



ACT Government Gazette

Gazetted Notices for the week beginning 04 February 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

Assistant Director, Data Repository

Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 43255)

Gazetted: 04 February 2021

Closing Date: 18 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 Assistant Director 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:

This position requires a national security clearance.

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.

Notes: This is a temporary position available for two years with the possibility of permanency.

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

Digital Solutions Division

Information and Data Management

Information Management Hub

Assistant Director Data Repository

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 29390)

Gazetted: 04 February 2021

Closing Date: 18 February 2021

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Notes: This is a temporary position available for two years with the possibility of permanency.

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

Digital Solutions Division

Information and Data Management

Information Management Hub

Director, Data Repository

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 20069)

Gazetted: 04 February 2021

Closing Date: 18 February 2021

Details: The Information and Data Management Branch (IDM) of the Digital Solutions Division is looking for enthusiastic staff who have experience in leading strong teams in the delivery and management of high quality, well-structured data warehouse solutions.

The role of Director, Data Repository will be fast-paced and challenging, but you'll be leading a team 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:

This position requires a national security clearance.

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.

Notes: This position is available for 2 years with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

**Health Systems, Policy and Research Group
Office of Professional Leadership and Education
Nursing and Midwifery Office
Senior Project Officer – Towards a Safer Culture
Registered Nurse Level 4.3 \$139,701, Canberra (PN: 44282)**

Gazetted: 04 February 2021

Closing Date: 18 February 2021

Details: Ambitious, well-organised and strategic-thinking registered nurses and midwives – stop here – we have the job for you! As part of a three-person project team, use your influence and project management skills to successfully manage the implementation of the Nurses and Midwives: Towards a Safer Culture Project. The project outlines a vision of an ACT public health care system where staff, patients, and visitors are protected from harm and feel safe at all times. The Strategy makes recommendations for creating a safer and healthier environment for all staff and persons who enter ACT public health workplaces. The safety of all staff and persons who enter ACT public health workplaces is a priority for the ACT Health Directorate, Public Health Services and ACT Government. The impact of workplace violence is a global problem confronting all health care workers. Nurses and midwives, at the forefront of health care delivery, are the largest health care group exposed to occupational violence. This Strategy is led by the ACT Health Directorate and encompasses the Canberra Health Services (CHS) and Calvary Public Hospital Bruce (CPHB) and works closely with the Australian Nursing and Midwifery Federation and identified key stakeholders in the development of this Strategy.

The ACT Chief Nursing and Midwifery Office are invested in creating a better working environment for nurses and midwives. We do this through genuine stakeholder collaboration, by being 'problem solvers', have a 'can do attitude' and an unrelenting client focus. We do this by writing persuasive, high quality well informed best practice documents.

It's important to us that you fit in with our positive team culture and contribute to maintaining our upbeat momentum. Join us to make a difference and deliver your colleagues a safe and healthy working environment.

Eligibility/Other Requirements:

Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) without conditions or notations,

Post graduate qualification or working towards a post graduate qualification related to nursing and/or midwifery, Demonstrated senior nursing and/or midwifery experience with a minimum 12 months leadership/ management experience,

Must hold a current driver's licence.

Undergo a pre-employment National Police check, and,

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 position available from 19 April 2021 until 15 October 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to provide a curriculum vitae and a response to Selection Criteria no longer than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrice Murray (02) 5124 9909 patrice.murray@act.gov.au

Canberra Health Services

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

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

Clinical Services

Surgery

Surgical Administration

Booking Clerk - Surgical Bookings

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 28536)

Gazetted: 10 February 2021

Closing Date: 24 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 Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

These Units are supported by administration support officers.

The Surgical Bookings Department maintains the Elective Surgery Waiting List (ESWL) for the Canberra Hospital and co-ordinates theatre bookings and associated equipment requirements for individual surgical specialties.

Eligibility/Other Requirements:

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 National Police Check.

Note:

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

Contact Officer: Shannon Dougan (02) 5124 7061 shannon.dougan@act.gov.au

Medical Services

Executive Director of Medical Services

Personal Assistant to Executive Director of Medical Services

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 19513, expected)

Gazetted: 10 February 2021

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Overview of the work area and position

The Personal Assistant (PA) to the Executive Director of Medical Services (EDMS) is a key role in the EDMS support team. Under direction of the EDMS and in close liaison with the Business Manager, Medical Services Group, the PA to the EDMS provides a wide range of support and coordination to the EDMS and their office, including diary coordination and time management, documentation coordination and management, secretariat support, liaison with other executive offices, medical staff, other staff and the public, and general office administration duties.

The Medical Services Group (MSG) draws together professional oversight of the CHS medical staff with operational oversight of the services ordered by medical staff in the diagnosis and treatment of patients at CHS. The group includes medical imaging, pathology, pharmacy, medical officers credentialing support education and training, health care technology management, General Practitioner liaison, CHS library, prevocational education and training, physician education and the ACT Blood Counts program.

To be successful in the role, the PA must be responsive, able to manage changing and competing priorities, detail oriented, and have excellent time management, communication, liaison, and negotiation skills.

Eligibility/Other Requirements

Desirable:

Relevant experience as a personal assistant to a senior executive, especially in the health sector is preferred.

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 National Police Check.

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

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

Contact Officer: Tonia Alexander (02) 5124 2009 tonia.alexander@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Surgery

Operations Manager - Administration

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 35658, several)

Gazetted: 04 February 2021

Closing Date: 18 February 2021

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

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

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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 and alcohol and drug services.

Overview of the Work Area and Position

The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

Under the limited direction of the Executive Director Division of Surgery and Oral Health, the Operations Manager – Administration, will manage the administrative functions for the Division, across a variety of clinical settings.

The Operations Manager - Administration will be an active member of the leadership team and work closely with the Administration Manager, Division of Surgery and other executive team members.

Oversight of the provision of surgical outpatient services and senior medical officer support and liaison is a strong focus of this role.

Eligibility/Other Requirements:

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

Ability to analyse and interpret data

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.

Desirable:

Working towards or holds a certificate in management, customer service, medical terminology or another relevant field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: These are temporary positions available for six months with the possibility of extension.

Contact Officer: Melanie Applebee (02) 5124 3207 melanie.applebee@act.gov.au

Women, Youth and Children

Women and Babies

Midwifery Group Practice Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 22276, several)

Gazetted: 04 February 2021

Closing Date: 22 February 2021

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

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

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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 Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas, providing specialised maternity care to all risk women and babies. Our continuity of midwifery care program provides maternity care to low risk women planning to birth in the Birth Centre environment and also continuity of midwifery care to 'all risk' women with a plan to birth in our Birthing Suite. The program also offers publicly funded homebirth to women meeting eligibility requirements.

The advertised position is for a case load midwife providing continuity of midwifery care during the antenatal, birth and postnatal periods to 35-40 women a year in the community.

Eligibility/Other Requirements:

Mandatory:

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

Eligible for membership of the Australian College of Midwives

Must hold a current driver's license and live within 30 minutes of the Centenary Hospital for Women and Children.

Desirable:

Completion of Midwifery Practice Review or equivalent.

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 recruitment is for a permanent full time or part time position (minimum hours of 28 per week). There is also a number of temporary openings, full time or part time with the possibility of extension or becoming permanent (minimum hours of 28 per week) .

Contact Officer: Sheree Barr (02) 5124 7348 Sheree.Barr@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Cancer Allied Health

Psychologist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 25676)

Gazetted: 10 February 2021

Closing Date: 26 February 2021

Our Vision: Creating exceptional health care together.

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

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Cancer and Ambulatory Support

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

Overview of the work area and position:

The Canberra Health Services Cancer Supportive Care Team (CSCT) sits within the Division of Cancer and Ambulatory Support (CAS). The service aims to provide cancer patients, carers and their support network with timely treatment, information and support services.

The CSCT is comprised of cancer specialist nurses, psychologists, social workers and administrative staff who provide holistic support to cancer patients who use our services.

The primary function of the Psychologist will be:

To provide support to patients and carers addressing the unique concerns of that individual. This would include the provision of therapeutic support and skills training to assist with psychological concerns associated with cancer.

These may include:

- adjusting to the cancer diagnosis and associated changes
- managing feelings of depression, anxiety, anger and helplessness
- managing feelings of grief and loss
- negotiating challenges within family relationships
- managing treatment-related issues such as a fear of needles, claustrophobia or anticipatory nausea
- managing treatment side-effects including pain, fatigue and body changes
- managing post-treatment concerns such as fear of cancer recurrence and difficulties with body image and intimacy
- adjustment to the role of a carer

Overall psychologist functions include:

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

Provision of individual or group service delivery.

Performing normal professional work under general professional guidance.

The ability to perform novel, complex, critical or difficult tasks with professional supervision.

Participation in the supervision and training of other staff, as directed.

Eligibility/Other Requirements:

Mandatory:

General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA)

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Desirable:

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology

Area of Practice Endorsement in Clinical Psychology and eligibility to supervise higher degree students

Previous work experience as a Clinical Psychologist is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS 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 part-time permanent position available at 29.24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: David Larkin (02) 5124 8540 david.larkin@act.gov.au

Clinical Services

Surgery

Surgical Administration

Receptionist Surgical Bookings

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 29730)

Gazetted: 10 February 2021

Closing Date: 24 February 2021

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Overview of the work area and position

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These Units are supported by administration support officers.

The Surgical Bookings Department maintains the Elective Surgery Waiting List (ESWL) for the Canberra Hospital and co-ordinates theatre bookings and associated equipment requirements for individual surgical specialties.

Eligibility/Other Requirements:

Desirable:

Experience with Dictaphone typing.

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 National Police Check.

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

Note:

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

Contact Officer: Shannon Dougan (02) 5124 7061 shannon.dougan@act.gov.au

Clinical Services

Women, Youth and Children

Child Protection Training Team

Child Protection Education Coordinator

Registered Midwife Level 3.1 \$108,237 - \$112,691, Canberra (PN: 28898)

Gazetted: 04 February 2021

Closing Date: 18 February 2021

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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:

Women, Youth and Children Community Health Programs deliver a range of primary 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 multi-disciplinary context.

The Child Health Targeted Support Services includes the Community Paediatric and Child Health Service (CPCHS), Child Protection Training Team and the Child at Risk Health Unit (CARHU).

CPCHS provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with complex bio-psychosocial behavioural and emotional presentations.

CARHU provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers.

The Child Protection Training team develops, provides and evaluates all mandatory child protection training for Canberra Health Services and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies.

All Canberra Health Service staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection. The Child Protection Training team develops, provides and evaluates all mandatory child protection training for CHS and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies.

As the leader of a small team, the Child Protection Education Coordinator is responsible for the development, presentation and evaluation of education and training programs and strategies in the broad area of child protection for CHS. An understanding of the impact of violence, abuse and neglect on children is a critical part of this role.

Eligibility/Other Requirements:

Mandatory:

Unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse.

Current driver's licence.

Highly Desirable

At least five years post graduate experience with three years in a relevant clinical area

Vocational or tertiary qualification in education e.g. Certificate 4 in training and assessment

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

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

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

Clinical Services

CHS Chief Operating Officer Clinical Services

CHS Surgery

Administrative Service Officer 3- Personal Assistant to Director of Anaesthesia

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 24245)

Gazetted: 10 February 2021

Closing Date: 24 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

The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

These Units are supported by administration support officers.

Eligibility/Other Requirements:

Desirable:

Experience with Dictaphone typing.

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 National Police check.

Note: This is a part-time temporary position available at 14.42 hours per week for a period of six months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

Contact Officer: Shannon Dougan (02) 5124 7061 shannon.dougan@act.gov.au

Food Services

Food Services Operations

Production Manager

Health Service Officer Level 10 \$87,715 - \$100,388, Canberra (PN: 21567)

Gazetted: 04 February 2021

Closing Date: 18 February 2021

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

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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 and alcohol and drug 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 Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Overview of the Work Area and Position

This role is for Production, Preparation and Stores Area.

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

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

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

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

External sites: Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Mandatory

The successful applicant will need to be available for weekday Monday to Friday business hours.

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.

Highly Desirable:

Minimum 5 years relevant food service or similar work experience highly desired.

Relevant experience in Microsoft Office 365 applications

Relevant food service IT systems experience

Current class C Driver's Licence

Certificate 4 in Hospitality

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: This is a temporary position available for 12 months. It is for two days per week plus leave fill as required.

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

Women, Youth and Children

Women, Youth and Children Community Health Program

Health Care Access at Schools

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 10556)

Gazetted: 10 February 2021

Closing Date: 26 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 and alcohol and drug services.

Overview of the Work Area and Position

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Healthcare Access at School (HAAS) program is delivered in a partnership between Canberra Health Services and the Education Directorate.

The program supports students in ACT public schools with a range of health conditions who require complex or invasive tasks or procedures to be undertaken during school hours.

Under the HAAS Program, the Registered Nurse provides training for school-based staff to ensure they are competent and confident in meeting the healthcare needs of individual students, allowing these students to safely attend school.

The HAAS nurse also provides a link between families, schools and the child's health professionals.

This is an opportunity to use your valuable knowledge and skills in a different way; one that has a long lasting beneficial outcome for children and young people living with complex health conditions, their families, and their schools. The HAAS team is positive and dynamic, and you will be welcomed and well supported as you learn the role.

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in paediatrics is preferred. The successful applicant will need to;

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.

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

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.

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

Note: This is a temporary Full-Time position with part-time hours considered. This position is available for six months with the possibility of extension and/or permanency. The office is based at 1 Moore Street Canberra City with travel to schools or to meet with families on most days.

Contact Officer: Catherine T Campbell (02) 5124 1627 CatherineT.Campbell@act.gov.au

Medicine

Medical

Rheumatology Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 50374, several)

Gazetted: 10 February 2021

Closing Date: 26 February 2021

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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 Rheumatology Department at Canberra Hospital has a strong focus on clinical service delivery, supporting rheumatology patients within the ACT and surrounding regional areas. We provide leadership in musculoskeletal medicine; promote evidence-based practice and undertake clinical research to improve rheumatology patient outcomes.

The Rheumatology Registered Nurse (RN) Level 2 will play a key role in providing day to day care and support to rheumatology patients and their families living with arthritis and autoimmune disease, ensuring appropriate referrals and timely access to care. In collaboration with the Rheumatology Advanced Practice Nurse (APN) and rheumatology medical team the Rheumatology RN2 coordinates investigations, appointments, clinical care, and education for rheumatology patients, including patients undergoing biologic Disease Modifying Anti-Rheumatic Drug (bDMARD) therapy for inflammatory arthritis.

Eligibility/Other Requirements:

Mandatory:

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 five months.

Contact Officer: Biljana Zeljkovic (02) 5124 3782 Biljana.Zeljkovic@act.gov.au

Quality Safety Innovation and Improvement

Quality Improvement

Quality and Safety Business Partner

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 46588)

Gazetted: 10 February 2021

Closing Date: 24 February 2021

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Overview of the work area and position

The Quality, Safety Innovation and Improvement Division is focusing on Canberra Health Services' strategic approach to patient safety and quality with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement.

This is achieved through:

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

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

Branches within the Quality, Safety, Innovation and Improvement Division are:

Consumer Participation

Incident Management

National Standards, Accreditation and Quality Improvement

Quality Assurance

The Quality and Safety Business Partner will work closely with their allocated executive and management teams to support quality assurance and quality improvement in clinical and/or operational effectiveness, quality outcomes, patient safety and patient experience

Working as a member of the Quality Improvement Team, the business partner will provide day to day support to the allocated division for patient safety, clinical effectiveness and quality of care. The role is a key linkage to the broader Quality, Safety, Innovation and Improvement division and will facilitate communication and partnerships between divisions.

Critical to the success of the Business Partnership team is the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to quality and safety initiatives, advocating for and on behalf of the division whilst representing the strategic directions and priorities of the Quality, Safety, Innovation and Improvement Division.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in a health profession and be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Tertiary qualifications in a Health- related field is highly desirable.

Proven understanding of patient safety, quality improvement, methodologies, tools and techniques.

Practical experience in clinical governance at a senior level in a health organisation.

Detailed understanding of leadership, risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note:

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

Contact Officer: Felicity Martin (02) 5124 9608 felicity.martin@act.gov.au

Women, Youth and Children

Childhood influenza

Nurse Co-ordinator Early Childhood Influenza Immunisation

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 40061)

Gazetted: 10 February 2021

Closing Date: 21 February 2021

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Overview of the Work Area and Position

The Maternal and Child Health Early Childhood Immunisation Program provides immunisation to children 0-5 years according to the Australian National Immunisation Program Schedule. Immunisation occurs in dedicated immunisation clinics across the ACT and is provided by a team of suitably qualified immunisation nurses.

Under limited direction of the RN 3.1 Nurse Co-ordination, Early Childhood Immunisation, you will work in a dedicated immunisation team and clinic. You will:

Eligibility/Other Requirements:

Mandatory:

recognised Immunisation course qualifications

Drivers Licence

Desirable

a minimum of two years' experience working in child and family or paediatrics is preferred.

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

Note: This is a temporary position available for five and a half months.

Contact Officer: Louise Murphy (02) 5124 1701 Louise.Murphy@act.gov.au

Division of Medicine

Ward 4B Discharge lounge

Discharge Lounge Coordinator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 44228)

Gazetted: 10 February 2021

Closing Date: 24 February 2021

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

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Overview of the Work Area and Position

The All Care Discharge lounge (ACDL) is located on Ward 4B. Ward 4B comprises of 12 inpatient renal beds and the discharge lounge. The Discharge lounge comprises of 8 ACDL beds and 10 chairs. The ACDL Coordinator is responsible and accountable to Ward 4B Clinical Nurse Consultant Nurse for the safe and effective management of patient flow to the discharge lounge. This position provides scope to develop an interface and relationship between all clinical areas to facilitate safe and effective patient flow.

The ACDL Co-ordinator will develop cooperative partnerships with Medical officers, ADON's, CNC's and nursing staff to facilitate timely movement of patients to the discharge lounge freeing bed space for access.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police Check.

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

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

Note: This position is full time working Monday - Friday 07 00 - 1530 hours with no rotating roster, weekends, or public holidays.

Contact Officer: Tracy Garratt (02) 5124 3352 Tracy.Garratt@act.gov.au

Clinical Services

Cancer and Ambulatory Support

COVID 19 Support

Administrative Officer

Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 50601, several)

Gazetted: 05 February 2021

Closing Date: 31 December 2021

Details: Our Vision: Creating exceptional health care together.

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

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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

An exciting opportunity exists to join the dynamic and customer focused COVID 19 support teams, providing day to day operational support to ensure smooth running of the COVID 19 support functions.

The successful applicants will be working as part of a team in a busy and dedicated health environment. You will need to effectively communicate and liaise with members of the public and staff at all levels whilst providing reception and data entry support. As part of the team you will actively contribute to the achievement of key performance indicators.

Eligibility/Other Requirements

Desirable:

Applicants will ideally have previous experience working in a busy customer service environment.

Excellent customer service skills.

Strong verbal communication skills and the ability to communicate with ease at all levels.

Written skills with attention to detail.

Strong organisational skills and ability to prioritise and meet deadlines.

Capacity to work well within a team.

A high level of personal integrity and discretion.

Sound keyboard skills and the ability to use health based Information Technology (IT) systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: These are temporary positions available for varying periods of time. Full-time, part-time and casual positions are available. The successful applicants will be expected to work across our various sites across CHS. Positions may be Monday to Friday or include shift work and weekends. A phone and face to face interview may be conducted along with testing for attention to detail as part of the selection process.

These positions will be filled at either the Administrative Services Officer Level 2 (ASO2) or Administrative Services Officer Level 3 (ASO3) level, dependent on the skills and experience of the successful applicant. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Asif Zaidi (02) 6207 6081 asif.zaidi@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

MHS Neuropsychology; Rehab and Specialty Services

Clinical Neuropsychologist/Clinical Neuropsychology Registrar

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 40371)

Gazetted: 10 February 2021

Closing Date: 26 February 2021

Our Vision: Creating exceptional health care together.

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POSITION OVERVIEW

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

An exciting opportunity exists for a Clinical Neuropsychologist or Clinical Neuropsychology Registrar to join the friendly and supportive MHS Neuropsychology team within Rehabilitation and Speciality Mental Health Services.

The MHS Neuropsychology team provides high quality neuropsychological services to the Division including evidence-based assessment and intervention to consumers across all programs of MHJHADS, including

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Secure Mental Health Inpatient Services, and

Older Person's Community Mental Health Team; MHS-Intellectual Disability team; Adult Mental Health

Rehabilitation Unit and the Adult Mental Health Day Service, within Rehabilitation and Specialty Mental Health Services

Opportunities also exist for a Registrar to rotate into the Psychology and Counselling Team of Rehabilitation, Aged and Community Services (RACS) based at the University of Canberra Hospital (UCH).

The team also provides consultation and in-servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters relating to neuropsychological assessment and intervention.

The overall functions of the Clinical Neuropsychologist will:

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

Provide individual or group service delivery.

Perform normal professional work under general professional guidance.

May perform novel, complex, critical or difficult tasks with professional supervision.

Participate in the supervision and training of other staff, as directed.

The Clinical Neuropsychologist position reports to the Team Manager of MHS Neuropsychology role.

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:

Mandatory:

Masters/Doctoral degree in Neuropsychology

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

(HP2) Have a minimum of 12 months post-qualification experience.

Desirable:

Hold an area of practice endorsement in Clinical Neuropsychology (preferred) or currently enrolled in a Registrar program.

Previous experience working in a mental health setting.

Current driver's licence.

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time and remuneration according to the enterprise agreement.

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:

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

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

Undergo a pre-employment National Police Check.

Note: *This position is eligible for a Psychology Group Attraction and Retention Incentive: \$4,040-\$8,083. The ARIn will be reviewed every 12 months where the ARIn will be terminated or adjusted under the terms of the ARIn policy. To continue payment, the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$101,178.

Contact Officer: Lainie Hart (02) 5124 1269 lainie.hart@act.gov.au

Allied Health

Acute Allied Health Services

Nutrition Department

Nutrition Allied Health Assistant

**Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level),
Canberra (PN: 20666)**

Gazetted: 08 February 2021

Closing Date: 22 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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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 Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service.

Operation of Infant Feeding Service.

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities.

Food Service governance activities in partnership with the Canberra Hospital Food Service Department.

Under supervision this role supports the Dietitians in provision of Nutrition Support to patients within the hospital.

Duties include supporting the operation of the special diet service and infant feeding service, preparation and distribution of adult and infant formulas according to departmental guidelines, computer data entry, patient visits with documentation, reception and other administrative duties.

Canberra Health Services is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

Eligibility/Other Requirements:

Mandatory:

Relevant Certificate III.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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 position available for a period of seven months. This role is required to participate in after-hour shifts, including potential for weekend and public holiday work. This recruitment will be used to establish a merit list of candidates which may be used to fill any temporary or casual AHA2 positions which may arise in the next 12 months.

Contact Officer: Andrew Slattery (02) 5124 2544 andrew.slattery@act.gov.au

People and Culture

Employee Services

Assistant Advisor

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 28368)

Gazetted: 08 February 2021

Closing Date: 19 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

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

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

To be successful in the role, you must be responsive, able to manage changing and competing priorities, detail oriented, and have excellent time management, communication, liaison, and negotiation skills. Previous experience working with ACTPS legislation would be advantageous.

Eligibility/Other Requirements:

Highly Desirable:

- Previous experience working with Public Sector Legislation

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Contact Officer: Kerry Carmichael or Daniel Ingram (02) 5124 9610

Mental Health, Justice Health and Alcohol and Drug Services

MHS Neuropsychology; Rehab and Specialty Services

Clinical Neuropsychology Registrar

Health Professional Level 1 \$63,671 - \$83,418, Canberra (PN: 40369)

Gazetted: 08 February 2021

Closing Date: 24 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 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.

POSITION OVERVIEW

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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.

An exciting opportunity exists for a Clinical Neuropsychology Registrar to join the friendly and supportive MHS Neuropsychology team within Rehabilitation and Speciality Mental Health Services for a 2 year Registrar position.

The MHS Neuropsychology team provides high quality neuropsychological services to the Division including evidence-based assessment and intervention to consumers across all programs of MHJHADS, including

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Secure Mental Health Inpatient Services, and

Older Person's Community Mental Health Team; MHS-Intellectual Disability team; Adult Mental Health

Rehabilitation Unit and the Adult Mental Health Day Service, within Rehabilitation and Speciality Mental Health Services

Opportunities also exist for a Registrar to rotate into the Psychology and Counselling Team of Rehabilitation, Aged and Community Services (RACS) based at the University of Canberra Hospital (UCH).

The team also provides consultation and in-servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters relating to neuropsychological assessment and intervention.

The overall functions of the Clinical Neuropsychology Registrar will:

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

Provide individual or group service delivery.

Perform normal professional work under general professional guidance.

May perform novel, complex, critical or difficult tasks with professional supervision.

The Clinical Neuropsychology Registrar position reports to the Team Manager of MHS Neuropsychology role.

Eligibility/Other Requirements:

Mandatory:

Masters/Doctoral degree in Clinical Neuropsychology

General registration with Psychology Board of Australia under Ahpra.

Be enrolled in or eligible to enrol in the Clinical Neuropsychology Registrar program for Area of Practice

Endorsement in Clinical Neuropsychology with the Psychology Board of Australia.

Desirable:

Previous experience working in a mental health setting.

Previous experience working in neuropsychology or a related field.

Current driver's licence.

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time and remuneration according to the enterprise agreement.

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:

Comply with CHS credentialing requirements for allied health.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU). Undergo a pre-employment National Police Check.

Note: This is a 2-year psychology (Neuropsychology) Registrar program

The starting salary for a HP1 Psychologist with a six-year degree (Masters level graduate) is at the HP1.5 increment. For identified psychology registrar positions, the HP1 Psychologist will advance to HP1.6 in the second year. This increment is identified in the Enterprise Agreement as a discipline-specific increment and has received approval from the Profession Lead for Psychology or the Principal Psychologist to allow a HP1 to advance to this increment.

Contact Officer: Lainie Hart (02) 5124 1269 Lainie.Hart@act.gov.au

Nursing

Coronary Care Unit

Coronary Care Unit Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22545, several)

Gazetted: 08 February 2021

Closing Date: 22 February 2021

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Overview of the Work Area and Position

The Coronary Care Unit (CCU) at CHS is a 20 bed unit, with 11 acute beds and four subacute beds and four Chest Pain Evaluation Unit (CPEU) beds. Patients are admitted from the ACT and South Eastern region of NSW. Diagnoses include ST Elevation Myocardial Infarction (STEMI) for primary intervention (24hour, seven days a week service); Acute Coronary Syndrome for angiography plus or minus intervention; arrhythmias, heart failure and elective procedures including cardiac implantable devices, cardioversion, and PCI. Patients are also transferred from other areas in the hospital for acute cardiac monitoring. In 2019, saw the commencement of the Electrophysiology (EP)

service in the ACT, enabling optimal and potentially curative treatment for patients with arrhythmias. The need for this service has been recognised for several years, there is a huge demand for the service with many patients waiting from around the country.

The CPEU offers the opportunity for senior CCU nurses to assess low risk patients with chest pain in the Emergency Department, review their ECGs and liaise with Cardiology Registrar re admitting these patients to the unit. The unit is managed 24/7 by the CCU nurse and Cardiology registrar in consultation with the Cardiologist on call. The patients are admitted and discharged within three - four hours with or without further cardiac investigation as directed by the Cardiology Consultant.

CCU works closely with the Cardiac Catheter lab, Cardiac Rehabilitation team and Cardiac Technicians, and has a cohesive and cooperative working relationship with our Cardiologists and Registrars. The Unit actively participates in research projects. CCU is committed to the training, education and support of its staff members as well as undergraduate and new graduate nurses. Weekly in-services are conducted on a range of topics including ECG interpretation, and team meetings are held monthly.

Eligibility/Other Requirements:

Mandatory:

Registered or be eligible for registration with AHPRA as a Registered Nurse. Minimum three years post Graduate experience

Desirable:

Experience in Coronary Care or acute care nursing is desirable

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

Contact Officer: Karen Simpson (02) 5124 2165 karen.simpson@act.gov.au

Women, Youth and Children

Women, Youth and Children Community Health Programs (WYCCHP)

Manager, Women's Health Service

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 26575)

Gazetted: 08 February 2021

Closing Date: 22 February 2021

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Overview of the work area and position

An exciting opportunity exists to participate in the leadership of a dynamic and innovative service in Canberra Health Services in a temporary job share arrangement.

The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services and supports access to timely and affordable care to women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use.

The WHS is part of the Women, Youth and Children Community Health Program (WYCCHP) leadership team and is based in the community at 1 Moore Street.

We are currently seeking suitable applicants for the WHS manager position in a temporary job share arrangement that supports a return from maternity leave. The successful applicant will demonstrate initiative in leading continuous, values-based leadership and motivation to promote a positive workplace culture actively and purposefully. They will be required to work closely with the current manager for two days per week to support the successful delivery of WHS services.

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.

Behavioural Capabilities

Initiative to seek out and lead continuous improvement and innovation.

Values-based leadership.

Motivation to actively and purposefully promote a positive workplace culture.

Eligibility/Other Requirements:

This position is a protected position and is open to women only as Canberra Health Services, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the service.

Relevant Tertiary qualifications (or equivalent) in a Health Profession.

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or if from a profession that is not AHPRA regulated, be eligible for membership of relevant professional association.

A minimum of three-five years' experience working professionally in women's health is preferred.

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 National Police Check.

Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals,

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

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

Note: This is a temporary part-time position of two days per week at 14.42 hours for 21 months and must be worked on Monday, Wednesday and Thursday. The full-time salary noted above will be paid pro-rata.

Contact Officer: Deborah Colliver (02) 5124 1616 deborah.colliver@act.gov.au

Clinical Services

Oral Health Service

Rehabilitation, Aged and Community Services

Operational Manager, Oral Health Service Laboratory

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 28863)

Gazetted: 08 February 2021

Closing Date: 17 February 2021

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Overview of the Work Area and Position

The Oral Health Service (OHS) provides Laboratory services from the Phillip Health Centre to eligible adults, children and youth. This position is responsible for the strategic and operational management of the OHS Dental Laboratory.

The successful applicant will play a key role in providing human resource and financial management for the OHS Dental Laboratory and will require a proven ability to lead and manage a diverse team within a manufacturing environment. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing environment.

Eligibility/Other Requirements:

Previous experience with human resources management and change management.

Desirable:

Proven leadership skills.

Highly developed people management skills, human resource and financial management.

Be a proactive, enthusiastic and strong communicator.

Strong organisational skills.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Michael Keen (02) 5124 1732 michael.keen@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Surgery

Administration Manager

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 39595)

Gazetted: 04 February 2021

Closing Date: 18 February 2021

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Overview of the Work Area and Position

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

The Administration Manager is responsible for managing the day to day operations of the administrative staff to achieve a high quality, consistent consumer focused administrative support within the Division of Surgery, as well as supporting the Operations Manager – Administration.

Under general direction you will play a key role in day-to-day human resource management of staff including assisting with mandatory training, approval of flex and leave and recruitment of staff.

Eligibility/Other Requirements:

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

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

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 National Police check.

Desirable:

Working towards or holds a certificate in management, customer service, medical terminology or another relevant field is desirable.

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

Contact Officer: Melanie Applebee (02) 5124 3207 melanie.applebee@act.gov.au

Rehabilitation, Aged and Community Services

University of Canberra Hospital

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 40401)

Gazetted: 05 February 2021

Closing Date: 4 March 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

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

The main priorities of the Clinical Development Nurse are to coordinate education and promote a learning culture within UCH. As part of the model of care for UCH, the clinical staff will have a more active role in the first response team. As the CDN you will be a part of the first response team when required and assist in ensuring the relevant staff have Intermediate Life Support skills and knowledge to effectively participate in this team. The successful applicant will have an understanding of the principles of rehabilitation nursing, however will be supported by the Clinical Nurse Educator and Multi-disciplinary team.

This role works collaboratively with and takes direction on education priorities from the Clinical Nurse Educator and the Clinical Nurse Consultant. The CDN role will support the Neurological, Older Persons, General and Slow Stream Rehabilitation ward. This position directly reports to the Clinical Nurse Educator.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Certificate IV in Training and Assessment (Cert IV is not required upon application; however successful completion is required upon 12 months of employment).

Current drivers licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Maria Harman (02) 5124 48774 Maria.Harman@act.gov.au

Immunoassay

Pathology

Senior Scientist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 30569)

Gazetted: 08 February 2021

Closing Date: 3 March 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

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

Immunology is a subsection of the Immunoassay Department of ACT Pathology and comprises the areas of Autoimmune Serology and Special Proteins. The staffing includes 2 Health Professionals Level 3 (HP3) and 4.0 FTE Health Professionals Level 2 (HP2).

Services provided include screening and characterisation of autoantibodies; allergy testing including total IgE, allergen specific IgE and tryptase; serum protein analysis including quantitation of immunoglobulins and complements, paraprotein and cryoglobulin investigation; and CSF oligoclonal bands detection. A wide range of methodologies including indirect immunofluorescence, ELISA, Chemilluminescence Immunoassay, electrophoresis, immunofixation and isoelectric focussing are utilised. Instrumentation includes the Abbott Architect ci16200, Bio-rad Evolis, Phadia 250, Helena SPIFE 3000, Werfen BioFlash, EuroBlot One, and Image Navigator System.

Under the direction of the Director of Immunopathology and the Chief Scientist of Immunoassay you will be responsible for the day-to-day supervision of the Special Proteins subsection, providing leadership in strategic planning and optimal operational management. The successful applicant will be required to rotate between the two subsections (Autoimmune Serology and Special Proteins).

This position a full-time temporary contract position. The successful applicant will be required to work nominal hours Monday to Friday. There will also be a requirement to participate in the out of hours roster and overtime as required.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Medical Laboratory Science, Diagnostic Pathology, Applied Science or similar.

Desirable:

Previous experience working in a Diagnostic Immunology and/or Special Proteins laboratory would be highly desirable.

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

Note: This is a temporary position available for 18 months with the possibility of extension. An employee in ACT Pathology who meets the criteria will be paid an allowance of \$9,225 - \$5,654.

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

Allied Health

Acute Allied Health Services

Nutrition Department

Dietitian

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 28281, several)

Gazetted: 05 February 2021

Closing Date: 19 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 Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit
Outpatients requiring specialist care from the ACT and regional NSW
Operation of centralised Special Diet Service
Operation of Infant Feeding Service
Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities
Food Service governance activities in partnership with the Canberra Hospital Food Service Department
Under supervision of the Senior Dietitian, you will provide clinical dietetic services across the Canberra Health Service and contribute to service improvement and quality improvement/quality assurance activities of the department.

Eligibility/Other Requirements:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

Hold a current driver's licence.

Other:

The successful applicant will need to be available for occasional weekend and after-hours work.

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 National Police Check.

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

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

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

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 role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

Contact Officer: Andrew Slattery (02) 5124 2544 andrew.slattery@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Occupational Therapist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 48189, expected vacancy)

Gazetted: 05 February 2021

Closing Date: 23 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 of 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.

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.

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 peoples home. These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the Work Area and Position

The Adult Acute Mental Health Services (AAMHS) provides care to all inpatient mental health beds at the Canberra Hospital. The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

At this level it is expected that you will provide quality interventions and achieve sound outcomes for people under routine supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Level HP1, Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to participate in quality initiatives to promote service delivery at a standard of best practice.

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of this position will come from the Discipline Principal Occupational Therapy (MHJHADS).

This is a full time position within Adult Mental Health Unit working Monday to Friday.

Eligibility/Other Requirements:

Mandatory:

Degree (or recognised equivalent) in Occupational Therapy and registered with the Occupational Therapy Board of Australia.

Eligible for professional membership of Occupational Therapy Australia.

Have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service
Current Passenger Vehicles Driver's Licence.

Desirable:

Experience of working within mental health in either an inpatient unit or community setting.

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 Canberra Health Services occupational screening requirements related to immunisation

Contact Officer: Roz Fitzgerald (02) 5124 5401 Roz.fitzgerald@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Allied Health

Community Care Occupational Therapy Manager

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 09797)

Gazetted: 08 February 2021

Closing Date: 24 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

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

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

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

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

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

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:

Mandatory:

Degree in Occupational Therapy

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

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

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

Contact Officer: Dominic Furphy 0419167722 dominic.furphy@act.gov.au

Rehabilitation and Specialty Mental Health Services

Adult Mental Health Rehabilitation Unit

Assistant Director of Nursing – Adult Mental Health Rehabilitation Unit

Registered Nurse Level 4.2 \$131,034, Canberra (PN: 03866)

Gazetted: 05 February 2021

Closing Date: 25 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.

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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 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:

Rehab and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

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

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The Adult Mental Health Day Service (AMHDS) will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

As Assistant Director of Nursing (ADON) you will provide senior leadership for the clinical and administrative operations of AMHRU and the maintenance of the therapeutic environment. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to people in AMHRU and their carers. The ADON also provides professional governance to the nursing staff contained within AMHDS.

In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team.

The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers/Health Service Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

Relevant Tertiary qualifications in nursing and a minimum of 5 years' experience working professionally as a Registered Nurse in a Mental Health Setting is preferred.

The successful applicant will need to be available for occasional after-hours work, with access to allocated days off.
Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Have a minimum of 12 months of leadership or management experience.
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:

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

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

Undergo a pre-employment National Police Check.

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

Candidates may be appointed based on written applications and referee reports only.

Contact Officer: Amaly Khalaf (02) 5124 1744 Ahmed.Khalaf@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Surgery

Booking Clerk - Pain Management Unit

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 27188)

Gazetted: 05 February 2021

Closing Date: 23 February 2021

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

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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 Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

These Units are supported by administration support officers.

Eligibility/Other Requirements:

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Shannon Dougan (02) 5124 7061 shannon.dougan@act.gov.au

Acute Allied Health Services

Nutrition Department

Clinical Educator Nutrition

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 21989)

Gazetted: 04 February 2021

Closing Date: 18 February 2021

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

Overview of the Work Area and Position

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities. Food Service governance activities in partnership with the Canberra Hospital Food Service Department

The role coordinates the clinical education program for student Dietitians and Nutrition Assistants as well as supporting new graduate Dietitians. The position links to both the senior Nutrition and Dietetics team and to the dedicated Clinical Educator team. You will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

Eligibility/Other Requirements:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia,

Hold the Accredited Practising Dietitian (APD) credential.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Hold a current Driver's Licence.

Desirable:

Relevant education/clinical education qualification or commitment to undertaking further qualification/s in education.

Other:

The successful applicant will need to be available for occasional weekend and after-hours work.

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:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police Check.

Note: This is a Part-Time position available at (18.375) hours per week and the above Full-Time salary will be pro-rata. This recruitment may be used to establish a merit list to fill any identical temporary positions which may be full time or part time which may arise in the next 12 months.

Contact Officer: Andrew Slattery (02) 5124 2544 andrew.slattery@act.gov.au

Rehabilitation, Aged and Community Services

Stromlo Ward, University of Canberra Hospital

Stromlo Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 40036)

Gazetted: 05 February 2021

Closing Date: 18 February 2021

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

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

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

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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

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

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 license.

Completed or working towards post graduate nursing studies in relevant field

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. This position is required to work on a 24 hour rotating roster.

Contact Officer: Christopher Harris (02) 5124 0029 Christopher.harris@act.gov.au

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

Canberra Institute of Technology

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

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

Education and Training Services

CIT Business and Leadership

CIT Management and Business

Administrative Assistant

Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 54646)

Gazetted: 05 February 2021

Closing Date: 12 February 2021

Details: Applicants are invited to fill an Administration Support Officer role in a dynamic team with the Canberra Institute of Technology (CIT) Business Department. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service to provide high level client service to both internal and external stakeholders to support and promote the CIT Business and Leadership College priorities.

Sound knowledge of the work practices, procedures, policies, and guidelines to support CIT in the administration of Profile, Australian Apprenticeships, and Contestable courses are highly desirable. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Notes: This is a temporary position available immediately for 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the Selection Criteria in the attached Position Description. Please also submit a curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Mills (02) 6207 3251 Sam.Mills@cit.edu.au

Education and Training Service

Health, Community and Science

Childrens Education and Care

Teacher Level 2 Senior Educator

Teacher Level 2 \$110,445, Canberra (PN: 34932)

Gazetted: 05 February 2021

Closing Date: 12 February 2021

Details: The CIT Children's Education and Care department is seeking an exceptional individual to fill the position of Teacher Level 2 in the department. The individual will have extensive experience and knowledge of contemporary VET training and assessment strategies and compliance requirements to support improvements at CIT.

The successful applicant will have the ability to provide leadership and guidance to support teachers and the department in relation to teaching and learning practices. An ability to work collaboratively, to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and 'best practice' developments in the VET sector is required. This position will include a teaching load across the programs delivered in the department.

Working at CIT: With an impressive 80 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best possible people at all levels. The benefits of working at CIT include:

- Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness Centre at Bruce campus, as well as a strong Employee Assistance Program

- Flexible work options
- Free parking

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

Eligibility/Other Requirements:

Mandatory Qualifications:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019-2021, sub-Clause 40.

A Teacher Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

A Bachelor of Education, Management or relevant higher level qualification, together with proven successful engagement with industry relevant to Early Childhood Education and Care or Education Support and Leadership / Management experience is desirable.

How to Apply: Applicants are asked to submit a written application of no more than four pages addressing the Selection Criteria, as well as a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Grieves (02) 6207 3345 Sarah.Grieves@cit.edu.au

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

CIT Education and Training Services

CIT Yurauna Centre

Indigenous Educator

Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 51218)

Gazetted: 05 February 2021

Closing Date: 8 March 2021

Details: Experience the Difference, Make the Difference at CIT Yurauna.

Are you qualified and experienced in your vocation? Are you interested in working with Aboriginal and Torres Strait Islander people? Are you ready to share your experiences to support our mob make their dreams a reality? We are looking for people that have strong work ethics, experienced working with youth and/or mature age Aboriginal and Torres Strait Islander people. Seeking potential people that are engaging, prepared, creative and a team player.

At CIT Yurauna amazing teachers make the difference for our people. Teachers shape lives. One teacher can change a person's world for the better. If you believe that you could fit this role please apply describing how and what you would bring to this role.

Eligibility/Other Requirements:

Mandatory qualifications to Work in CIT Yurauna:

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.

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.

Industry Experience:

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable:

Tertiary qualifications relevant to teaching Aboriginal programs and/or Language, Literacy and Numeracy.

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

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

where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Note: This is a temporary position available from March 2021 up until 29 December 2021.

How to Apply: Interested applicants address the Selection Criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives during this period. The relevant skills and details of the role can be found in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

CIT Education and Training Services

CIT Yurauna Centre

General Education Teacher

Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 19130)

Gazetted: 05 February 2021

Closing Date: 8 March 2021

Details: Experience the Difference, Make the Difference at CIT Yurauna.

Are you qualified and experienced in your vocation? Are you interested in working with Aboriginal and Torres Strait Islander people? Are you ready to share your experiences to support our mob make their dreams a reality? We are looking for people that have strong work ethics, experienced working with youth and/or mature age Aboriginal and Torres Strait Islander people. Seeking potential people that are engaging, prepared, creative and a team player.

At CIT Yurauna amazing teachers make the difference for our people. Teachers shape lives. One teacher can change a person's world for the better.

If you believe that you could fit this role please apply with a two page application describing how and what you would bring to this role.

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.

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.

The position will provide teaching and learning in either/and or Certificate III Community Services and Aboriginal and Torres Strait Islander Cultural Safety. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

It is desirable to have a Tertiary qualification relevant to teaching Aboriginal programs and/or Language, Literacy and Numeracy. This is a Full-time position available.

How to Apply: Interested applicants address the Selection Criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives during this period. The relevant skills and details of the role can be found in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

CIT Education and Training Services

CIT Yurauna Centre

Indigenous Education

Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 47152)

Gazetted: 05 February 2021

Closing Date: 8 March 2021

Details: Experience the Difference, Make the Difference at CIT Yurauna.

Are you qualified and experienced in your vocation? Are you interested in working with Aboriginal and Torres Strait Islander people? Are you ready to share your experiences to support our mob make their dreams a reality? We are looking for people that have strong work ethics, experienced working with youth and/or mature age Aboriginal and Torres Strait Islander people. Seeking potential people that are engaging, prepared, creative and a team player. At CIT Yurauna amazing teachers make the difference for our people. Teachers shape lives. One teacher can change a person's world for the better. If you believe that you could fit this role please apply describing how and what you would bring to this role.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Mandatory qualifications to Work in CIT Yurauna:

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.

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.

Current drivers licence.

Industry Experience:

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable

Tertiary qualifications relevant to teaching Aboriginal programs and/or Language, Literacy and Numeracy.

Note: This is a temporary position available from March 2021 up until 29 December 2021 with the possibility of permanency.

How to Apply: Interested applicants address the Selection Criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives during this period. The relevant skills and details of the role can be found in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

Education and Training Services

CIT Yurauna Centre

Office Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 47777)

Gazetted: 10 February 2021

Closing Date: 26 February 2021

Details: Are you qualified and experienced in managing an office? We are seeking applications from individuals that have strong work ethics, dependable, excellent organisational skills, great communication skills, confident, customer service orientated, ability to motivate others, diligent and a team player. This role requires someone that is persistent in their efforts to accomplish goals in a highly engaging customer focused environment – willing to go the extra mile and should be able to work without direction to accomplish outcomes.

The role supports the Director of Yurauna and as such needs to have excellent professionalism skills.

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.
- 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.
- Current Driver's Licence

Desirable:

- Certificate IV or Diploma Business Administration or equivalent

Note: This is a temporary position from 08/03/2021 to 29/12/2021 with the possibility extension and/or permanency. 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.

How to Apply: Interested applicants should address the selection criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives during this period. The relevant skills and details of the role can be found in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Branch Manager, Various Positions

Temporary Vacancy

Chief Minister, Treasury and Economic Development Directorate

Access Canberra

(Remuneration equivalent to Executive Level Band 1)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 5 February 2021

Please note that applications for the below EOI are open to existing non-SES staff in addition to SES staff.

The opportunity:

Wherever you are at in your Band 1 career, Access Canberra can help you take it further.

We have several expected short-term vacancies of a minimum of four weeks up to a maximum of six months.

Roles are being offered across customer service, corporate and regulatory compliance branches.

Successful applicants will be able to rapidly respond to change, communicate with influence to achieve outcomes and understand how to lead teams to achieve effective results. Some positions may also fulfil statutory office or regulatory functions. You will become a key member of the Access Canberra Executive team helping to drive organisational strategy and drive implementation of government priorities. Please review the Position Description for more details about this role and its duties/responsibilities.

Next steps:

- If you think you are the right person we are looking for, please send a 'pitch' of no more than two pages addressing the section criteria by outlining why you are interested in the opportunity and what skills and experiences you will bring to Executive Officer Rachael Short at rachael.short@act.gov by Friday 12 February 2021.
- Don't forget to include your resume, including the contact details of two referees.

Please note a merit list may be established to fill identical vacancies over the next 12 months.

Remuneration: Positions will attract a remuneration package ranging from \$207,171 - 260,803 depending on current superannuation arrangements of the successful applicants. This includes a cash component of \$156,010 - 195,520.

Commercial Services and Infrastructure Group

ACT Property Group

Quality, Risk, Compliance and Safety

Assistant Director, Workplace Health and Safety

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 10962)

Gazetted: 08 February 2021

Closing Date: 24 February 2021

Details: Are you a work health and safety specialist? Would you relish the opportunity to utilise these skills at ACT Property Group, which provides expert property management and maintenance services to the ACT Government? The person in this role is our expert in work health and safety, providing guidance, advice, training and support for managers and staff on how to work safely and assess whether others are working in a safe manner. Ensuring that staff and contractors work in a safe manner and comply with work health and safety requirements is a high priority for ACT Property Group.

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. 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:

Qualifications in Work Health and Safety (minimum Certificate IV) are highly desirable

A current driver's licence (car)

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: Mark DaSilva (02) 6207 2832 Mark.DaSilva@act.gov.au

Shared Services ICT

Customer Engagement Services

CIT ICT

Senior Applications Administrator

Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 19249)

Gazetted: 08 February 2021

Closing Date: 22 February 2021

Details: The Shared Services ICT- Canberra Institute of Technology (CIT) ICT team administer the business systems servicing the administrative and operational needs of the CIT. In this role, you will provide second-level and third-level support for the institute's online learning platform, presently comprised of the Moodle learning environment, open EQUELLA digital repository and Adobe Connect applications.

You will maintain the configuration, customisation, and occasionally develop enhancements for these applications, as well as respond to technical incidents as they arise.

You will work collaboratively with the CIT eLearn Support team to deliver exemplary customer service.

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

Eligibility/Other Requirements: You should be highly experienced with contemporary web development languages, the PHP server-side scripting language, SQL, and Linux-based server hosting environments. You should also be proficient in software configuration management using version control tools such as Git or Microsoft Team Foundation Server. You will also lead a small team of experienced professionals providing first and second level technical support for the aforementioned systems.

Note: This is a temporary position available from 24 March 2021 up until 25 January 2023 with the possibility of permanency.

How to Apply: Interested eligible candidates should review the attached Position Description and provide a curriculum vitae of no more than three pages, supported by a two page written application or "pitch" to support their application. This should contain evidence of their suitability for the role by including examples that clearly demonstrate relevant Skills, Knowledge and Behavioural Capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Lucas (02) 6207 3811 wayne.lucas@act.gov.au

Economic Development Directorate

Sport and Recreation

ACT Academy of Sport

ACTAS Physiotherapist

Professional Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 50163)

Gazetted: 04 February 2021

Closing Date: 11 February 2021

Details: Sport and Recreation is seeking a suitably qualified and experienced person to join our ACT Academy of Sport (ACTAS) team as the ACTAS Physiotherapist. Under direction from the ACTAS Assistant Director Performance Services and the AIS Physical Therapies Lead, the ACTAS Physiotherapist will lead provision of high quality Physiotherapy services to achieve section and business outcomes. Including: Provide high quality physiotherapy services to ACT and National high performance athletes and coaches, which contribute to the achievement of ACTAS performance targets. Provide comprehensive care for elite athletes, inclusive of injury prevention, assessment, treatment, and follow up. Work as an effective and collaborative member of the Performance Services team. Conduct and complete an applied learning or research project and present findings to relevant stakeholders. Actively undertake formal and informal learning relevant to the high performance environment at both ACTAS and the AIS. Document and manage all physiotherapy information and interactions as per medico-legal requirements while upholding athletes confidentiality at all times. Liaise and communicate with coaches, athletes, parents, performance service staff, sports medicine network providers, National and State Sporting Organisations, contractors, and other persons providing services to ACTAS to ensure a multidisciplinary approach to the development of ACTAS athletes and coaches. Ensure best practice models are in place and provide ongoing support and education to athletes, coaches, staff and key stakeholders on physiotherapy policy and procedures. Communicate regularly with ACTAS Head Coaches, AIS/SIS/SAS counterparts and relevant NSO personnel to ensure ACTAS athletes are supported and serviced consistent with National goals and/or protocols. Contribute to

the ongoing development of an athlete database (Athlete Management System) to ensure a single platform of athlete data collection and management. Liaise with Managers and maintain effective working relationships across the Branch and represent the Academy at various forums as required.

The ACTAS Physiotherapist may operate within the AIS Physical Therapy Centre (TBC). 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:

Tertiary Qualifications in Undergraduate Physiotherapy (essential), complete or in-progress Master of Sports Physiotherapy (desirable)

Professional registration with Australian Health Practitioner Registration Agency (AHPRA)

Professional Indemnity Insurance

Current CPR and First Aid Certificate

Level 2 ASADA Certificate

Currently hold a Working with Vulnerable People Check. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Please submit a curriculum vitae and a response to the Selection Criteria in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gavin Thornley (02) 6207 4391 Gavin.Thornley@act.gov.au

Property and Venues

National Arboretum Canberra and Stromlo Forest Park

National Arboretum

Horticulture Supervisor

General Service Officer Level 9 \$75,985 - \$85,873, Canberra (PN: 30924)

Gazetted: 04 February 2021

Closing Date: 25 February 2021

Details: The National Arboretum Canberra is seeking an experienced and highly motivated horticulturist to fill a supervisor role within its dynamic Horticulture team, based at the Arboretum. The Horticulture Team will operate in two streams, Forests and Gardens – the Gardens team requires a Horticulture Supervisor.

The successful candidate will report directly to the Arboretum's Senior Horticulturist, and will be responsible for directly supervising, training, coordinating and overseeing horticultural field officers, apprentices, volunteers and other stakeholder groups working within the Arboretum on horticultural projects.

With limited supervision, the successful candidate will be required to conduct regular inspections of their relevant areas, including gardens and turf areas; develop comprehensive weekly work programs and contribute to the development of seasonal work programs; and maintain accurate records for planned and reactive works.

Good communication skills and digital aptitude are important in this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout the ACT Government, whilst maintaining a high degree of professionalism.

The candidate will also need to adhere to and promote the principles of Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

If you are an experienced and passionate horticulturalist, who takes pride in your work and your ability to unite and motivate your team members, we want to hear from you.

Eligibility/Other Requirements:

Essential:

Relevant tertiary qualifications in Horticulture/Arboriculture

ChemCert accreditation

Current driver's Licence.

Desirable:

MR truck licence

Plant operator's licences

Side by side ATV licence

Irrigation and water management experience
WHS/Construction industry White Card.

Other Requirements:

First aid certificate or willingness to obtain
This position requires a pre-employment medical

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

This position involves direct supervision of staff.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Howard 0435 160 215 tim.howard@act.gov.au

Access Canberra

Customer Coordination

Applications and Approvals

Customer Service Officer

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 03189, several)

Gazetted: 10 February 2021

Closing Date: 17 February 2021

Details: The Applications and Approvals Team within Access Canberra is seeking expressions of interest for our Customer Service Officer positions. The successful applicant/s will provide high quality customer service to clients and members of the public in relation to planning, development, building and related regulatory and operational activities. This can include answering calls via the Customer Service Contact Centre and working on a public counter, assisting in the resolution of issues that arise in the lodgement of development and building applications, construction occupations licensing applications and other associated processes. Other duties include scanning and/or uploading documents and plans into the electronic filing system, maintaining paper and electronic records, preparation of routine less complex correspondence and receiving public money.

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: Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does not involve direct supervision of personnel.

Note: These are temporary position's available for a period of up to six months. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge, and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, curriculum vitae, and the contact details of at least two referees. The written application should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be sent to the Contact Officer.

Contact Officer: Cassandra Phillips (02) 6207 6379 Cassandra.Phillips@act.gov.au

Economic Development

Skills Canberra

VET Program Administration

Assistant Director, VET Compliance and Performance

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 27806)

Gazetted: 10 February 2021

Closing Date: 24 February 2021

Details: Skills Canberra is seeking a dedicated individual to lead a small team to ensure the effective administration of compliance activities of ACT registered training organisations (RTOs) and group training organisations (GTOs). The Assistant Director, VET Compliance and Performance will lead the team to deliver a high standard of stakeholder-focused service, including Skills Canberra's audit program for GTOs and RTOs, administration of funding agreements and maintenance of the *ACT Quality Framework*.

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

Notes: This is a temporary position available immediately for up to 12 months with the possibility of extension. This position will be working under 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 response (maximum three pages) addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities. Please also submit a current version of your curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Turner (02) 6205 7047 Skye.Turner@act.gov.au

Procurement ACT

Goods and Services Procurement Branch

Sourcing, Advice and Supply Section

Director – Procurement Specialist

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 11707)

Gazetted: 10 February 2021

Closing Date: 24 February 2021

Details: The Sourcing, Advice and Supply team (SAS) actively works with Directorate clients to manage procurements in relation to a wide range of goods and services. The SAS team is principally involved in delivering procurements outside of Whole-of-Government arrangements. The SAS team provides high quality analysis, support and advice on procurement strategy and process to the Directorates across the ACT Government. The team manages complex procurement projects and supports the tendering and evaluation process as well as providing support and guidance to Directorate business areas on procurement and contract issues. The SAS team does not actively undertake contract management.

We are seeking a seasoned procurement professional with a strong customer centric approach to their practice. You will be familiar with procurement processes and enjoy working in partnership with others to deliver procurement processes from documentation development through to contract execution. The successful candidate will have a high degree of emotional intelligence, being able to adjust your communication style for different audiences, engendering trust in your leadership with both clients and team members.

In addition to procurement project skills, we are looking to develop Branch skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Dom Kraljevic (02) 6207 4415 dom.kraljevic@act.gov.au

Access Canberra

Customer Coordination

Land Titles

Client Service Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 18050, several expected)

Gazetted: 10 February 2021

Closing Date: 24 February 2021

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. The Land Titles Office is responsible for registration of all land related transactions pertaining to the purchase and sale of land and properties in the ACT and for maintaining the land titles register. 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: We are seeking enthusiastic and motivated individuals with a positive can-do attitude to join our team. Ideal candidates will have all the attributes to provide high quality customer service and have sound administrative skills to undertake responsibilities of data entry, records management, and registrations where delegated.

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

How to Apply: Please provide a response no more than two pages to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Quinn (02) 6207 0464 sean.quinn@act.gov.au

Access Canberra

Customer Coordination

Land Titles

Team Leader/Compliance Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 36324, several expected vacancies)

Gazetted: 10 February 2021

Closing Date: 24 February 2021

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. The Land Titles Office is responsible for registration of all land related transactions pertaining to the purchase and sale of land and properties in the ACT and for maintaining the land titles register. We are seeking enthusiastic and motivated individuals with a positive can-do attitude to join our 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: Ideal candidates will have all the attributes to provide high quality customer service and have sound administrative skills to undertake responsibilities of data entry, records management, and registrations where delegated.

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

How to Apply: Please provide a response no more than two pages to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Quinn (02) 6207 0464 sean.quinn@act.gov.au

Commercial Services and Infrastructure

ACT Insurance Authority

Manager, Claim Services

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 37989)

Gazetted: 10 February 2021

Closing Date: 24 February 2021

Details: Do you have excellent organisational skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy leading a lively, busy team, whilst also savouring the opportunities to work autonomously? Then this may well be the perfect job for you! The ACT Insurance Authority Claims Management Team is looking for a motivated individual to join their team!

As the Manager Claims Services you will lead strategic and operational aspects of the delivery of claim management services to achieve broader organisational objectives and oversee various types of claims made against the Territory, the Office of Nominal Defendant (ACT) and the Default Insurance Fund. You will liaise with solicitors, ACT Government Directorates, insurance assessors and drive the implementation of process improvement and change management initiatives through recruiting, mentoring, coaching and developing the abilities of claims team staff. You will undertake analysis of and maintain the accuracy and integrity of the data contained within the claims management system.

Eligibility/Other Requirements: Whilst not mandatory, leadership and management experience with a record of achievement in a similar role is highly desirable.

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

How to Apply: If you are interested in the role, please submit a maximum of two pages addressing the Selection Criteria, along with your curriculum vitae including referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Osborne (02) 6205 2774 peter.osborne@act.gov.au

Communications and Engagement

WHOG Content

Senior Director, Digital Transformation

Senior Officer Grade A \$151,002, Canberra (PN: 35241)

Gazetted: 09 February 2021

Closing Date: 16 February 2021

Details: This position will lead a Whole of Government (WHOG) communications and engagement project team designed to enhance the ACT Government's websites, both from a user experience perspective and the capability required to drive these improvements.

You will identify both technical and practical solutions to develop a consistent, yet flexible framework for government websites and work closely with directorates and agencies to develop and apply standards and protocols for their development and ongoing maintenance.

Websites, like all ACT Government communications and engagement activities require strong collaboration within and across teams to ensure the right information is provided to the right audience, at the right time, by bringing an audience-first lens to the work, informed by research, insights and evaluation.

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

working in a fast-paced environment, while being flexible and open to

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

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

Eligibility/Other Requirements:

Relevant tertiary education qualifications such as in Digital Design, Communications, Journalism, Media Studies and/or Public Relations is desirable.

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

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

Your curriculum vitae

Names and contact details of two professional referees

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

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

Contact Officer: Jody Gleeson (02) 6205 1876 Jody.Gleeson@act.gov.au

Communications and Engagement

Whole of Government Communications and Engagement

WHOG Content

Assistant Director, Content

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38852)

Gazetted: 09 February 2021

Closing Date: 18 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 new position supports the delivery of content for various Whole of Government communication channels including the Our Canberra website, e-newsletter and print publication, as well as the ACT Government's social media channels.

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

Eligibility/Other Requirements:

Relevant tertiary education qualifications such as in Communications, Journalism, Media Studies and/or Public Relations is desirable. The successful applicant for the role will have a track record in developing and distributing creative content that engages target audiences. Collaborating within and across teams to develop and distribute high quality content, this role will ensure the right information is provided to the right audience, at the right time. You will also need to liaise and negotiate effectively with a range of stakeholders to meet multiple deadlines amid competing priorities.

Notes: this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Staff are currently working from home, as well as from the office, due to the COVID-19 restrictions. Please discuss any concerns you may have with the Contact Officer. 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. These vacancies may vary in length up to 12 months, and may have the possibility of extension or permanency.

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 via the Apply Now button below

Contact Officer: Naomi Fallon (02) 6205 7334 Naomi.Fallon@act.gov.au

Policy and Cabinet Division

Office of the Coordinator General for Climate Action

Climate Action

Director, Office of the Coordinator General for Climate Action

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50430)

Gazetted: 09 February 2021

Closing Date: 23 February 2021

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Policy and Cabinet Division is seeking a Director to support the Coordinator-General for Climate Action and other senior officials to:

The occupant of this position will work across government to ensure provision of high-quality policy advice and analysis on complex strategic climate change policy issues.

The occupant will represent the Division on cross directorate working groups.

The occupant will monitor and evaluate the progress of Directorates in implementing government priorities under the Climate Action portfolio.

The occupant will develop and supervise the implementation of policies or project work.

The occupant will prepare and coordinates complex briefings and correspondence on Cabinet and ministerial business.

The occupant may undertake other duties as required.

This position may involve direct supervision of staff.

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

Eligibility/Other Requirements:

Professional/Technical Skills and Knowledge

Tertiary qualifications in a relevant discipline (desirable), with post-graduate qualifications preferred.

Demonstrated experience in supporting the development and/or implementation of new policies and programs relating to climate change and sustainability.

Excellent oral and written communication skills including experience in negotiating and liaising with internal and external stakeholders and preparing project plans, reports, legislation, communication, briefings and correspondence.

Attention to detail and an ability to plan, organise and prioritise work, including experience in working effectively with limited supervision and in meeting tight deadlines.

Notes: A merit list will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Work from home: 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.

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

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

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

Applicants must submit the following: A Selection Criteria response no longer than three pages long 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: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

Policy and Cabinet Division

Office of the Coordinator General for Climate Action

Climate Action

**Senior Director, Office of the Coordinator General for Climate Action
Senior Officer Grade A \$151,002, Canberra (PN: 50424)**

Gazetted: 09 February 2021

Closing Date: 23 February 2021

Details: Chief Minister, Treasury and Economic Development (CMTEDD) Policy and Cabinet Division is seeking a Senior Director to under limited direction support the Coordinator-General for Climate Action and other senior officials to:

The occupant of this position will work across government to ensure provision of high-quality policy advice and analysis on complex strategic climate change policy issues.

The occupant will represent the Division on cross directorate working groups.

The occupant will monitor and evaluate the progress of Directorates in implementing government priorities under the Climate Action portfolio.

The occupant will develop and supervise the implementation of policies or project work.

The occupant will prepare and coordinate complex briefings and correspondence on Cabinet and ministerial business.

The occupant will undertake other duties as required.

The Senior Director will also be responsible for managing and developing staff, including their professional development.

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

Eligibility/Other Requirements:

Compliance Requirements/Qualifications

Tertiary qualifications in a relevant discipline (desirable), with post-graduate qualifications preferred.

This is a Position of Trust Level 1 (PoT 1). You are required to gain and maintain an ACT Government CMTEDD Baseline clearance. If screening is not successful, your employment will not commence or, if already commenced, your employment will be reassessed.

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

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

Applicants must submit the following: A Selection Criteria response no longer than three pages long 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: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

Access Canberra

Customer Coordination

Land Titles

Client Service Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 38570, several expected vacancies)

Gazetted: 09 February 2021

Closing Date: 23 February 2021

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. The Land Titles Office is responsible for registration of all land related transactions pertaining to the purchase and sale of land and properties in the ACT and for maintaining the land titles register. We are seeking enthusiastic and motivated individuals with a positive can-do attitude to join our team. Ideal candidates will have all the attributes

to provide high quality customer service and have sound administrative skills to undertake responsibilities of data entry, records management, and registrations where delegated.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Quinn (02) 6207 0464 Sean.Quinn@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

Executive Branch Manager, Office for Disability

Temporary Vacancy (1 March 2021 to 9 April 2021, with the possibility of extension)

Community Services Directorate

Inclusion and Participation

Position: E787

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 5 February 2021

An exciting short-term opportunity exists to lead the functions of The Office for Disability in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours.

The Office for Disability takes the lead on progressing the ACT Government Disability Commitment to the implementation of the National Disability Strategy. The Office actively connects with the community via groups such as the ACT Inclusion Council and Disability Reference Group and also engages and supports people with disability via events such as the Connect and Participate Expo, International Day of People with Disability and the Chief Minister's Inclusion Awards. The Office for Disability includes National Disability Insurance Scheme responsibilities, engagement with the Commonwealth, support to peak bodies and delivery of community access grants and I Day Grants.

Reporting to the Executive Group Manager, Inclusion and Participation, the Executive Branch Manager, Office for Disability is responsible for providing the leadership necessary to implement the ACT Government's priorities and manage risks to the Territory associated with implementation of the NDIS in the ACT. The position will be responsible for developing and implementing whole of government and community strategies to:

- develop a robust local market;
- develop workforce capacity and capability;
- Support people with disability; and
- Ensure whole of government engagement.

The successful candidate will have a proven record, as well as demonstrable skills, in change management, service delivery reform, non-government sector development, financial acumen and effective leadership.

To apply: To apply, please submit a two-page pitch addressing the selection criteria, your curriculum vitae and contact details of at least two referees to Ellen Dunne via email, ellen.dunne@act.gov.au by COB 12 February 2021.

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

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

Contact Officer: Ellen Dunne (02) 6207 0147 ellen.dunne@act.gov.au

Executive Branch Manager, Policy and Service Design

Temporary Vacancy

ASAP – 12 March 2021

Community Services Directorate

Strategic Policy

Position: E852

(Remuneration equivalent to Executive level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 10 February 2021

The Community Services Directorate are seeking a highly skilled individual to temporarily fill the role of Executive Branch Manager, Policy and Service Design, within the Division of Strategic Policy.

Reporting to the Executive Group Manager, Strategic Policy, the Executive Branch Manager, Policy and Service Design will coordinate whole of Directorate and strategic policy projects and have oversight of inter-governmental strategic policy matters.

In this role, you will lead policy design, development, implementation and evaluation across the Community Services Directorate and contribute significantly to whole of Government and intergovernmental initiatives. In addition, you will work in partnership with key stakeholders across the ACT including relationship management with clients, community sector organisations and working with oversight authorities in order to achieve system reform and design work.

To be successful in this role, you will have extensive experience in policy development and service design. You will be able to navigate complex stakeholder relationships across government, community groups and peak bodies. You will also be a strong leader with a strong values base who possesses significant intellectual capability with respect to analysis and strategic policy development.

To apply: Please submit a two page expression of interest detailing your skills and experience along with your curriculum vitae and the contact details of at least two referees to Jacinta Evans jacinta.evans@act.gov.au by COB Monday 15 February 2021.

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

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

Contact Officer: Jacinta Evans

Housing ACT

Policy and Business Transformation

Quality Management and Risk

Quality and Risk Manager

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 17247)

Gazetted: 08 February 2021

Closing Date: 22 February 2021

Details: Housing ACT is looking for a dynamic, experienced and skilled officer capable of the leadership and management of the Quality Management and Risk Team including leading audit and review projects in relation to Housing ACT and the Total Facilities Management (TFM) contract, the reporting of TFM performance to achieve continuous improvement outcomes, and the management and administration of the Housing ACT Information Management System. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The preferred candidate will have Qualifications and experience in Project Management and Auditing, as well as experience and/or understanding of service provision in the Social Housing context.

Note: This is a temporary position available from 31 March 2021 for a period of 12 months with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Satnam Singh (02) 6207 6957 satnam.singh@act.gov.au

Director of Public Prosecutions

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

Legal

Prosecutor Associate List Team

Prosecutor Associate \$73,248 - \$75,492, Canberra (PN: 40553, several)

Gazetted: 09 February 2021

Closing Date: 23 February 2021

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

We are seeking applicants to join our List team who are either admitted as a Legal Practitioner or will meet the criteria prior to appointment. As a part of the list team you will assist in the preparation of the Magistrates Courts lists, appear in mentions and sentence lists and prepare basic advices. To be successful in this role you will have demonstrated high level organisational skills and the ability to manage a busy workload.

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

Eligibility/Other Requirements: Admitted as a Legal Practitioner or meet the criteria prior to commencement. The successful applicant will be required to undergo a National Police check.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria, they should be no more than half a page per criteria.

Applications should be submitted via the Apply Now button below.

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

Legal

Prosecutor Grade 1-2

Prosecutor Grade 1 - 2 \$79,547 - \$124,348, Canberra (PN: 16346, several)

Gazetted: 09 February 2021

Closing Date: 23 February 2021

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

The Grade 1-2 prosecutor role is a broadband position, where the duties of such can include prosecuting summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; appear in coronial inquests, prepare advices of a routine nature, appear in Supreme Court bails, sentences and simple appeals from the Magistrates Court. However, the primary duty of a prosecutor Grade 1-2 will be the conducting summary hearings. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Note: We are seeking entry level Prosecutors.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria, they should be no more than half a page per criteria. ***Applications should be submitted via the Apply Now button below.***

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

Legal

Prosecutor Associate

Prosecutor Associate \$73,248 - \$75,492, Canberra (PN: 45254, several)

Gazetted: 09 February 2021

Closing Date: 23 February 2021

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

We are seeking applicants to join one of our teams, either in Crown Chambers, a specialist unit (Family Violence/Sex unit) or a projects team working to the Executive. We seek applicants who have completed or are in the final year of a Bachelor of Laws. Applicants must be willing to rotate between teams. Depending on what team you attach to, the role will see you either act as instructors to counsel in the Supreme Court, assist in the preparation of trials and general litigation, prepare basic advice and engage in file management, prepare legal resources for the office and engage in other administrative duties as directed. The successful applicants need to demonstrate a high level of organisation, analysis and communication skills.

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

Eligibility/Other Requirements: Either have completed or be in the final year of a Bachelor of Laws or meet the criteria prior to appointment. The successful applicant will be required to undergo a National Police Check.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria, they should be no more than half a page per criteria.

Applications should be submitted via the Apply Now button below.

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

Education

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

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

Business Services

People and Performance

Organisational Development

Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 49348)

Gazetted: 08 February 2021

Closing Date: 22 February 2021

Details: The Director of Organisational Development is part of the People and Performance leadership team, responsible for the Organisational Development team within the People and Performance Branch. The Branch is responsible for providing business focussed HR advice and support to school leaders and senior management as well as building capacity within the team that enables a partnership with the Directorate's leadership team to deliver a proactive and collaborative approach to HR.

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

Eligibility/Other Requirements:

Desirable:

- Relevant tertiary qualifications would be an advantage; or
- Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/ Practising Certificate.

How to Apply: Please submit a supporting statement of no more than two pages addressing the Selection criteria outlined in the attached Position Description. Contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Ruediger (02) 6207 6807 Jessica.Ruediger@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.

Belconnen High School

Principal - Belconnen High School

School Leader A 2 \$181,309, Canberra (PN: 31659)

Gazetted: 10 February 2021

Closing Date: 24 February 2021

Details: Reporting to the Director School Improvement, Belconnen the principal will lead a consistent approach to learning and teaching across the school. As the leader of the school's executive team, the principal will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership team and staff.

The appointed principal will work to build the capability of all teachers through the development of a culture of continuous professional improvement that includes classroom-based learning, Professional Learning Communities, and mentoring and coaching arrangements across the school in line with ACT Education Directorate Future of Education strategy. With students at the centre, strategic priorities include improved numeracy and writing growth, and to create and embed the Australian Curriculum and Pedagogical framework across the school. With a strong focus on equity and inclusion, the Principal will lead a consistent approach to learning across the school. The principal of Belconnen High School will continue to lead the school's improvement agenda for the school, grounded in evidence from research and practice and expressed in terms of improvements in measurable student outcomes. The school continues its journey to embed evidence-based teaching practices to address the learning needs of individual students, including high achieving students.

The school's Annual Action Plans, Annual School Board Reports, School Review Reports and current School Improvement Plan are available on the school website and may provide further information.

Eligibility/Other Requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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: The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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

Statement of claims:

The statement of claims is integral to the application and should be based on the position information and the School Leader Capability Framework. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum vitae

Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience, and workplace achievements. It should be formatted to make it easy to read.

Referees:

In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kris Willis (02) 6205 3313 Kris.Willis@act.gov.au

Office for Schools

Tuggeranong Network

Namadgi School

School Administrative Assistant - Enrolments

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 24885)

Gazetted: 09 February 2021

Closing Date: 23 February 2021

Details: Namadgi School is seeking an energetic, organised and self-motivated officer to undertake the duties of School Administrative Assistant – Enrolments. Under the direction of the Finance Manager the successful applicant will manage student enrolment processes including absences, student files, updating student records and associated paperwork across Namadgi's P-10 site. The successful applicant will have strong customer service and a proactive approach. It would also be beneficial for the applicant to be proficient in the use of variety of computer applications, databases and spreadsheets including Sentral with the ability to advise on and implement effective office work practices.

The successful applicant will also coordinate the preparation of school newsletters.

Applicants are strongly encouraged to contact the Principal for further information regarding this position.

The position requires a high understanding of administrative and student processes, computer systems and an understanding of the school environment or the ability to adapt accordingly.

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 include a current curriculum vitae, response to the Selection Criteria and a minimum of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gareth Richards (02) 6142 0902 Gareth.Richards@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

Environment

Conservation Planning and Policy

Biosecurity and Agriculture

Director Biosecurity and Agriculture

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 49246)

Gazetted: 08 February 2021

Closing Date: 22 February 2021

Details: We are looking for a committed, enthusiastic person to lead and manage the Biosecurity and Agriculture 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 biosecurity and agriculture policies and planning.

The Director will, under broad direction:

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 biosecurity, agriculture and related matters whether on request, in consultation with relevant areas, or on initiative. This includes advice to the senior executive, the Minister, and various forums relating to pest and disease management.

Develop and review policies, strategies, plans, legislative instruments and supporting documentation including through high-level analysis and research on best practice approaches.

Prepare and coordinate briefs, submissions, correspondence, reports, speeches, presentations, media and other outputs as required while effectively understanding, anticipating and managing competing priorities.

Undertake high-level and effective communication, negotiation, representation and liaison with Commonwealth, state and territory governments, relevant agencies and authorities, consultants, community groups and other stakeholders including through national, regional and agency committees and working groups.

Independently monitor, anticipate and facilitate the requirements of 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*.

Eligibility/Other Requirements:

A Tertiary qualification in biological, agricultural, natural resource and/or environmental science/policy, or related discipline is highly desirable.

A sound knowledge of biosecurity and agriculture issues and policy matters will be viewed as highly desirable.

Extensive management experience will be viewed as highly desirable.

Experience in plant and/or animal health and the national biosecurity system would be an advantage.

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

Environment

Parks and Conservation

Parks and Catchments

Program Manager - Bushfire Recovery

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38135)

Gazetted: 05 February 2021

Closing Date: 5 February 2021

Details: The January 2020 bushfires and subsequent floods impacted most of Namadgi National Park and parts of Tidbinbilla Nature Reserve. The ACT Parks and Conservation Service is looking for a person with experience in secretariat roles, and project or program management and an understanding of national parks and the natural environment. The successful applicant will be responsible for overseeing the implementation of the ACT's Bushfire and Flood Recovery Plan and recommendations from the Rapid Risk Assessment - Team Report. The successful applicant will coordinate and manage a suite of projects designed to replace and improve that Parks infrastructure, address environmental issues and work with the Ngannawal community to implement on-country programs and remedial works. The position will liaise with key stakeholders including the Minister responsible for Bushfire Recovery and the Program Control Group and report directly to the Director, Namadgi National Park, Tidbinbilla Nature Reserve, Murrumbidgee River Corridor and Bushfire Recovery.

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

Notes: This is a temporary position available from April 2021 until December 2023 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. Current and former ADF members are encouraged to apply.

How to Apply: Applicants are required to submit a curriculum vitae and two page submission that addresses the specific selection criteria outlined in the Job Description and includes information, including examples, about your knowledge and experience as it relates to program or project management in the context of the natural environment, national parks and bushfire recovery.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Cotsell 0448228489 Peter.Cotsell@act.gov.au

Sustainability and the Built Environment

Urban Renewal

Asbestos Response Taskforce

Project Manager, Demolition and Complex Properties

Infrastructure Officer 3 \$110,651 - \$121,464, Canberra (PN: 48292)

Gazetted: 10 February 2021

Closing Date: 24 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 Asbestos Response Taskforce within the Environment, Planning and Sustainable Development Directorate is seeking interest from suitably qualified applicants for the temporary vacancy of Project Manager. The position will report to the Director, Demolition and Complex Properties. It is expected that under general direction and in accordance with policy, procedure and legislation, the occupant will manage the Taskforce's demolition and rebuild programs and contribute, as part of the Leadership Team, to the successful operations of the Taskforce. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

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

hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience.

candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Desirable:

a degree or diploma in a relevant technical field (Environmental Science, Engineering, Architecture, Project Management or Construction Management);

experience in the delivery of projects using ACT Government contract forms.

Note: This is a temporary position available from 15 March 2021 up until 30 June 2022. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide their curriculum vitae, including the name and contact details for two referees, along with a written statement of claims of no longer than two A4 pages in total. Applicants should show evidence of their Skills, Knowledge and Experience with consideration for the Duty Statement and Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Judy Xiao (02) 6207 7651 judy.xiao@act.gov.au

Environment

ACT Parks and Conservation Service

Environmental Offsets

Grassland Ecologist

Professional Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 50552)

Gazetted: 09 February 2021

Closing Date: 25 February 2021

Details: This is a new temporary position within the Environmental Offsets team, who are seeking a committed and experienced Ecologist to coordinate the 'Protecting the Grassland Earless Dragon Program' that has been funded until 30 June 2023 with the possibility for extension. This position will require a candidate with a high level of scientific expertise and knowledge of Grassland Earless Dragon Conservation and demonstrated experience in the coordination of Threatened Species Programs, and the land management of grassy ecosystems in the ACT region.

Eligibility/Other Requirements:

Highly desirable

A current manual driver's license

A minimum of Bachelor-level university degree in a field of Environmental Management or Biological Science (a post-graduate qualification is desirable).

Willingness to work independently in remote locations, outside normal hours, and in difficult weather conditions.

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 immediately until 30 June 2023 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophia Callander 0434896746 Sophia.Callander@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

Deputy Parliamentary Counsel

Temporary Vacancy (22 February 2021 to 19 March 2021)

Justice and Community Safety Directorate

Parliamentary Counsel

Position: E126

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 10 February 2021

Expressions of interest are sought for the position Deputy Parliamentary Counsel commencing 22 February 2021 to 19 March 2021. The Parliamentary Counsel's Office (PCO) provides legislative drafting and publishing services for the ACT. The PCO also maintains the ACT Legislation Register (www.legislation.gov.au) where ACT legislation and legislative material are notified and published.

The primary responsibilities of the Deputy Parliamentary Counsel are to:

- lead and manage a group of legislative counsel;
- develop, plan and coordinate legislative drafting services for client directorates and individual legislative Assembly members; and
- assist the Parliamentary Counsel to develop, plan and coordinate legislative publishing services (particularly through the ACT legislation register) to ensure good access to ACT legislation and legislative material.

To apply: Applicants are requested to submit an EOI of no more than 2 pages providing details of their relevant experience and skills, with consideration of the executive capabilities, relating to the responsibilities outlined above, a copy of current curriculum vitae and the name and contact details for two referees to Mary Toohey via email, mary.toohey@act.gov.au by COB Monday 15 February 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.
Contact Officer: Mary Toohey (02) 6205 3490 mary.toohey@act.gov.au

Deputy Director-General, Transport Canberra

Temporary Vacancy (1 March 2021 to 30 June 2021, with the possibility of extension)

Transport Canberra and City Services

Transport Canberra and Business Services

Position: E867

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 11 February 2021

Transport Canberra and City Services are seeking an experienced leader to fill the position of Deputy Director-General Transport Canberra, commencing 01/03/2021 – 30/06/2021 with possibility of extension, this order of merit will be used for the following twelve months to fill any vacancy in this role during this time.

Reporting to the Director-General and working collaboratively with the Executive team, the Deputy Director-General is accountable for Transport Operation and Territory and Business Services which includes Yarralumla Nursery, Canberra cemeteries, Capital Linen Service and Libraries ACT.

This role will provide strategic leadership experience and an appetite for reform. Courage, tenacity and resilience will be paramount, and the successful applicant will have the ability to leverage the power of a collegiate executive group and broader government resources.

Transport Canberra, as a single transport agency brings together bus and light rail operations, community and special needs transport, active travel and public transport community coordination. The Deputy Director-General has the remit of improving public transport outcomes and delivering a vision of public transport that is convenient, efficient, affordable, reliable and integrated.

The Deputy Director-General requires a high degree of sensitivity and confidentiality, negotiation and representational skills, customer focus and the ability to meet tight deadlines. The occupant must have the skills and expertise to harness innovation and align and maintain a thorough understanding and knowledge of the ACT Government's long-term strategic ambition.

To apply: Applicants should submit a one page expression of interest and curriculum vitae addressing their suitability and availability for the role to Alison Playford via email, alison.playford@act.gov.au by COB 17 February 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$361,128 - \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

Contact Officer: Alison Playford (02) 6207 8658 alison.playford@act.gov.au

Chief Information Officer

Temporary Vacancy (15 February 2021 to 26 March 2021, with the possibility of extension)

Transport Canberra and City Services

Chief Operating Officer Group

Position: E540

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 10 February 2021

Transport Canberra and City Services are seeking an experienced leader to fill the position of Chief Information Officer commencing 15/2/2021 to 26/3/2021 with the possibility of extension.

Reporting to the Chief Operating Officer, the Chief Information Officer (CIO) works in partnership with TCCS business units, the Chief Digital Officer, ACT Government ICT executives and CIO's to facilitate and deliver the digital, data and IT strategies for TCCS. As an executive leader, the CIO guides the directorate on delivering technology, providing strategic and technical advice for TCCS in respect of business objectives in line with WhoG priorities.

The CIO has strong adaptive and progressive leadership skills to drive business solutions and enable change management. They will manage relationships across TCCS and WhoG to facilitate and deliver TCCS digital, IT, data

and program management needs. They will demonstrate their innovative and transformative mindset, including working across TCCS to lead the provision of a field services platform that is integrated across government and places the customer as the centre of TCCS service delivery.

The role requires a strategic leader with a strong customer focus and experience in complex and diverse technologies including geospatial, platform scaling, integration and consolidation, and transport and municipal asset management.

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

To apply: Applicants should submit a one page pitch and curriculum vitae addressing their suitability and availability for the role to Cherie Hughes via email, cherie.hughes@act.gov.au by COB Friday 12 February 2021.

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

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

Contact Officer: Cherie Hughes (02) 6205 8316 cherie.hughes@act.gov.au

ACT Corrective Services

Business Services

Team Leader

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 37398)

Gazetted: 05 February 2021

Closing Date: 19 February 2021

Details: ACT Corrective Services (ACTCS) is looking for an experienced, highly-motivated and career-oriented person to fill the position of Team Leader (SOGC), within the Business Services Unit.

The successful applicant will undertake management reporting and analysis on capital and operating expenditure, while providing accurate, timely and analytical insight into detainee finance and the Alexander Maconochie Centre Trust Account.

In addition, you will assist with the development and maintenance of ACTCS financial planning policies and systems, provide accurate reporting of notifiable invoices and quarterly performance reporting and undertake transactional process and investigation activities.

Further to this, you will assist with the development and implementation of reports against performance measures, contribute to teamwork and a culture of collaboration, prepare materials for audit purposes and supervise the accounts payable and receivables process.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management skills.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in accounting are highly desirable.

The successful candidate may 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.

Current driver's licence.

This position requires a pre-employment medical.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Shanez De Silva (02) 6205 5341 shanez.desilva@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Governance

HR Business Support Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50391)

Gazetted: 05 February 2021

Closing Date: 19 February 2021

Details: The ACT Courts and Tribunal (ACTCT) is seeking a human resource practitioner who is ready to hit the ground running, highly motivated and able to work independently as a part of a small and dynamic team.

As Human Resource Business Support Officer you will provide high-level advice, support and education to managers and employees on the broader HR functions within the areas of recruitment, learning and learning and development, work health, safety and wellbeing, performance management, onboarding and offboarding.

The HR Business Support Officer will also assist with research, development and implementation of policy documentation and HR programs, including compliance reporting to meet operational and strategic objectives.

The person will need to be very organised and able to effectively plan around multiple and competing priorities.

Given the nature and pace of the role we are seeking a great communicator who has the ability to quickly build and maintained trusted relationships.

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

Eligibility/Other Requirements: Qualifications in human resource management (or similar qualifications) or equivalent experience are highly desirable.

Note: This is a temporary position available until 1 August 2021. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a curriculum vitae and a two page application addressing the Behavioural Capabilities and Professional/Technical Skills and Knowledge in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Giuliana Tonini (02) 6207 5727 giuliana.tonini@courts.act.gov.au

ACT Corrective Services

Business Services

Senior Finance Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 44667)

Gazetted: 05 February 2021

Closing Date: 19 February 2021

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Senior Finance Officer (ASO5) within the Business Services Unit.

The successful applicant will supervise and manage the accounts payable and receivable processes of ACTCS. You will do this by managing accounts payable within the Accounts Payable Invoice Automation Solution (APIAS) and accounts receivables within stipulated deadlines.

In addition, you will assist in the preparation and collection of accurate financial data and information for audit requirements.

Further to this, you will be required to assist in the preparation of accrual based financial management reports. Preparation of financial and non-financial information, such as monthly accrual accounting, capital works reports, contract analysis, budget initiative and variance reports, fringe benefit tax expenditure and monthly journals to meet deadlines.

To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in accounting are highly desirable.

The successful candidate 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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Shanez De Silva (02) 6205 5341 shanez.desilva@act.gov.au

Public Trustee and Guardian

Guardianship Unit

Assistant Director

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50238)

Gazetted: 04 February 2021

Closing Date: 18 February 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 professional to be appointed as Assistant Director in our Guardianship Unit.

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 have leadership responsibilities in the day-to-day administration of a busy multi-disciplinary team involved in the provision of guardianship services. This includes a sound understanding of Human Rights principles and their application, the ability to administer, apply and interpret legislation and work in a team. We are seeking a skilled and confident communicator with strong client service and management skills.

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

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 applications 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

ACT Corrective Services

Ministerial Support Unit

Senior Policy Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 11209)

Gazetted: 09 February 2021

Closing Date: 23 February 2021

Details: A career opportunity has arisen within ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Senior Policy Officer in the Ministerial Support unit.

The successful applicant will prepare and review relevant ministerial briefings, speeches and correspondence, including proof reading and critically examining documents and liaising with the respective Minister or Executive on any suggested amendments.

In addition, you will maintain a contemporary awareness of current ACT Corrective Services policy and practice, and of wider industry knowledge.

Further to this, the successful applicant will co-ordinate ACTCS input to external requests for information, Freedom of Information requests, complaints and liaising with other ACTCS business units and government agencies.

To be successful in the role, the officer will need to be highly organised, pay attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector and the public, while displaying sound judgement and an ability to adhere to tight timeframes.

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

Eligibility/Other Requirements:

A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable.

Relevant tertiary qualifications in a relevant field, e.g.: Law, Criminology, Social Sciences, or working towards such a qualification is desirable.

Notes: This is a temporary position available immediately for a period of up to six months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on written application and referee reports only. Interviews may not be held.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Laila Kazak (02) 6207 9289 laila.kazak@act.gov.au

ACT Courts and Tribunal

Registry Operations

Criminal

Team Leader

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 32404)

Gazetted: 09 February 2021

Closing Date: 16 February 2021

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

As a Team Leader you will assist Senior Team Leaders in:

Performing administrative functions and working collaboratively across the Law courts.

Providing procedural advice to clients and relevant agencies and proactively seeking assistance when required.

Undertaking computer based tasks with a high level of accuracy and work output.

Working with defined policy, legislation and guidelines.

Eligibility/Other Requirements:

Experience working in a court environment is highly desirable.

The position is subject to a National Police check.

Notes: This is a temporary position available immediately for a period of up to six months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on written application and referee reports only. Interviews may not be held.

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

Applications should be submitted via the Apply Now button below.

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

Major Projects Canberra

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

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

Project Development and Support

Ministerial, Governance and Corporate Support

Executive Branch Support Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 45253)

Gazetted: 05 February 2021

Closing Date: 14 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!

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

The position is responsible for providing Executive support and branch management support to the Ministerial, Governance and Corporate Support team, as well as strategic coordination of branch activity and communication. The role is responsible for coordination of weekly reporting for the Executive Branch Manager and Chief Project Officer from all Major Projects Canberra project and project support teams. The position is also responsible for a range of administrative and coordination duties such as diary management, drafting correspondence, payment of invoices, as well as providing support in organising whole of MPC staff social activities and events. The role must work proactively with minimal supervision against tight timelines.

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 experience is highly desirable.

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

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.

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

Infrastructure Delivery Partners

Commercial Project Management

Infrastructure Project Director

Infrastructure Manager/Specialist 1 \$168,218, Canberra (PN: 39798, several)

Gazetted: 04 February 2021

Closing Date: 18 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 infrastructure branches of Social, Commercial and Civil provides advice to Directorates, Agencies, Territory Entities and Treasury in relation to the planning and business case approval process for the majority of the capital works program, and deliver the design, construction and post completion phases of the capital works projects. This includes buildings such as education facilities, emergency services facilities and justice facilities; health infrastructure projects; capital upgrades of ACT Government building assets; landscaping projects; and civil works such as roads, stormwater, street-lighting; transport and works associated with land release. The three branches manage approximately \$600 million of capital works each year.

The Infrastructure Project Director will be required to provide high level leadership and management of all project assignments within the team. You will also be required to provide expert advice and direction on strategic infrastructure issues and policies and their implications in project development and delivery.

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: Please refer to the attached Position Description for Mandatory qualifications required for Infrastructure Manager Specialist positions.

Note: These position's are available for six months with possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If 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, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Power (02) 6205 4418 rebecca.power@act.gov.au

Project Development and Support

Finance

Director Finance

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 45807)

Gazetted: 09 February 2021

Closing Date: 2 March 2021

Details: Are you our new Finance Director

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!

Finance supports Major Projects Canberra through the provision of a financial management and governance including, but not limited to:

Provision of strategic and operational financial support and advice in accordance with the ACT Financial Management Act 1996;

Development and allocation of internal and external budgets, including coordination of the Agency's input into development of the ACT Government's annual budget papers;

Preparation of financial performance reports for the Agency;

Accounts receivable and accounts payable processing;

Development and maintenance of financial management information systems and processes; and

Preparation of the Agency's annual financial statements.

As a member of the Project Development and Corporate Support team, this position is responsible for assisting the Chief Financial Officer in providing leadership to the team responsible for supporting the Financial Management of Major Projects Canberra.

This position is a management role leading a team that provides high level specialist advice to the Chief Financial Officer and the Executive Team on a diverse range of financial issues. The position assists in the delivery of a range of financial accountability functions within Major Projects Canberra including the budget preparation, financial reporting, financial analysis and planning and adherence to the Financial Management Act.

The position will liaise across whole of government and with various external stakeholders to collaboratively improve Financial Management practices.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in a 'business' related discipline is desirable.

CIMA, CPA or ICA membership is highly desirable.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Erica Wark (02) 6207 8222 Erica.Wark@act.gov.au

Canberra Hospital Expansion

Executive Branch Manager, Design Director

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1115)

Gazetted: 10 February 2021

Closing Date: 24 February 2021

Details: The Canberra Hospital Expansion Project Team is responsible for the planning and delivery of a new Critical Services Building on Canberra Hospital campus.

The Project will deliver state-of-the-art facilities including a 114-bed emergency department; 60-bed intensive care unit; 22 theatres (including hybrid theatres and interventional radiology suites); a 24-bed coronary care unit; 4 cardiac catheterisation and electrophysiology laboratories; and a 64-bed inpatient unit. At over \$500 million, the Project represents the most significant investment in Canberra Hospital for decades and will create a future-proofed Critical Services Building around which future developments on the campus will be planned.

The Project Team works alongside Canberra Health Services and the clinicians at Canberra Hospital to plan, procure and deliver this ambitious project. It operates within Major Projects Canberra, but functions as a dedicated team with the single objective of successfully delivering the Project.

The Executive Branch Manager, Design Director, is one of the key roles within the Canberra Hospital Expansion Project Team responsible, in liaison with the Chief Projects Officer and Project Director, for the execution of design deliverables across the Project delivery. The role requires building strategic relationships, working collaboratively with, and supporting the Chief Projects Officer and Project Director in advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others. The position will support Major Projects Canberra Executive and the ACT Government in significant and complex negotiations, the evaluation of private sector project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. He/she will provide strategic, and technical leadership within a dynamic, high profile and high-pressure working environment.

Eligibility:

Mandatory requirements:

A degree or diploma in a relevant technical field; and

Demonstrated relevant experience of managing significant infrastructure projects (>\$150 million).

Experience in the delivery of health infrastructure projects is highly desired.

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: Please submit a written application of no more than three pages addressing the selection criteria (Executive capabilities) and the Job Specific Criteria. In a separate document, please also provide a current curriculum vitae, copies of relevant qualifications and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Martin Little (02) 6207 9322 martin.little@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 Systems

Finance

Director, Commercial Finance

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 38934)

Gazetted: 05 February 2021

Closing Date: 19 February 2021

Details: An exciting opportunity exists for a Director, Commercial Finance to join the Suburban Land Agency (the Agency). This diverse role offers a unique opportunity to work in a hybrid commercial and government setting.

Working closely with the Chief Financial Officer (CFO) you will focus on providing strategic financial and taxation advice to support the business on complex tenders, land sales, transfers of land and project feasibilities and modelling.

The ideal candidate will have relevant tertiary qualifications, with experience in providing strategic financial, and taxation advice. Prior taxation knowledge isn't essential so if you're switched-on and looking for a new challenge in a highly complex and challenging role, we would like to hear from you. It is essential that you have well developed communication skills with a strong focus on stakeholder management.

If you are a confident professional who is capable of leading and influencing others and thrives on challenges, we would like to hear from you.

Eligibility/Other Requirements: Degree qualified in a related field and completion or substantial progression towards full membership of CPA Australia or Chartered Accountants Australia and New Zealand is preferred.

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

How to Apply: Please submit a "two page pitch" (maximum 1,200 words) outlining how your skills and experience align with the Selection Criteria for this role. Include examples where appropriate and your current curriculum vitae which should be no longer than three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Hatherly (02) 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

Procurement and Asset Management

Procurement Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 30974)

Gazetted: 08 February 2021

Closing Date: 22 February 2021

Details: Transport Canberra is seeking an experienced Procurement Officer who likes working in a fast-paced environment to provide high-level procurement and contract advice, and services to Transport Canberra to achieve organisational outcomes. The Procurement Officer works closely with business units to deliver procurement and contract management oversight to achieve business outcomes, while ensuring that all Transport Canberra procurement processes comply with relevant legislation and policy requirements.

The Procurement Officer will have procurement and contract management experience and/or qualifications (highly desirable), good verbal and written communication skills and able to work both collaboratively and independently as required. The Procurement Officer will identify business improvements and build strong working relationships within the business and across the Directorate.

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

Eligibility/Other Requirements:

Procurement and contract management experience and/or qualifications are highly desirable.

Notes: This position is located in 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 and referee reports only. Current and former ADF members are encouraged to apply.

How to Apply: To apply please submit your curriculum vitae and a two-page Expression of Interest addressing the points identified in the 'What you Require' section of the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glenn Dougall (02) 6207 7647 Glenn.Dougall@act.gov.au

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

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Infrastructure Manager/Specialist 2

Infrastructure Manager/Specialist 2 \$180,234, Canberra (PN: 00491)

Gazetted: 05 February 2021

Closing Date: 26 February 2021

Details: 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 develop, engage and the right people to the right roles.

Eligibility/Other Requirements: Hold a relevant professional qualification in Engineering or Architecture or Project Management and a minimum of ten years relevant experience in Engineering or Architecture or Project Management. Professional qualifications and experience is defined as:

Engineering - a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer, including recognition of equivalent overseas Engineering qualifications, and a minimum of ten years relevant experience in Engineering; or

Architecture - a three year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect, including recognition of equivalent overseas qualifications, and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a diploma in Project Management accredited by an Australian State or Territory tertiary education institution
or

an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

have at least ten years relevant experience in project management.

How to Apply:

Applicants should address the numbered selection criteria and limit responses to one A4 page (maximum) against each of the selection criteria. Please also submit a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Kennel Master

City Ranger 4 \$81,407 - \$86,168, Canberra (PN: 23681)

Gazetted: 04 February 2021

Closing Date: 25 February 2021

Details: Do you love dogs??

An exciting opportunity is available for a suitably experienced person to lead the Domestic Animal Services kennel team and improve the lives of the dogs held at the Domestic Animal Services (DAS) Shelter.

DAS is a business unit within Territory and Business Services that administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership.

The Kennel Master will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for maintaining procedures to ensure animal health and welfare is maintained. This will involve cleaning the facility, conducting health checks, feeding and administering medication, attending to minor wounds and abrasions, preparing enrichment activities and ongoing training for the dogs suitable for adoption.

This role involves the supervision of a small team of Kennel Hands and may be required to undertake behavioural assessments of dog at DAS.

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

Eligibility/Other Requirements:

Certificate III in Dog Behaviour and Training or willingness to obtain.

Current non restricted drivers licence.

Animal Husbandry/Handling experience is desirable specifically dog handling.

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.

How to Apply: Applicants should provide a written response to each Selection Criteria in 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: Belinda Cox (02) 6205 9998 Belinda.Cox@act.gov.au

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

City Services

Roads ACT

Road Maintenance/Environmental Services

Assistant Director, Stormwater Harvesting

Infrastructure Officer 3 \$110,651 - \$121,464, Canberra (PN: 50537)

Gazetted: 04 February 2021

Closing Date: 25 February 2021

Details: Roads ACT are seeking suitable candidates for the role of Contract Manager, Stormwater Harvesting.

This role is responsible for planning and organising the infrastructure maintenance services program to ensure timeliness of service delivery and optimising efficiency and resource allocation, particularly in relation to the Inner North Reticulation Network (INRN)

The position manages and administers a range of contracts that enable the delivery of quality and timely services and resources. As such, the role ensures the contracts meet the needs and objectives in relation to infrastructure asset maintenance; monitors the level, quality and timeliness of services/products provided; negotiates variations; reviews performance standards and takes action to address performance issues; reports on contract performance; works with the Procurement and Contracts Manager in the development of tender documentation when required; assesses tenders and develops contract documentation.

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

Eligibility/Other Requirements:

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

Hold a relevant building degree; or

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

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

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

How to Apply: Applicants should address the Selection Criteria (what you require) section of the Position Description in or more than one A4 page per criteria; provide a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anand Joshi (02) 6205 4934 anand.joshi@act.gov.au

Transport Canberra and Business Services

Bus Operations

Fleet/Inventory

Inventory Parts Interpreter

SGSO 6.1 - SGSO 6.4 (ACTION) \$79,736 - \$83,035, Canberra (PN: NSP103)

Gazetted: 04 February 2021

Closing Date: 18 February 2021

Details: The Fleet Services section delivers all tasks associated with the maintenance, repair and operational readiness of Transport Canberra's commuter bus fleet. The team consists of skilled non trades and skilled trades staff performing a variety of roles. The workshops are supported by inventory and supply sections co-located with the workshop ensuring the supply of all components and materials required to support vehicle maintenance and repair operations. The Transport Canberra Fleet Services team is focussed on providing a high level of customer service and sustainable transport outcomes.

The role of Inventory Parts Interpreter will be responsible for a range of duties including the effective and timely delivery of inventory holdings, receipting, acquisitions and distribution of items in accordance with the *ACT Procurement Act 2001* and Transport Canberra procedures. Utilising the Transport Integrated Management system (TIMS), the inventory parts interpreter is responsible for establishment and ongoing monitoring of arrangements for the supply of parts and servicing the front counter. You will be required to effectively liaise with a range of key stakeholders and the ability to constantly display a commitment to high quality customer service principles and practices.

To be successful in this position you will:

Have a 'hands on' approach and a high level of enthusiasm

Have high level communication and interpersonal skills

Have previous experience in an operational store's environment

Eligibility/Other Requirements:

This is an Identified position for People with a disability.

Security clearance checks will be conducted.

This position does require a pre-employment medical.

Drivers licence (C-class) is mandatory.

Hold a forklift licence (or the ability to obtain).

Certificate II Warehousing Operations is desirable.

Stores/Warehousing experience will be highly regarded.

Experience in working within the Automotive/Transport Industry would be an advantage.

The ability to work rostered shifts, from early morning to late at night including regular weekend overtime.

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

How to Apply: Please attach your curriculum vitae and provide a one-page pitch demonstrating your skills and behaviour and professional/technical skills and knowledge in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Mascord (02) 6205 8278 paul.mascord@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.

Territory and Business Services

Libraries ACT

Director Operations

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 34360)

Gazetted: 10 February 2021

Closing Date: 26 February 2021

Details: Libraries change lives and Libraries ACT's vision is Literacy and Learning for life. The library delivers traditional book-based services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, the library is integral to Canberra's literacy, self-education, learning, social inclusion, digital inclusion and citizenship. It is a vibrant service that is constantly re-inventing itself to meet emerging community needs and expectations.

The Director Operations role is a senior leadership position in Libraries ACT, and a member of the Libraries ACT Strategic Leadership Committee, providing strategic input into the direction of Libraries ACT as well as management of the nine public library branches, Customer Information Centre and Home Library Service. This position requires extensive liaison within Libraries ACT between public library branches, Workforce Coordination, Digital, Outreach, Collections Services, and Business Administration Teams, as well as with other Business units within Transport Canberra and City Services, other ACT Government Directorates, and external organisations.

Eligibility/Other Requirements:

Appropriate tertiary qualifications in business, project management, human resources and/or a related discipline are preferred.

Extensive experience and skills in managing at a senior level within government-funded service organisations.

Recognised tertiary qualifications in library and information studies (as defined by ALIA), or a related discipline are desirable.

Note:

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

How to Apply:

Please address the 'What You Require' section on the Position Description and submit with an up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Little (02) 6207 5002 Vanessa.Little@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Cemeteries

Cemetery Worker

General Service Officer Level 5/6 \$57,359 - \$63,127, Canberra (PN: 46131)

Gazetted: 09 February 2021

Closing Date: 9 March 2021

Details: Canberra Cemeteries is seeking a motivated self starter to join our enthusiastic and driven grounds teams at Gungahlin and Woden Cemeteries.

Working in a team-based environment under limited supervision of the Team Leader, the Cemetery Worker is responsible for carrying out burial and grounds maintenance activities services in a high-quality customer service environment.

Experience in backhoe loader operations is mandatory and experience in other machinery operations is highly desirable. Training opportunities exist for the successful applicant to further develop their skills in a wide variety of fields.

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

Eligibility/Other Requirements:

Mandatory

Conduct backhoe/loader operations or proven experience

Current ACT/NSW licence MR minimum

White card and asbestos awareness training

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Roberts (04) 9124 5353 lukew.roberts@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.

Territory and Business Services

Libraries ACT

Training Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 41836)

Gazetted: 10 February 2021

Closing Date: 26 February 2021

Details: Do you have a commitment to working in an organisation which has a commitment to Excellence in Customer Service and becoming an employer of choice? If so, this might be the position for you.

Libraries ACT is committed to supporting our staff to be fulfilled in their work and for customers to leave the Library feeling pleased with their transaction.

Libraries change lives and Libraries ACT's vision is Literacy and Learning for life. The library delivers traditional book-based services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, the library is integral to Canberra's literacy, self-education, learning, social inclusion, digital inclusion and citizenship. It is a vibrant service that is constantly re-inventing itself to meet emerging community needs and expectations.

The Training Manager will work closely with the Director Library Performance and Development, the Workforce Team, and the Director Operations to scope and deliver high level training equipping our teams to be confident and excited about the work we do.

This position is responsible for the management and delivery of the Libraries ACT specific training. This includes analysis of training needs, design and development, procurement, administration and reporting and professional development expectations. Coordinating compliance in regard to TCCS core training and eLearning expectations are also part of the administrative tasks. This position requires the ability to develop and maintain strong networks with Libraries ACT Teams, Directorate Training Teams and external training service providers. Knowledge competency-based training requirements is essential.

Eligibility/Other Requirements:

Certificate IV in Training and Assessment (TAE) is mandatory and a minimum of 12 months experience in a similar role a requirement.

A recognised qualification in library and information studies (as defined by ALIA), or a related discipline is desirable.

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

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

How to Apply: Please address Selection Criteria under 'What You Require' heading in full, and provide an up-to-date curriculum vitae with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penny Davies (02) 62075107 penny.davies@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.

**Office of the Director-General
Communications and Engagement
Digital Communications Officer**

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38988)

Gazetted: 09 February 2021

Closing Date: 25 February 2021

Details: Do you enjoy the fast paced nature of communications? Are you experienced in delivering contemporary digital content?

We are looking for an experienced, proactive and creative videographer/photographer to join the Transport Canberra and City Services (TCCS) Communications and Engagement team and fill the role of Digital Communications Officer.

In this role you will be part of a small team responsible for the day to day delivery of content for ACT Government digital channels including social media and websites. You will work collaboratively with officers from across the directorate to produce and publish high quality videography and photography to support our diverse projects and programs. You will also work with key stakeholders to provide direction on the creation and distribution of best practice digital content.

Eligibility/Other Requirements: Relevant tertiary qualifications and a minimum of two years' experience working professionally in digital communications is highly desirable. The ability to work flexibly with some out of hours work is required.

Other highly desirable skills include:

Understanding Australian accessibility standards.

Experience in using Adobe Creative Suite and videography production software such as Final Cut Pro, Adobe After Effects and/or Adobe Premiere.

Experience in graphic design is also beneficial.

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

How to Apply: Please submit your current curriculum vitae, details of two referees and an application of no more than two pages addressing the selection criteria in the Position Description via the 'Apply Now' button below. Providing examples of previous work is encouraged.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christopher Clarke (02) 6207 1587 christopher.clarke@act.gov.au

**Transport Canberra and Business Services
Executive Branch Manager, Planning and Delivery**

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1164)

Gazetted: 08 February 2021

Closing Date: 1 March 2021

Details: Transport Canberra is seeking an experienced leader to lead the development of long-term strategies, plans, and policies, as well as delivering high-quality customer and community focussed engagement to continually improve the experience of ACT's integrated public transport services.

The Executive Branch Manager Planning and Delivery will lead five teams responsible for the delivery of the program of initiatives which includes significant projects such as Next Generation Ticketing, Zero Emissions Transition, and planning for future stages of Light Rail. There are other projects in the pipeline that this position will also be responsible for. The Executive Branch Manager will manage a budget of over \$200 million and will oversee around 30 permanent employees, as well as contractors and consultants.

This new position has been identified as a key leadership role in the Directorate and across ACT Government. The position requires a person with exceptional leadership and executive management skills including expertise in policy development, planning, delivery and providing advice to Government.

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

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

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: 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: Judith Sturman (02) 6205 2639 judith.sturman@act.gov.au

APPOINTMENTS

ACT Electoral Commission

Administrative Services Officer Class 4 \$73,248 - \$79,310

Nicole Tyrrie, Section 68(1), 7 February 2021

ACT Health

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

Anthea Jayaratnam, Section 68(1), 5 February 2021

Canberra Health Services

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

Sharni Barnes, Section 68(1), 8 February 2021

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

Jennifer Bottega, Section 68(1), 8 February 2021

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

Tracey Boye, Section 68(1), 8 February 2021

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

Grace Campbell, Section 68(1), 8 February 2021

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

Yagie Cawthron, Section 68(1), 8 February 2021

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

Binu Chapagain, Section 68(1), 8 February 2021

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

Brooke Cooper, Section 68(1), 8 February 2021

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

Miguel Dela Cruz, Section 68(1), 8 February 2021

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

Emma Duong, Section 68(1), 8 February 2021

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

Jasmine Farr, Section 68(1), 4 February 2021

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

Paige Gilbert, Section 68(1), 8 February 2021

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

Milica Gissane, Section 68(1), 4 February 2021

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

Brittany Gropler, Section 68(1), 8 March 2021

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

Samantha Harding, Section 68(1), 8 February 2021

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

Samuel Hart, Section 68(1), 8 February 2021

Registered Nurse Level 3.2 \$122,360

Louise Hawkins, Section 68(1), 25 February 2021

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

Ashleigh Hinds, Section 68(1), 8 February 2021

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

Alysha Jimenez, Section 68(1), 8 February 2021

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

Jonathon Kevin, Section 68(1), 8 February 2021

Health Service Officer Level 3/4/5 \$53,168 - \$60,679

Thushyanthy Lavakumaran, Section 68(1), 5 January 2021

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

Nicholas Lloyd-Zantiotis, Section 68(1), 8 February 2021

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

Rebecca Lonergan, Section 68(1), 8 February 2021

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

Tillie Lynch, Section 68(1), 8 February 2021

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

Yasmine McGrath, Section 68(1), 8 February 2021

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

Emma Munro, Section 68(1), 3 February 2021

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

Ashlee O'Connell, Section 68(1), 8 February 2021

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

Grace Omoding, Section 68(1), 8 February 2021

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

Mariah Oxenburgh, Section 68(1), 8 February 2021

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

Charlotte Paine, Section 68(1), 8 February 2021

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

Hope Parks, Section 68(1), 8 February 2021

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

Tanisha Peti, Section 68(1), 8 February 2021

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

Karina Plessnitzer, Section 68(1), 8 January 2021

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

Lucy Sheers, Section 68(1), 8 February 2021

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

Lauren Sheldrick, Section 68(1), 8 February 2021

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

Reanne Siah, Section 68(1), 8 February 2021

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

Jaya Spencer, Section 68(1), 8 February 2021

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

Amy Spurling, Section 68(1), 8 February 2021

Health Service Officer Level 3/4/5 \$53,168 - \$60,679

Yogasundaram Subramaniam, Section 68(1), 5 February 2021

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

Zoe Taylor, Section 68(1), 8 February 2021

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

Blair Teffer, Section 68(1), 8 February 2021

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

Amy Ticehurst, Section 68(1), 8 February 2021

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

Kaneisha Timpani, Section 68(1), 8 February 2021

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

Caroline Turner, Section 68(1), 8 February 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Georgia Ward, Section 68(1), 8 February 2021

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

Elise Webb, Section 68(1), 8 February 2021

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

Alison Westgate, Section 68(1), 8 February 2021

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

Lucy Winter, Section 68(1), 8 February 2021

Staff Specialist Band 1-5, \$180,732 - \$244,175

Thomas James McNeil: 86871009, Section 68(1), 15 February 2021

Canberra Institute of Technology

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

Gemma Morgan, Section 68(1), 8 February 2021

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

Callum Shaw, Section 68(1), 9 February 2021

Chief Minister, Treasury and Economic Development

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

Daniel Buffett, Section 68(1), 8 February 2021

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

Samantha Cain, Section 68(1), 8 February 2021

Information Technology Officer Class 1 \$71,004 - \$80,826

Nigel Karunanayake, Section 68(1), 3 February 2021

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

Damien Kelly, Section 68(1), 8 February 2021

Information Technology Officer Class 1 \$71,004 - \$80,826

Benjamin Morris, Section 68(1), 3 February 2021

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

Karl Passerini, Section 68(1), 9 February 2021

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

Jessica Perkins, Section 68(1), 11 February 2021

Community Services

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

Jasmine Bonney, Section 68(1), 4 February 2021

Education

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

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

Senior Officer Grade C \$110,397 - \$118,832

Jessica Forshaw, Section 68(1), 5 February 2021

Environment, Planning and Sustainable Development

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

Nerrida Funnell, Section 68(1), 8 February 2021

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

Emily Kilham, Section 68(1), 8 February 2021

Administrative Service Officer Class 6 \$87,715 - \$100,388

Luiz Rocha, Section 68 (1) 8 February 2021

Administrative Service Officer Class 6 \$87,715 - \$100,388

Antje Brademann, Section 68 (1) 3 February 2021

Justice and Community Safety

Senior Officer Grade C \$110,397 - \$118,832

Kate Daly, Section 68(1), 8 February 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Michael Quaine, Section 68(1), 11 February 2021

Suburban Land Agency

Administrative Services Officer Class 4 \$73,248 - \$79,310

Emily Fearnle, Section 68(1), 5 February 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Alexandra Wood, Section 68(1), 8 February 2021

Transport Canberra and City Services

General Service Officer Level 5/6 \$57,359 - \$63,127

Nicole Close, Section 68(1), 5 February 2021

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

Dannae Flood, Section 68(1), 5 February 2021

General Service Officer Level 5/6 \$57,359 - \$63,127

Natalie Kerr, Section 68(1), 5 February 2021

TRANSFERS

Canberra Health Services

Jessica Minchin

From: Health Professional Level 3 \$95,883 (up to \$106,044 on achieving a personal upgrade)
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. 24119) (Gazetted 21 January 2021)

Jack Randell

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 13698) (Gazetted 20 June 2019)

Chief Minister, Treasury and Economic Development

Craig Neiberding

From: Senior Officer Grade A \$151,002

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$151,002

Chief Minister, Treasury and Economic Development, Canberra (PN. 15397) (Gazetted 3 December 2020)

Community Services

Christopher Seumanutafa

From: Administrative Services Officer Class 5 \$81,407 - \$86,168 Administrative Service Officer Class 6 \$87,715 - \$100,388

Community Services

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

Community Services, Canberra (PN. 35271) (Gazetted 12 February 2020)

PROMOTIONS

ACT Health

Health Systems, Policy and Research

Policy, Partnerships and Programs

Aboriginal and Torres Strait Islander Health Partnerships Team

Hayden Hughes

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

Justice and Community Safety

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

ACT Health, Canberra (PN. 24126) (Gazetted 18 November 2020)

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

Digital Solutions Division

Office of the Chief Information Officer

Katrina Keep

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

ACT Health

To: †Senior Officer Grade A \$151,002

ACT Health, Canberra (PN. 29117) (Gazetted 5 January 2021)

Canberra Health Services

Chief Operating Officer Clinical Services

Anamika Dass

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 50711) (Gazetted 26 March 2020)

Chief Operating Officer Clinical Services

Jade Nolan

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

Canberra Health Services

To: †Senior Professional Officer Grade C \$110,397 - \$118,832

Canberra Health Services, Canberra (PN. 50515) (Gazetted 17 December 2020)

Chief Operating Officer Clinical Services

Melanie Rosin

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29989) (Gazetted 6 October 2020)

Medical Services

Executive Director of Medical Services

Executive Director of Medical Services

Apurv Garg: 78056397

From: Specialist Level 1-5 \$180,732 - \$223,029

Canberra Health Services

To: Senior Specialist \$244,175

Canberra Health Services, Canberra (PN49686)

Canberra Institute of Technology

Education and Training Services

Student Services

Client Services

Chloe Hull

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

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Canberra Institute of Technology, Canberra (PN. 16465) (Gazetted 17 December 2020)

Chief Minister, Treasury and Economic Development

Shared Services

SSICT Customer Engagement

CMTEDD and PATOCS ICT

Shafaqat Ahmed

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. 01249) (Gazetted 2 December 2020)

Shared Services

Finance Services

Reporting Team

Yves Bigirimana

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. 07004) (Gazetted 18 December 2020)

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

Shared Services

Partnership Services

Service Centre

Katherine Cooper

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 11884) (Gazetted 2 December 2020)

COMMS AND ENGAGEMENT

WHOG Communications and Engagement

WHOG CONTENT

Thomas Doyle

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. 20648) (Gazetted 21 December 2020)

Access Canberra

Construction, Utilities and Environment Protection

Compliance, Monitoring and Inspections

Andrew Sheargold

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 49697) (Gazetted 3 December 2020)

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

Shared Services

Customer Engagement Services Branch

Education ICT

Brett Whalan

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. 14904) (Gazetted 29 May 2020)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Donna Castledine

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

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

Community Services, Canberra (PN. 27436) (Gazetted 22 September 2020)

Children, Youth and Families

Ella Jensen

From: Administrative Services Officer Class 5 \$81,407 - \$86,168
Community Services
To: †Senior Officer Grade C \$110,397 - \$118,832
Community Services, Canberra (PN. 00254) (Gazetted 9 October 2020)

Children, Youth and Families

Child and Youth Protection Services

Relationship Management

Elizabeth Pallas

From: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)
Community Services
To: †Senior Officer Grade C \$110,397 - \$118,832
Community Services, Canberra (PN. 33653) (Gazetted 10 September 2020)

Education

School Improvement and Performance Division

Caroline Chisholm School

Joseph Jennings

From: \$73,246 - \$109,641
Education
To: †School Leader C \$126,542
Education, Canberra (PN. 13054) (Gazetted 3 December 2020)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Business Services

People and Performance

Workplace Relations

Kyah Ross

From: Administrative Services Officer Class 5 \$81,407 - \$86,168
Education
To: Administrative Services Officer Class 6 \$87,715 - \$100,388
Education, Canberra (PN. 45200) (Gazetted 15 January 2021)

Environment, Planning and Sustainable Development

Climate Change and Sustainability

Program Delivery

Emma Humphreys

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. 50581) (Gazetted 22 April 2020)

Climate Change and Sustainability

Program Delivery

Household and Community Unit

Bonnie Jackson

From: Administrative Services Officer Class 6 \$87,715 - \$100,388
Environment, Planning and Sustainable Development
To: †Senior Officer Grade C \$110,397 - \$118,832
Environment, Planning and Sustainable Development, Canberra (PN. 50582) (Gazetted 20 February 2020)

Climate Change and Sustainability

Program Delivery

Lara Lloyd

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. 50585) (Gazetted 22 April 2020)

Business Governance and Capability

People and Capability

Robin Taylor

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 48023) (Gazetted 4 December 2020)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Court Transport Unit

Elise Brazel

From: Correctional Officer Class 2 \$83,391 - \$89,329

Justice and Community Safety

To: Correctional Officer Class 3 \$95,635 - \$101,942

Justice and Community Safety, Canberra (PN. 49415) (Gazetted 24 November 2020)

Corporate

People and Workplace Strategy

Donna Burns

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 50083) (Gazetted 8 December 2020)

Corporate

ICT CWI

Peter Krupka

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 46404) (Gazetted 12 November 2020)

Transport Canberra and City Services

City Services

City Presentation

Place Management

Lisa Wrona

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. 00537) (Gazetted 16 November 2020)

Roads and Public Transport
Public Transport Operations
Belconnen Depot
Elvis Juric

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN:A20191) (Gazetted 16/12/2020)

CORRIGENDA

Education

Maria Goleby had wrong AGS number Gazette in 28/01/2021.