 2021

Details: An exciting opportunity to work on a digital project with the ACT government. Have you got an ICT background and good data handling skills? Interesting in making a difference in a series of digitalization projects to help improve the outcomes for children and families and the teams who support them?

The Community Services Directorate are looking for skilled senior data officers to help build digital capability with the DAFFODIL project team. You will work with a team in a dynamic, agile environment, to help apply business rules across new systems to support emerging data needs, including key performance and activity measures.

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 ICT and/or data management desirable.

Notes: These are temporary positions available immediately for six months with the possibility of extension and/or permanency. These positions will be filled at an ASO5 or ASO6 level depending on skills and experience. 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. 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 written response addressing the selection criteria 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: Helen Toole (02) 6205 9724 Helen.Toole@act.gov.au

Office of the Director-General

Organisational Governance

Ministerial and Executive Governance

Assistant Cabinet Liaison Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50403)

Gazetted: 21 January 2021

Closing Date: 28 January 2021

Details: Community Services Directorate (CSD) is seeking an experienced officer for the Assistant Cabinet Liaison Officer position for its Governance Unit. This position whilst supporting the Cabinet Liaison Officer, will undertake Cabinet and Ministerial processes, liaising with various senior stakeholders across the ACT Government by maintaining a high level of confidentiality in all aspects of work. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements: A strong understanding and experience in supporting Cabinet and Assembly processes.

Notes: This is a temporary position available immediately until 30 July 2021 with the possibility of 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.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two-three pages outlining their experience and/or ability against the Position Description focusing on experience in Cabinet and Assembly processes.

Contact Officer: Linda McCoy (02) 6205 0457 linda.mccoy@act.gov.au

Children, Youth and Families

Strategy and Governance

Senior Director, Sourcing and Commissioning Strategy

Senior Officer Grade A \$151,002, Canberra (PN: 50035)

Gazetted: 22 January 2021

Closing Date: 4 February 2021

Details: Children, Youth and Families are seeking applicants to fill a temporary Senior Director position.

The Senior Director, Procurement is responsible for the procurement of out of home care services in the ACT to commence from 30 June 2022. The value of these services is currently more than \$40 million per annum and supports children, young people, their families and carers. The Senior Director, Procurement brings integrity, innovation and exceptional project management skills to the procurement of complex human services in the context of the broader human service system. The Senior Director, Procurement will be responsible for building and managing a team to support the procurement of out of home care services and will foster collaboration across the directorate, government and with the community. The Strategic Director, Procurement also demonstrates strong policy and analytical skills, exceptional communication and high levels of personal resilience.

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:

Demonstrated experience in innovation and new approaches to procurement and contract renewal using a Commissioning framework.

Demonstrated experience managing complex government procurement and contract renewal.

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.

Desirable:

Relevant tertiary qualification.

Previous experience in leading innovative commissioning reform.

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 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. Educational, suitability and professional qualification checks may be carried out prior to employment.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Barbato (02) 6205 3659 claire.barbato@act.gov.au

Education

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

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

Service Design and Delivery

Digital Strategy, Services and Transformation

SQL Developer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 37135)

Gazetted: 22 January 2021

Closing Date: 9 February 2021

Details: Working as part of the Data Insights Team, you will use and develop your technical skills to ingest and maintain data in accordance with data governance requirements. You will help to automate processes providing the education system with efficiencies and assist with Big Data strategies enabling business insights for evidence-based decisions.

Through understanding the WhoG technology and data strategy, you will ensure alignment and ongoing improvement with existing solutions and standards. You will be expected to work with key technical and business staff from across the organisation to develop key instrumental business solutions, building relationships inside and outside the organisation to support ACT Education's growth.

Ideally you have at least **one** year of Microsoft SQL Server developer experience and are excited about how your contributions can enable and strengthen the education system here in the ACT.

Eligibility/Other Requirements

MANDATORY REQUIREMENTS

This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

HIGHLY DESIRABLE

Cloud platform experience (Azure preferred)

Programming/scripting experience

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

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

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

why you want the role;

what you would bring to the role and what you would get out of it; and

describe an achievement that you are most proud of.

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

Applications should be submitted via the Apply now button below.

Contact Officer: Bill Williamson (02) 6205 2022 Bill.Williamson@ed.act.edu.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Assistant Director, Records Management

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 04442)

Gazetted: 22 January 2021

Closing Date: 5 February 2021

Details: We are looking for a Records Manager to play an integral role in the Education Directorate as well as managing a small team of staff who manage access requests for physical records and assist with administration of record creation and movement (both physical records and electronic records). The Records Manager must be proficient in the HP Content Manager 9 (HPCM9) Electronic Document Records Management System (EDRMS) including access management, creation, archiving, retrieval, sentencing and disposal in accordance with relevant policies and procedures as required.

Eligibility/Other Requirements:

Minimum five years' experience in Records Management discipline would be highly desirable.

Experience in the technical administration and use of HPE Content Manager / TRIM or similar system would be highly desirable. Relevant tertiary qualifications in Records management, information management or similar field would be highly desirable.

The successful candidate will be required to undergo a criminal record 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.

Hold a current full driver's licence.

Be a Permanent resident of Australia.

Have no physical limitations with the ability to manage lifting and movement of boxes containing paper records.

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 are required to address the Selection Criteria which identify the essential elements of the position. Please limit your response to a maximum of **300 words** against each of the selection criteria and use actual examples. Please also submit a curriculum vitae.

Providing specific evidence-based examples of your experience will show the selection panel that you understand the position requirements and that your capabilities will enable you to perform well in the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian French (02) 6205 9103 Ian.French@act.gov.au

School Improvement

Tuggeranong Network

Namadgi P-10 School

Facilities Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50491)

Gazetted: 22 January 2021

Closing Date: 5 February 2021

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business and facilities leadership and engagement.

Namadgi P-10 School is seeking a Facilities Manager to complement and work with a Finance officer and HR/Staffing officer team. This role is an active member of the school leadership team, overseeing the operations of the school facilities, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements.

Responsibilities include coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for facility operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Facilities Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They enable and support the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

Namadgi P-10 School is located in Kambah and its enrolment area resides within the suburb of Kambah. We have 720 students enrolled across our Preschool to Year 10 site.

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

Notes: This is a temporary position available 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: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gareth Richard (02) 6142 0900 Gareth.Richards@ed.act.edu.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Data Engineer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 44264)

Gazetted: 25 January 2021

Closing Date: 11 February 2021

Details: Working as a part of the Data Insights Team, you will use and develop your technical skills to ingest and maintain data in accordance with data governance requirements. Through this you will build integrations dynamic reports to service business needs. You will help to automate processes providing the education system with efficiencies and assist with Big Data strategies enabling business insights for evidence-based decisions.

It is crucial that you understand the WhoG technology and data direction to ensure integration and ongoing improvement with existing solutions and standards. You will be expected to work with key technical and business staff from across the organisation to develop key instrumental business solutions, building relationships inside and outside the organisation to support ACT Education's growth.

Ideally you have at least **three** years of SQL Developer or Data Engineer experience and are excited about how your contributions can enable and strengthen the education system here in the ACT.

Eligibility/Other Requirements:

MANDATORY REQUIREMENTS

This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

HIGHLY DESIRABLE

Cloud platform experience (Azure preferred)

Azure Analysis Services or SQL Server Analysis Services experience

Azure Synapse Experience

Programming/scripting experience

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

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

How to Apply:

In two pages or less tell us:

why you want the role;

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Bill Williamson (02) 6205 2022 Bill.Williamson@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

COO- Business Capability and Governance

People and Capability

Capability and Performance

Workforce Planning Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 56089)

Gazetted: 25 January 2021

Closing Date: 9 February 2021

Details: Are you someone with strong knowledge of workforce planning market trends and best practices? Do you possess solid experience in data reporting and analysis in the human resources context to identify risk, opportunity, and trends? An enthusiastic collaborator with strong communications skills, able to form and maintain productive relationships with stakeholders to understand the context, challenges, talent gaps and business outcomes and provide expert advice on workforce planning?

If you are looking for a career where your valuable insights inform workforce strategy and workforce outcomes, we'd like you to apply.

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 people, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Essential

Previous experience in a similar role.

Desirable

Tertiary qualification in Human Resource Management or similar.

Experience in human resources, particularly in a Public Sector context.

Project management and/or change management experience.

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

How to Apply: Please submit a maximum two-page pitch addressing the Selection Criteria in the Position Description, your recent curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vidhi Saxena (02) 6207 0129 Vidhi.Saxena@act.gov.au

Planning, Land and Building

Building, Design and Projects

Housing and Policy

Director, Housing Strategy

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 29029)

Gazetted: 22 January 2021

Closing Date: 5 February 2021

Details: We are seeking a person with a dynamic and enthusiastic approach combined with demonstrated skills and experience suitable for a policy development environment. Strong attention to detail, and the ability to effectively manage multiple projects is required.

The Director, Housing Strategy will oversee the ongoing implementation of the ACT Housing Strategy, and manage coordination and delivery of discrete projects within the Strategy including pilots of shared equity and land rent.

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

How to Apply: Applications should include a response to the Selection Criteria in the attached Position Description along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Environment

Conservation Planning and Policy

Water Policy

Director, Water Policy

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 21715)

Gazetted: 21 January 2021

Closing Date: 28 January 2021

Details: We are looking for a committed, enthusiastic person to lead and manage the Water Policy Section of the Environment, Planning and Sustainable Development Directorate (EPSDD) and partner with the community to conserve and enhance the biodiversity of the ACT and ensure ecologically sustainable development.

A key part of the role will be to manage the people and activities of the Section. This includes providing strategic policy and procedural oversight, advice, analysis, reporting and other high quality products to assist in ensuring that effective outcomes are achieved in our environmental policies and catchment management planning. The Director will, under limited direction, or independently:

Lead and manage staff and section activities, team planning, staff development, training and performance assessment consistent with organisational and individual goals and objectives.

Provide strategic policy and procedural advice on water resource and catchment management issues, whether on request, in consultation with relevant areas, or on his/her own initiative.

Undertake high-level research and analysis, and prepare and coordinate briefings, correspondence, articles, speeches, presentations and other projects and outputs as required.

Deliver the Section's work plan including managing the budget, planning, reporting, project management, risk management and an evaluation-based approach.

Represent the Directorate and Territory at national, regional and agency committees and working groups.

Liaise effectively with government agencies, relevant authorities, consultants, community groups and other stakeholders.

Independently monitor, anticipate and facilitate the requirements of the various governance groups such as monitoring actions arising, identifying emerging strategic risks and developing mitigating strategies.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

Maintain records in accordance with the *Territory Records Act 2002*.

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 tertiary qualification in a relevant discipline is highly desirable.

Extensive management experience will be viewed as highly desirable.

Cultural competencies including the provision of a culturally safe workplace are required for this role.

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

How to Apply: Please submit a written application limited to a maximum of two A4 pages addressing the Selection Criteria in relation to the Duties and Responsibilities of the position to demonstrate your suitability for the role, along with your current curriculum vitae with two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jasmyn Lynch (02) 6205 4815 Jasmyn.Lynch@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

Executive Branch Manager, Risk and Planning

Temporary Vacancy (1 February 2021 – six months, with the possibility of extension up to nine months

Justice and Community Safety Directorate

Emergency Services Agency

Position: E835

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 22 January 2021

Expressions of Interest are sought for the Executive Branch Manager, Risk and Planning role commencing from 1 February 2021 for a period of six months with the possibility of extension up to nine months.

The Executive Branch Manager, Risk and Planning is a senior Executive role within the ACT Emergency Services Agency, encompassing a large portfolio. We are seeking a motivated, personable, and diligent individual to undertake this role.

The Risk and Planning portfolio is one of four enabling services of the Agency, providing support and advice not only to the Commissioner and Deputy Commissioner but also the four operational services. All services of the ACT Emergency Services Agency include:

- Risk and Planning (enabling)
- People, Culture and Training (enabling)
- Finance (enabling)

- Capability, Coordination and Support (enabling)
- ACT Fire and Rescue (operational)
- ACT State Emergency Services (operational)
- ACT Ambulance Service (operational)
- ACT Rural Fire Service (operational)

The successful applicant will report directly to the Commissioner, ACT Emergency Services Agency and has responsibility for emergency management, spatial and digital services, risk analysis, fire safety, emergency communications and ICT.

To apply: Please provide the following in your application:

- a response addressing the executive capabilities (no more than two pages)
- a front covering note with your pitch, detailing why you are the best person for this role
- A current curriculum vitae
- The name and contact details of two referees

All applications are to be emailed to janelle.wheatley@act.gov.au by COB Friday 29 January 2021.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. A merit pool will be created from the applications received and may be used to fill other/similar roles within the Agency. This merit pool will be valid for up to 12 months.

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

Contact Officer: Janelle Wheatley (02) 6205 4713 janelle.wheatley@act.gov.au

**Public Trustee and Guardian
Wills, Estates and Trusts Unit**

Professional Support Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 41827)

Gazetted: 22 January 2021

Closing Date: 29 January 2021

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community.

We have a vacancy for a motivated and well organised person to work in our dynamic Guardianship Unit as a Professional Support Officer. Our Guardianship Unit provides guardianship services to adults in our community who have diminished ability to manage their affairs due to a physical, mental, psychological or intellectual condition. Guardianship services are provided under authority of an order of ACAT or Enduring Power of Attorney. The successful candidate will demonstrate a strong attention to detail, the ability to liaise with both internal and external stakeholders, manage databases including recording and collating statistics and undertake administrative responsibilities.

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

Eligibility/Other Requirements: Prior to commencing 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: 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 two-page statement of claims outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components in the Position Description. Applicants should also provide a current curriculum vitae including 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

**Public Trustee and Guardian
Wills, Estates and Trusts Unit**

Estate and Trust Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 43921)

Gazetted: 21 January 2021

Closing Date: 4 February 2021

Details: The Public Trustee and Guardian (PTG) provides permanent and secure Trustee, Guardianship and Administration services to the ACT community.

We have a temporary 16 month vacancy for a motivated and well organised professional to fill the position of Estate and Trust Officer in our Wills, Estates and Trusts Unit. This is a busy unit delivering a range of functions including deceased estate administration, preparation of Wills and Enduring Powers of Attorney (EPOA), trust administration and the administration of confiscated criminal assets. We also seek to raise awareness in the community about the importance of having a valid and up to date Will and EPOA and to encourage more people to put arrangements in place.

In this role, the successful applicant will administer Estates and Trusts and assets under the *Confiscation of Criminal Assets Act 2003* ensuring legal and taxation requirements are met and prepare Wills and Enduring Powers of Attorney.

This position would suit an applicant with experience in Wills and succession law and a developed understanding of estate planning.

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

Eligibility/Other Requirements:

Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* is required. For further information on registration refer to

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

Notes: This is a temporary position available from 1 March 2021 until 30 June 2022. 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 two page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge Components outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Queries regarding the role should be directed to the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alicia Beauchamp (02) 6207 9800 Alicia.Beauchamp@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning Throughcare

Throughcare Transition Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 43422)

Gazetted: 22 January 2021

Closing Date: 15 February 2021

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and conscientious individual to join the Programs and Reintegration Unit as a Throughcare Transition Officer.

The primary function of the Throughcare Initiative is to reduce the likelihood of reoffending through coordinating existing supports and services to assist ex-detainees integrating into the community as positive contributors.

The successful applicant will be responsible for supporting detainees, both pre-release and post-release, from the Alexander Maconochie Centre who are returning to the ACT Community for up to 12 months post release.

In addition, the Transition Officer will be required to establish and support referrals to services surrounding: Community supervision requirements – encompassing Parole and Good Behaviour Orders.

Basic needs.

Accommodation.

Health care/mental health.

Income support and employment.

Restoring connections with family, community and culture.

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.

Eligibility/Other Requirements:

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential.

Familiarity with computer based applications is highly desirable.

Eligible persons may be required to undergo a National Police Check.

A current driver's licence is essential.

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 until 30 June 2021 with the possibility of permanency.

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: Elisabetta Marin (02)6205 2623 elisabetta.marin@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic

Finance Unit

Finance Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 43085)

Gazetted: 21 January 2021

Closing Date: 28 January 2021

Details: The finance officer role is within a small finance team. The applicant needs to have some experience in finance, pay attention to detail, be quick to learn new processes and be self-motivated. The vacancy is currently a temporary vacancy but could become a permanent vacancy.

Eligibility/Other Requirements: The applicant must have some experience and knowledge of working in a finance environment as well as good computer and communication skills.

Notes: This is a temporary position available from 1 March 2021 until 30 April 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a pitch of no more than two-pages summarises your skills and experienced against the Selection Criteria in the attached Position Description. Please also submit a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Corinne Appleby (02) 6207 1064 Corinne.Appleby@courts.act.gov.au

ACT Corrective Services

Assistant Commissioner, Community Operations

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E704)

Gazetted: 22 January 2021

Closing Date: 8 February 2021

Details: The Justice and Community Safety Directorate is seeking applications from experienced senior executives to fill the role of Assistant Commissioner, Community Operations, ACT Corrective Services (ACTCS) for the period 26 February 2021 to 3 January 2022.

ACTCS as a partner in the criminal justice system, contributes to safety through excellence in the delivery of adult correctional and community services.

The Assistant Commissioner, Community Operations will manage all aspects of community-based corrections and support the ACTCS Commissioner in delivering all aspects of Community Based Corrections.

The Assistant Commissioner represents the ACTCS in key whole of government programs, initiatives and activities including contributing to the progression of extended Throughcare in the ACT.

The position must maintain and promote an effective employee relations framework within Community Based Corrections ensuring that consultation and open communication is maintained with employees and representatives and that staffing matters are managed with sensitivity and in accordance with relevant enterprise and other industrial agreements.

Note: This is a temporary vacancy to commence 26 February 2021 to 3 January 2022.

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: All enquiries regarding this position should be directed to ACTCS Commissioner Mr Jon Peach on (02) 6207 0879 or by email to jon.peach@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

Light Rail

Executive Assistant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 36969)

Gazetted: 21 January 2021

Closing Date: 4 February 2021

Details: 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 Executive Assistant is responsible for providing high-level executive and administrative support to the Executive Group Managers Light Rail Group. Working closely, under limited supervision, with the Group's Executive Managers, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the EGM (and other Senior Executives as required) including appointment bookings, meetings and preparation of travel arrangements for the broader team. In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, reports, briefs as well as facilitation of ministerial correspondence.

The role requires an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence and impartiality is also important.

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 the use of Objective is desirable

A driver's licence (C-Class) is desirable

Notes: This is a temporary position available immediately for 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: 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, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Kelley (02) 6207 7396 Sarah.Kelley@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 Business Systems

Finance

Finance Officer, Financial Statements and Budgets

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 48237)

Gazetted: 25 January 2021

Closing Date: 8 February 2021

Details: Applications are sought from potential candidates for the position of Finance Officer in the Financial Statements and Budgets team.

How to Apply: Applicants should submit a supporting statement, addressing the selection criteria, of not more than 1 A4 page outlining their skills and experience relevant to the role. A copy of a current Curriculum Vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Hatherly (020 6207 8551 sam.hatherly@act.gov.au)

Transport Canberra and City Services

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

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

Transport Canberra and Business Service

Strategic Policy and Customer

Customer Experience

Senior Director

Senior Officer Grade A \$151,002, Canberra (PN: 37358)

Gazetted: 27 January 2021

Closing Date: 5 February 2021

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

We have opportunities available in a wide range of teams, all doing their part to help us achieve our mission of delivering connected services to the people of Canberra. You can help us improve our parks, ponds and public open spaces through horticulture, mowing and maintenance; boost Canberra's sustainability through recycling and waste programs; and help our city be better connected through building and managing roads, footpaths, cycle paths and our integrated public transport network including buses and light rail. You can help us champion literacy and learning through our public libraries, ensure animal welfare and safety through our domestic animal services, and bring your skills to commercial operations that we oversee including Yarralumla Nursery, ACT Public Cemeteries and Capital Linen. We also need those with great technical, business, creative and people skills to help us plan, support and communicate the great work that we do.

TCCS is a value based organisation where all employees are expected to embody the core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours. Join our team of close to 2,000 employees already at work in one of our 50+ locations across Canberra and help us shape our city for tomorrow.

DIVISION OVERVIEW

Transport Canberra and Business Services Division

Transport Canberra ensures that buses and light rail are integrated with each other, and with other forms of transport including taxis and active travel elements such as cycling and walking, all of which makes public transport accessible for all Canberrans. The division also includes a range of businesses that deliver essential services to our community. These include Libraries ACT, Canberra Cemeteries, Capital Linen, Yarralumla Nursery and Birrigai.

BUSINESS UNIT OVERVIEW

Strategic Policy and Customer branch is responsible for strategic policy development and implementing innovative programs to deliver services and information to the Canberra Community. The Customer Experience Team works with operational units to better understand customer requirements and incorporate best practice into operational processes to deliver the best possible outcome for the community.

If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex challenges and co-designing innovative solutions, then this role could be for you.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours.

POSITION OVERVIEW

The Senior Director, Customer Experience is responsible for leading a small, embedded team which supports operational areas to better understand and incorporate customer expectations into their business models. You will bring your expertise in best practice for developing customer focussed solutions to lead and support project officers as they work to find viable solutions to business problems which deliver great outcomes for the community.

The Senior Director must have a broad understanding of all aspects of service design to effectively guide projects and participate in delivering practical solutions. As an expert in the field you will also support the ongoing development of a customer centric culture throughout the Directorate, providing high-level advice and advocating for customer outcomes.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

Eligibility/Other Requirements:

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Strong leadership qualities, including the ability to inspire and drive performance, strategic thinking and information analysis that contributes to customer centric outcomes.

Proven track record of initiating and driving improvements in culture, process and technologies which enhance customer experience.

High performing relationship management skills with the capacity to engage with and build relationships with customers and key stakeholders.

Proven ability to prioritise a high workload and juggle competing demands in short or demanding timeframes within a project environment.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Professional / Technical Skills and Knowledge

Expertise in application of relevant service design models

Competent in delivering through relevant project methodologies including agile techniques (formal project qualifications/project management experience is not required)

Behavioural Capabilities

Service Delivery

Team Work

Thinking and innovating

Notes: This is a temporary position available immediately until 29 October 2021 with the possibility of extension.

How to Apply: Please submit a response to the selection criteria (maximum 200 words per criteria) along with a curriculum vitae.

Applications should be submitted via the Apply Now button

Contact Officer: John Bowdery (02) 6207 8467 John.Bowdery@act.gov.au

City Services

City Presentation

Open Space Planning and Policy

Assistant Director, Open Space Planning and Policy

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 36781)

Gazetted: 25 January 2021

Closing Date: 1 February 2021

Details: This position sits within the Open Space Planning and Policy Unit of the City Presentation Branch and reports to the Director, Open Space Planning and Policy. This role is primarily responsible for providing policy advice and developing policy to guide the provision and management of public land and associated infrastructure. This role requires an ability to engage with a broad range of government and non-government stakeholders on a range of public land development and management issues, with a view to negotiating and developing policy outcomes that meet both the needs of the community and the priorities of government.

As a senior leader within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. Effective employee engagement skills are a key enabler in the performance of this role, as is a values-based leadership style.

This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

The applicant requires a high level of communication skills (oral and written), including conflict resolution and negotiation skills. An ability to lead by example in modelling the TCCS Values is essential for this leadership position, as is an understanding of the central role played by the citizens of Canberra and the ACT Government as customers.

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 positions available for up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two-page response addressing the selection criteria, along with a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathryn Saunders (02) 6205 7336 Cathryn.Saunders@act.gov.au

Infrastructure Delivery and Waste

ACT NoWaste

Waste Policy

Senior Policy Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 41426)

Gazetted: 22 January 2021

Closing Date: 9 February 2021

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community. ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and

manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations.

Additionally, ACT NoWaste manages the provision of waste strategy, planning and policy advice and is charged with the implementation and delivery of waste management regulatory functions. The Senior Policy Officer will carry out a wide range of duties that directly and critically support the broader work of the Branch. The role undertakes research and data analysis and supports the delivery of the waste agenda through policy development and delivery, engaging with a range of stakeholders, and managing a range of official processes. Activities will include, but are not limited to gathering, analysing and interpreting data from various sources to support the provision of evidence-based policy and programme advice, assisting in the development and drafting of ministerial correspondence and other relevant government documentation, such as documents for the Legislative Assembly, and briefing material. Additionally, the role assists in managing public policy projects to support the delivery of the Territory's *Waste Management and Resource Recovery Act 2016* and *Waste Feasibility Study* recommendations. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Martin Berry (02) 6205 4564 martin.berry@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Canberra Cemeteries

Marketing and Communications Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 45763)

Gazetted: 22 January 2021

Closing Date: 8 February 2021

Details: Canberra Cemeteries has a genuine opportunity available for a marketing and communications officer with suitable experience to join its small team.

If you enjoy building relationships, want an outlet for your creativity and would like to make a genuine difference in our community we'd love to hear from you.

The position will play a key role in marketing and running the new Gungahlin crematorium as well as the existing Woden, Gungahlin, and Hall cemeteries. The successful applicant must be a team player with the ability to operate in a highly sensitive environment.

Eligibility/Other Requirements: Relevant tertiary qualifications and a minimum of two years' experience working professionally in the fields of stakeholder engagement, communications, media or public relations is preferred.

Note: The position offers the successful candidate opportunity for flexible conditions such as work hours, occasional work from home or part-time arrangements depending on the business needs and the successful applicant's experience and skills.

How to Apply: Please provide responses of no more than two pages in total to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amber Vozella (02) 6207 0646 amber.vozella@act.gov.au

Territory and Business Services

Capital Linen Service

Director, Quality Safety and Training

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 35654)

Gazetted: 22 January 2021

Closing Date: 29 January 2021

Details: Capital Linen Service is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Quality Safety and Training.

The Director is responsible for leading, developing and promoting a highly trained, positive workplace safety and quality culture and is instrumental in the maintenance of ISO Quality Management certification.

The role has standing membership on a variety of internal and external committees and groups and provides coverage for the Operations Manager when required. This includes oversight, accountability, control and management of all aspects of the laundering process.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for motivating teams and providing appropriate support and guidance throughout the various phases of programme and project delivery. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

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: This position requires a leader with a strong, considered and people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Additionally, the person will model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

Experience related to the management of training, quality and safety functions specific to a commercial laundry are highly desirable. Work health and safety, training and lead auditor qualifications are also highly desirable.

Notes: Selection may be based on applications and referee reports only.

How to Apply: Applicants are required to submit no more than a three page response addressing the Selection Criteria, along with a current curriculum vitae and the names and contact details of two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Childs (02) 6213 3204 Daniel.Childs@act.gov.au

WorkSafe ACT

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

General Inspectorate, Construction and Asbestos Team Inspector

Regulatory Inspector 6 \$87,715 - \$100,388, Canberra (PN: 01873, several)

Gazetted: 27 January 2021

Closing Date: 10 February 2021

Details: WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act), *Workers Compensation Act 1951* and *Dangerous Substances Act 2004* (DS Act).

WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator. Over the next 12 months, a planned program of work will be implemented to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator.

Inspectors in the General Inspectorate or in the Construction and Asbestos Team have the opportunity to undertake planned rotation through the various inspector teams within WorkSafe ACT.

The inspectorate is responsible for providing compliance and enforcement services, expert information, assistance and education that contribute to the reduction of harm and/or improved support for injured or ill workers in ACT workplaces.

You will need solid attention to detail and the ability to manage and complete multiple tasks in collaboration with various stakeholders including unions, industry associations and other government agencies. You will be responsible for building trusted relationships across the Territory to ensure best practices are imbedded in workplaces to increase the safety and health of workers.

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:

Ability to perform the functions of an authorised Inspector in accordance with all relevant legislation.

Diploma of Government (Workplace Inspection and/or Investigations) or required to complete within 12 months of commencement

Current unrestricted driver's licence.

Willingness to:

Participate in an after hours on-call and telephone roster when required

Wear a uniform

Participate in programmed after hours compliance activities when required, and

Undergo a pre-employment National Police check.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Prepare a two page response addressing the Selection Criteria outlined in the Ideal Candidate section of the Position Description. Please ensure you demonstrate in your application that you meet the essential requirements listed.

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: Matt Davis (02) 6205 2618 MattE.Davis@act.gov.au

Corporate Services and Regulatory Support

Assistant Director, Human Resources and Capability

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50500)

Gazetted: 27 January 2021

Closing Date: 12 February 2021

Details: WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Dangerous Substances.

WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator. Over the next 12 months, a planned program of work will be implemented to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator.

The Corporate Service and Regulatory Support team is responsible for providing strategic and operational corporate services to WorkSafe ACT. The team has primary responsibility for the development, implementation and administration of corporate policies including human resource policies and practices, workforce planning, recruitment and attraction, talent maximisation and retention, workforce metrics and analysis, capability development and workplace cultural reform specific to WorkSafe ACT.

The Assistant Director will work to Director, Corporate Services and Regulatory Support and will be required to assist in a variety of day to day operational support functions and contribute to the broader strategy development and implementation, with a particular focus on capability development. The Assistant Director will need solid attention to detail and the ability to manage and complete multiple tasks in collaboration with various stakeholders including members of the Finance team. This role will be responsible for building trusted relationships across WorkSafe ACT and the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) to ensure best practice initiatives and processes are imbedded.

Eligibility/Other Requirements:

5-8 years experience in a HR generalist area. Relevant qualifications would be highly desirable.

Notes: 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. 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: Prepare a two-page response addressing the Selection Criteria outlined in the Ideal Candidate section. Please ensure you address the essential requirements. Please provide the details of two referees, one of which must be your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Craig (02) 6207 5415 Andrew.Craig@act.gov.au

Major Investigations

Investigators

Regulatory Inspector 6 \$87,715 - \$100,388, Canberra (PN: 32676, several)

Gazetted: 25 January 2021

Closing Date: 11 February 2021

Details: WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act), *Workers Compensation Act 1951* and *Dangerous Substances Act 2004* (DS Act).

WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator. Over the next 12 months, a planned program of work will be implemented to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator.

The Compliance and Enforcement area is responsible for providing compliance and enforcement services, expert information, assistance and education that contribute to the reduction of harm and/or improved support for injured or ill workers in ACT workplaces.

Investigators need solid attention to detail and the ability to manage and complete multiple tasks in collaboration with various stakeholders including unions, industry associations and other government agencies. You will be responsible for building trusted relationships across the Territory and ensuring duty holders meet their statutory obligations and non-compliance is addressed through enforcement action. Investigators conduct and manage workplace investigations in accordance with best practice which could involve managing exhibits, preparing briefs of evidence for the court, the giving of evidence at court and the collection and management of evidentiary material to the required standard, while ensuring specified timeframes are met.

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

Diploma of Government (Workplace Investigations) or required to complete within 12 months of commencement, or equivalent qualification.

Current unrestricted driver's licence.

Willingness to:

participate in an after hours on-call and telephone roster when required

wear a uniform

participate in programmed after hours compliance activities when required, and

undergo a pre-employment National Police Check.

Notes: 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. 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: Prepare a two-page response addressing the Selection Criteria outlined in the Ideal Candidate section of the position description. Please ensure you demonstrate in your application that you meet the essential requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke Grey (02) 6205 0753 brooke.grey@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.

Strategy and Regulatory Support

Regulatory Policy Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50369)

Gazetted: 21 January 2021

Closing Date: 4 February 2021

Details: WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and ensuring compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for workers' compensation and dangerous substances. WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner, who is the Territory's regulator.

Over the next 12 months, a planned program of work will be implemented to improve our operational efficiency and effectiveness. The Statement of Operational Intent sets out the operational priorities for 2020-2021.

The Regulatory Policy Officer will provide advice on legislative, policy and program issues related to WorkSafe ACT's regulatory functions and responsibilities described above. The position will be required to undertake research and analysis to assist with the review and implementation of ACT Government policy and legislative amendments. To achieve this, the occupant of this position is required to be aware of current national and jurisdictional decisions and issues relating to workplace safety and regulatory operations.

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.

The Regulatory Policy Officer will be responsible for ensuring WorkSafe ACT meets its legislative obligations, including appointments and delegations.

Eligibility/Other requirements:

Knowledge of workplace health and safety, workers' compensation and/or industrial relations legislation and issues is desirable.

Tertiary qualifications (or partial completion) in a related area are desirable but not essential.

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

How to Apply: Please submit a two-page response addressing the selection criteria outlined in the Ideal Candidate section of the position description. Please also submit a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Donna.Hosie@act.gov.au (02) 6207 0796 Donna.Hosie@act.gov.au

APPOINTMENTS

Canberra Health Services

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

Mary Grace Borja, Section 68(1), 14 December 2020

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

Uchenna Egwim, Section 68(1), 18 January 2021

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

Mikaela Gavin, Section 68(1), 1 January 2021

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Nicola Anderson, Section 68(1), 18 January 2021

Teacher Level 1 \$77,492 - \$103,397

James Dyer, Section 68(1), 27 January 2021

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Shay Hine, Section 68(1), 18 January 2021

Teacher Level 1 \$77,492 - \$103,397

Mark Skinner, Section 68(1), 27 January 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$81,407 - \$86,168

Alexandra Brown, Section 68(1), 27 January 2021

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

Ahror Hamraev, Section 68(1), 27 January 2021

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

Karen Jahne, Section 68(1), 27 January 2021

Community Services

Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Susan Artuso, Section 68(1), 28 January 2021

Child and Youth Protection Professional Level 1 \$69,736 - \$87,406

Tiana Leonard, Section 68(1), 19 January 2021

Youth Worker 1 \$65,976 - \$71,004

Ethan Nardi, Section 68(1), 22 January 2021

Education

School Assistant 3 \$56,101 - \$60,379

Kangana Bandara, Section 68(1), 25 January 2021

School Assistant 2/3 \$49,516 - \$60,379

Maria Goleby, Section 68(1), 27 January 2021

Health Professional Level 2/3 \$67,892 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Karinna Hall, Section 68(1), 29 January 2021

School Assistant 2/3 \$49,516 - \$60,379

Susan Harris, Section 68(1), 27 January 2021

School Assistant 3 \$56,101 - \$60,379

Amanda Joly, Section 68(1), 27 January 2021

School Assistant 4 \$67,267 - \$72,837

Amanda Judson, Section 68(1), 27 January 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Gaganpreet Kaur, Section 68(1), 22 January 2021

School Assistant 2/3 \$49,516 - \$60,379

Patrick Lubilanji, Section 68(1), 27 January 2021

School Assistant 2/3 \$49,516 - \$60,379

Simon Mellor, Section 68(1), 27 January 2021

School Assistant 3 \$56,101 - \$60,379

Kiah Noble, Section 68(1), 27 January 2021

School Assistant 3 \$56,101 - \$60,379

Gabrielle Scott, Section 68(1), 27 January 2021

School Assistant 2/3 \$49,516 - \$60,379

Rachel Sedaitis, Section 68(1), 27 January 2021

School Assistant 2/3 \$49,516 - \$60,379

Tracy Van Zomeren, Section 68(1), 25 January 2021

School Assistant 2/3 \$49,516 - \$60,379

Melinda Whiles, Section 68(1), 27 January 2021

School Assistant 2/3 \$49,516 - \$60,379

Janna Woolcombe, Section 68(1), 25 January 2021

Justice and Community Safety

Correctional Officer Class 1 \$66,695 - \$79,532

Laura Gray, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Mattia Milesi, Section 68(1), 18 January 2021

Transport Canberra and City Services

General Service Officer Level 5 \$57,359 - \$60,382

Nunzio Condipodero, Section 68(1), 21 January 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Alesha Jones, Section 68(1), 1 February 2021

TRANSFERS

Canberra Health Services

Claudia Corradini

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 10644) (Gazetted 5 November 2020)

Jennifer Grant

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41583) (Gazetted 9 December 2020)

Community Services

Anna Brown

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services, Canberra (PN. 09072) (Gazetted 13 November 2020)

Suburban Land Agency

Tracy Mayo

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Suburban Land Agency, Canberra (PN. 40200) (Gazetted 19 November 2020)

PROMOTIONS

ACT Health

Digital Solutions Division

Future Capability and Governance

Digital Health Record Hub

Aravind Ladarpet Subramaiah

From: Senior Officer (Technical) Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$130,018 - \$146,368

ACT Health, Canberra (PN. 50201) (Gazetted 28 October 2020)

Corporate Services

Digital and Solutions

Future Capability and Governance

Ashlee Bullock

From: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services

To: Senior Officer Grade B \$130,018 - \$146,368

ACT Health, Canberra (PN. 49831) (Gazetted 15 October 2020)

Digital Solutions Division

Technology Operations

Support and Diagnostic Hub

Genine McKinnon

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

ACT Health

To: Information Technology Officer Class 2 \$87,715 - \$100,388

ACT Health, Canberra (PN. 49973) (Gazetted 8 December 2020)

Canberra Health Services

Mark Buick

From: Health Professional Level 1 \$63,671 - \$83,418

Canberra Health Services

To: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services, Canberra (PN. 44691) (Gazetted)

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

Jack Ewart

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 29722) (Gazetted 17 September 2020)

Canberra Health Services

Lauren Hendry

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 25987) (Gazetted 9 November 2020)

Clinical Services

Lillian Pham

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 23845) (Gazetted 27 November 2020)

Leigh Thompson

From: Registered Nurse Level 3.2 \$122,360

Canberra Health Services

To: †Registered Nurse Level 4.1 \$122,360

Canberra Health Services, Canberra (PN. 49991) (Gazetted 24 December 2020)

David Turner

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 23806) (Gazetted 26 May 2020)

Canberra Institute of Technology

There were no promotions this week for the Canberra Institute of Technology

Chief Minister, Treasury and Economic Development

Shared Services ICT

Technology Services

Application Services Delivery

Connor Davy

From: Information Technology Officer Class 1 \$71,004 - \$80,826

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 33398) (Gazetted 30 November 2020)

Economic Development

VisitCanberra

Catherine Dunin

From: Administrative Services Officer Class 4 \$73,248 - \$79,310
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$81,407 - \$86,168
Chief Minister, Treasury and Economic Development, Canberra (PN. 16887) (Gazetted 3 December 2020)

Policy and Cabinet

Annabelle King

From: Administrative Services Officer Class 5 \$81,407 - \$86,168
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$87,715 - \$100,388
Chief Minister, Treasury and Economic Development, Canberra (PN. 37542) (Gazetted 18 November 2020)

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Riley O'Shaughnessy-Rudd

From: Administrative Services Officer Class 3 \$65,976 - \$71,004
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$73,248 - \$79,310
Chief Minister, Treasury and Economic Development, Canberra (PN. 30702) (Gazetted 23 November 2020)

Shared Services

Partnership Services

Customer Support Services/Service Desk

Katie Voysey

From: Administrative Services Officer Class 3 \$65,976 - \$71,004
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$73,248 - \$79,310
Chief Minister, Treasury and Economic Development, Canberra (PN. 36220, several) (Gazetted 13 May 2020)

Community Services

Housing ACT

Daniel Acton

From: Graduate Administrative Assistant \$73,248 - \$75,492
Community Services
To: Administrative Services Officer Class 5 \$81,407 - \$86,168
Community Services, Canberra (PN. 31773) (Gazetted 1 January 2000)

Children, Youth and Families

Child Youth Protection Services

Lauren Caskie

From: Graduate Administrative Assistant \$73,248 - \$75,492
Community Services
To: Child and Youth Protection Professional Level 1 \$69,736 - \$87,406
Community Services, Canberra (PN. 32250) (Gazetted 1 January 2000)

Strategic Policy

Amy Coulson

From: Graduate Administrative Assistant \$73,248 - \$75,492
Community Services
To: Administrative Services Officer Class 5 \$81,407 - \$86,168
Community Services, Canberra (PN. 50011) (Gazetted 1 January 2000)

Children, Youth and Families

Child Youth Protection Services

Natasha Gilford

From: Graduate Administrative Assistant \$73,248 - \$75,492

Community Services

To: Child and Youth Protection Professional Level 1 \$69,736 - \$87,406

Community Services, Canberra (PN. 07841) (Gazetted 1 January 2020)

Children, Youth and Families

Child Youth Protection Services

Ariana Grafton

From: Graduate Administrative Assistant \$73,248 - \$75,492

Community Services

To: Child and Youth Protection Professional Level 1 \$69,736 - \$87,406

Community Services, Canberra (PN. 26558) (Gazetted 1 January 2020)

Environment, Planning and Sustainable Development

Planning Delivery

Impact Assessment

Dominic Riches

From: Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Environment, Planning and Sustainable Development, Canberra (PN. 49762) (Gazetted 25 November 2020)

Planning Delivery

Development Assessment

Craig Weller

From: Senior Officer Grade B \$130,018 - \$146,368

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$151,002

Environment, Planning and Sustainable Development, Canberra (PN. 49434) (Gazetted 16 December 2020)

Transport Canberra and City Services

City Services

City Presentation

Place Management

Jody Friend

From: Technical Officer Level 3 \$75,985 - \$85,873

Transport Canberra and City Services

To: Technical Officer Level 4 \$87,715 - \$100,388

Transport Canberra and City Services, Canberra (PN. 25098) (Gazetted 13 November 2020)

Chief Operating Officer Group

Legal and Contracts

Freedom of Information

Alexandra Martyniak

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

Transport Canberra and City Services

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Transport Canberra and City Services, Canberra (PN. 47109) (Gazetted 28 October 2020)