



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 06 December 2018**

## VACANCIES

### 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](mailto:jobs@act.gov.au)**

#### **Student and Academic Services**

##### **Education Services**

##### **Awards Officer**

##### **Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 54023)**

Gazetted: 06 December 2018

Closing Date: 13 December 2018

Details: CIT Education Services has a temporary vacancy for an Awards Officer to work as part of a high performing team issuing qualifications and academic advice to CIT's students. You will need to be able to maintain accurate records and to use computer based management systems, and must have established skills in electronic file management, word processing and email/calendar management software. You will need the ability will be able to liaise and communicate effectively with staff at all levels, students and members of the public, with a developing ability to negotiate, and you will need to demonstrate the potential to independently provide consistently high quality customer service. CIT supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This position is for temporary filling available 1 February 2019 until 12 April 2014 with the possibility of extension up to less than 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements. An order of merit will be established from the recruitment to fill future vacancies which may arise over the next 12 months.

Selection may be based on written application and referees reports only.

How to Apply: Please provide a current resume, Application Coversheet and answers addressing the Selection Criteria.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Matthew Ryan (02) 6207 4876 [matthew.ryan@act.gov.au](mailto:matthew.ryan@act.gov.au)

### Chief Minister, Treasury and Economic Development

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

#### **Shared Services**

##### **Business Services**

##### **Strategic Finance**

##### **Financial and Costing Analyst**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41977)**

Gazetted: 12 December 2018

Closing Date: 24 December 2018

Details: The Costings and Analysis team of Shared Services Strategic Finance is seeking a highly motivated Financial and Costing Analyst to provide key support to Shared Services and other ACT Government Directorates. The

successful candidate will perform a range of services including compiling and analysing large and complex data, all associated month end reconciliation and service/consumption reporting processes and liaising with Senior Financial Management from within Chief Minister, Treasury and Economic Development (CMTEDD) and other ACT Directorates. The successful applicant will have a proven capacity to organise priorities, meet deadlines, display initiative and flexibility and to work both independently and as a member of a small team. This position is unique as it combines both accounting and analysis/costing. 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: Accounting qualifications or study towards Accounting qualifications is required. Previous experience working with Finance Systems, in particular Oracle, or a service costing role would be an advantage.

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

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria, and resume must be submitted to Shared Services. Application should be sent to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Savita Cooke (02) 6207 9406 [savita.cooke@act.gov.au](mailto:savita.cooke@act.gov.au)

## **Strategic Finance**

### **Finance Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40336)**

Gazetted: 07 December 2018

Closing Date: 4 January 2019

Details: We are seeking for a highly motivated Finance Officer to assist in the preparation of financial reports, budget documents and provide support in accounting and financial administration. The successful applicant will have the capacity to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in timely manner in collaboration with various stakeholders including members of the Chief Minister, Treasury and Economic Development Strategic Finance 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: Accounting qualifications or study towards Accounting qualifications is required. Previous experience working with Finance Systems, in particular TM1, would be an advantage.

Note: This is a temporary position available for six months with the possibility of extension of up to less than 12 months and/or permanency. This position is being re-advertised and previous applicants need not re-apply.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria, and resume must be submitted to Shared Services. Application should be sent to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Lyn Pham (02) 6205 0052 [lyn.pham@act.gov.au](mailto:lyn.pham@act.gov.au)

## **Shared Services**

### **Finance and Payroll**

#### **Debt Management**

##### **Debt Management Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 07705, several)**

Gazetted: 11 December 2018

Closing Date: 7 January 2019

Details: Shared Services Debt Management is currently seeking an enthusiastic and organised individual for the role of Debt Management Officer. The position is responsible for delivering efficient, timely collection of territory owed debt, a commitment to quality customer service, a high level of attention to detail, and the ability to exercise sound judgement, flexibility, tact and discretion. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Previous experience in a debt management/recovery role or experience in a complaints, dispute resolution environment would be highly regarded.

How to Apply: Candidates are requested to review the duties outlined in the position description and submit an Expression of Interest (one page maximum), highlighting their skills in the areas of Experience in debt recovery functions along with a Curriculum Vitae to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Robert Miller (02) 6207 8119 [robert.miller@act.gov.au](mailto:robert.miller@act.gov.au)

## **Access Canberra**

### **Customer Coordination**

#### **Land Titles**

#### **Client Services Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 45888, several)**

Gazetted: 10 December 2018

Closing Date: 17 December 2018

Details: Access Canberra is a straight talking, innovative and exciting place to be, where you will have a direct impact on making Canberra a better place to live. You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. As a Client Services Officer you will need to have excellent communication and people skills with a strong attention to detail. Successful applicants will be required to deliver quality customer service at the Access Canberra Environment Planning and Land Shopfront, over the phone, and respond to written enquiries. This is a great opportunity for people with passion and drive to work with a team that is currently streamlining its services and processes to support industry and the community in transforming the way property transactions are completed in the ACT. Please review the Position Description which details the responsibilities for this role. 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.

How to Apply: Suitability for this position will be assessed on your skill, knowledge and behaviour with reference to the duties. Please submit a written application, of no more than two pages, responding to the two statements below. In addition please submit a Curriculum Vitae and the contact details of at least two referees. Your response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievement in the last five years and how it relates to this position and the duties. 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Fred Arugay (02) 6207 1797 [fred.arugay@act.gov.au](mailto:fred.arugay@act.gov.au)

## **Shared Services**

### **Finance and Payroll**

#### **Accounts Processing - General Finance**

#### **Accounts Officer - Banking**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 06440, several)**

Gazetted: 06 December 2018

Closing Date: 24 December 2018

Details: Do you enjoy preparing Bank Reconciliations? This is a Gungahlin based role within the Finance and Payroll business unit within Shared Services. This role is accountable for the efficient and effective execution and administration of assigned financial transactions, such as bank transactions and reconciliations and other processing activities to meet the operational service delivery. You will be responsible for the preparation and completion of accurate and timely bank reconciliations, including credit card reconciliations and acquittals. You will be expected to identify discrepancies and initiate actions to correct these errors. To be successful in the role, you should have a solid knowledge of finance and accounting procedures, with a detailed understanding of banking principles. Your skills on a financial processing system and your strong attention to detail and commitment to quality, particularly with numerical and financial information, will enable you to excel in this position. Your analytical and problem resolution skills will set you up for success. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As

part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of six months with the possibility of extension up to less than 12 months and or permanency.

How to Apply: Please submit a current resume; a completed Application Coversheet; two-page written response to support your application. Please provide evidence of your suitability for the role by including examples of your bank reconciliation experience, particularly where you have resolved discrepancies. Please review the attached Position Description and submit an application by email to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Cheryl Southwell (02) 6205 2014 [cheryl.southwell@act.gov.au](mailto:cheryl.southwell@act.gov.au)

## **Commercial Services and Infrastructure**

### **Property and Venues**

#### **National Arboretum Canberra**

##### **Administration Support Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 37854)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

Details: The National Arboretum Canberra is looking for an exceptional frontline Administrative and Secretarial support to the Arboretum team. The role encompasses a variety of tasks and a flexible and can do attitude is sought with a broad set of skills to support the Business Support Officer in the day to day administrative operation of the Arboretum. The successful candidate will possess a proven ability to work independently and as part of a team to provide operational, administrative and technical support. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available 28 January 2019 until 31 January 2020. This position is part-time at 30 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

How to Apply: Please include a copy of your Curriculum Vitae, Application Coversheet and address the Selection Criteria outlined in the attached Position Description and email your application to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Kara Highfield (02) 6205 5082 [kara.highfield@act.gov.au](mailto:kara.highfield@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.

## **Shared Services**

### **Shared Services ICT**

#### **Business Applications management (ICT CSD)**

##### **Operations Support**

##### **Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 40387)**

Gazetted: 11 December 2018

Closing Date: 4 January 2019

Details: Shared Services Information Communication Technology (ICT) are looking for a highly motivated individual with good organisation and communication skills to support the ICT Team Community Services Directorate (CSD). The ICT Team for the CSD is based in Nature Conservation House in Belconnen. We are an enthusiastic team of technical and operational staff supporting CSD business systems (including reporting services) as well as telecommunications and ICT assets. The team is a contact point for CSD staff for ICT enquiries and ICT related services. CSD is located on multiple sites across the ACT. These include 11 Moore Street, Nature Conservation House, three Child and Family Centres, Child Development Service (Holder) and Bimberi (Mitchell).

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

How to Apply: We will expect a two page 'pitch' that demonstrates how your experiences will enable you to succeed in this role, along with the Application Coversheet, and a short Curriculum Vitae.

Contact Officer: Mick Sharp (02) 6207 1522 [mick.sharp@act.gov.au](mailto:mick.sharp@act.gov.au)

**Executive Branch Manager, Public Sector Management Group**

**Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E490)**

Gazetted: 07 December 2018

Closing Date: 8 January 2019

We are seeking an experienced leader for the important position of Executive Branch Manager, Public Sector Management (PSM) in the Chief Minister, Treasury and Economic Development Directorate commencing from 28 January 2019.

This Executive Branch Manager leads a collaborative team responsible for policy development and advice on ACT public sector employment. The successful applicant will lead the fields of employment policy, governance, legislation and legislation review, activity based work, service. Wide workforce strategy, investigations and learning and development across the ACT Public Service.

The Public Sector Management Group also supports the statutory office of the ACT Public Sector Standards Commissioner, ACT Remuneration Tribunal and ACT Human Resource Directors' Committee. To succeed in this rewarding role, you will need exceptional strategic leadership experience, stakeholder engagement and communication skills across a range of portfolio areas including policy, governance, human resources and financial management.

Interested applicants should submit your application addressing your experience, availability for the role and current curriculum vitae including the contact details of two referees. Applications are to be sent to the contact office by COB 8 January 2019.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years.

Contact Officer: Meredith Whitten [meredith.whitten@act.gov.au](mailto:meredith.whitten@act.gov.au) (02) 6205 5147

**Workforce Capability and Governance**

**Public Sector Workplace Relations**

**Senior Manager - Public Sector Industrial Relations**

**Senior Officer Grade A \$137,415, Canberra (PN: 41971)**

Gazetted: 06 December 2018

Closing Date: 14 December 2018

Details: The Directorate is looking for a highly motivated and skilled person who can demonstrate that they have the necessary public sector industrial relations experience to effectively provide high level advice and to represent the Directorate and Government in strategic workplace relations matters. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a Curriculum Vitae, address the Selection Criteria and Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au). Any queries should be addressed to the Contact Officer.

Contact Officer: Russell Noud (02) 6207 6019 [russell.noud@act.gov.au](mailto:russell.noud@act.gov.au)

**Corporate**

**People and Capability**

**Deputy Director, Safety and Wellbeing**

**Senior Officer Grade A \$137,415, Canberra (PN: 36891)**

Gazetted: 07 December 2018

Closing Date: 4 January 2019

Details: The People and Capability Branch is seeking an experienced Safety Professional with proven leadership and influencing skills, to lead the Safety and Wellbeing team in driving an organisational focus on safety. As a member of the Corporate Division leadership team, the Deputy Director provides expert support, strategic direction and leadership in the creation and maintenance of safety, health and wellbeing strategies, systems and programs, including the ongoing implementation of Chief Minister, Treasury and Economic Development safety management system and assurance program. To be successful in this role, you will have a passion and drive for safety and an established record of leading and managing work health and safety programs across an organisation. 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.

How to Apply: To apply, submit no more than three pages indicating how you meet the requirements of the role along with a current Curriculum Vitae, Application Coversheet and contact details of two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Steven Wright (02) 6207 1356 [steven.wright@act.gov.au](mailto:steven.wright@act.gov.au)

**Workplace Safety and Industrial Relations**

**Regulatory Policy**

**Senior Manager**

**Senior Officer Grade A \$137,415, Canberra (PN: 18350)**

Gazetted: 11 December 2018

Closing Date: 25 December 2018

Details: The Workplace Safety and Industrial Relations Division is seeking an experienced Senior Manager to lead an ambitious legislative reform program. Our division exists to help reduce the adverse health, social and economic impacts of work injury and improve workplace standards in the ACT generally. One of the ways that we pursue these objectives involves monitoring industrial relations regulatory frameworks and designing and delivering reforms to increase their effectiveness. The ideal candidate for this role would have a comprehensive understanding of legislative processes, great negotiation skills and a strong personal commitment to working constructively and collaboratively with employers and employees to improve the health, wellbeing and safety of working people. For more information about this role, please refer to the position description or contact the Contact Officer. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a current Curriculum Vitae and Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Mikaela Turner (02) 6207 7192 [mikaela.turner@act.gov.au](mailto:mikaela.turner@act.gov.au)

**Access Canberra**

**Customer Coordination**

**Applications and Approvals**

**Senior Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 13557)**

Gazetted: 10 December 2018

Closing Date: 17 December 2018

Details: The Customer Coordination division is the front door to ACT Government. We strive to deliver the best possible customer service by planning, designing, re-engineering, delivering and coordinating customer services

across online, phone, email and face to face channels. This role is the Senior Manager of the Applications and Approvals and Land Titles team in Customer Coordination. As Senior Manager you will be responsible for delivering against Access Canberra's business plan for tomorrow. To be successful you should embrace 'change as being the new normal', support and nurture innovation and collaboration with a renewed focus on outcomes. This role requires a willingness to work hard and lead by example. The role is supported by great teams within a progressive agency, who look up to you to provide them with strategic direction and arming them with the skills to build the Access Canberra of the future. You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. This role is a mix of strategic and operational focus. As well as overseeing the day to day activities of the Applications and Approvals and Land Titles teams, the role also involves the management of numerous projects – these may include both legislative reform and IT system upgrades. The successful applicant will have a detailed understanding of legislative frameworks in land administration, planning, and construction to ensure work area outputs align appropriately and oversee the successful delivery of the teams major projects including planning and managing the realisation of benefits through integrating new capabilities within business practices across industry and across government. You will also be very people focused and have the ability to cultivate productive working relationships to achieve individual, team and /or organisational objectives. As required you will also represent Access Canberra at various committees, seminars, conferences and meetings on a local and national basis. This position involves 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.

Note: If you have any questions about the roles please contact the Contact Officer. Selection may be based on application and referee reports only.

How to Apply: Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities of the role. If you think you're up for it, please send us your Curriculum Vitae and a pitch on why you think you're the best person for the job. The pitch should be no more than two pages. The pitch 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. 1) Detail your greatest achievement in the last five years and how it relates to this position and the duties. 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Linda Southwell (02) 6205 0060 [linda.southwell@act.gov.au](mailto:linda.southwell@act.gov.au)

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

### **Economic Development Division**

#### **Strategic Coordination and Governance**

#### **Directorate Liaison Officer (DLO) – Economic Development**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41878)**

Gazetted: 07 December 2018

Closing Date: 21 December 2018

Details: The Economic Development Division is seeking to recruit a motivated and well-organised individual to facilitate collaborative working arrangements between Chief Minister, Treasury and Economic Development (CMTEDD) and portfolio Ministers offices. The Directorate Liaison Officer position offers a unique and engaging experience for those seeking to develop their ACT Government career. The Directorate Liaison Officer is required to provide high-level support and work collaboratively with Office of the Deputy Director General, Economic Development Division, to facilitate the provision of timely and accurate advice to Ministers offices. The ability to prioritise and manage competing deadlines across multiple Minister Portfolios is essential to this role. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately up to less than 12 months. An order of merit maybe 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: To apply, submit an application of no more than two pages addressing the capability criteria, an Application Coversheet, a current Curriculum Vitae and contact details for two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Susan Hanns (02) 6207 8717 [susan.hanns@act.gov.au](mailto:susan.hanns@act.gov.au)



## **Access Canberra**

### **WorkSafe ACT**

#### **Investigations**

##### **Manager, Investigations**

###### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 05771)**

Gazetted: 10 December 2018

Closing Date: 7 January 2019

Details: WorkSafe ACT is seeking applications from motivated, strategic and committed leaders to fill the Investigations Manager role within WorkSafe ACT. The Investigations team plays a critical role within WorkSafe to ensure major investigations are conducted in a timely, professional and appropriate manner. Work Health and Safety investigations can be complex in nature and may require technical expertise on investigations. The Manager will be responsible for oversight of all major investigations undertaken by WorkSafe ACT and will be responsible for providing recommendations on enforcement options to the Senior Manager, WorkSafe ACT. The successful applicant will work under the broad direction of the Senior Manager, and work collaboratively with other Managers within WorkSafe ACT. The Investigations Manager is responsible for the day to day operations of the investigations team, and direct responsibilities include the quality assurance of investigative processes, staff development, setting team work priorities in line with corporate objectives and reporting and ability to deliver continuous improvement strategies. Applicants must have highly developed analytical and research skills; attention to detail; and capacity to apply these in a legislative context. The applicant must be able to demonstrate their ability to lead a team and foster a positive work environment, with demonstrated experience in leading complex or technical investigations. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants should submit an Application Coversheet, current Curriculum Vitae and answers addressing the Selection Criteria or write a two page pitch detailing why you are the best person for the job. The pitch should indicate your capacity to perform the duties and responsibilities as outlined in the Position Description.

Contact Officer: Jennifer Gray (02) 6205 3468 [jennifer.gray@act.gov.au](mailto:jennifer.gray@act.gov.au)

## **Community Services**

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

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

### **Housing ACT**

#### **Infrastructure and Contracts**

##### **Asset Planning**

###### **Senior Manager**

###### **Senior Officer Grade A \$137,415, Canberra (PN: 41815)**

Gazetted: 12 December 2018

Closing Date: 18 December 2018

Details: The Senior Manager, Asset Planning, is responsible for developing the Housing ACT's annual capital program, in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy. The position is part of Housing ACT's senior management team and makes a significant contribution to the strategic direction and management of the Public Housing portfolio. The position occupant will be expected to demonstrate strong management and leadership capability, the ability to think strategically in an operational environment and possess excellent interpersonal, organisational and communication skills. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Relevant tertiary qualifications in Planning, Design and Project Management or a related field are desirable but not essential.

Note: This is a temporary position available as soon as possible for six months with the possibility of extension of up to less than 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria, a current Curriculum Vitae and the contact details of at least two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Catherine Loft (02) 6207 4592 [catherine.loft@act.gov.au](mailto:catherine.loft@act.gov.au)

## **Education**

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

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

### **School Performance and Improvement**

#### **Tuggeranong School Network**

#### **Erindale College**

#### **Finance and Office Manager**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 15100)**

Gazetted: 11 December 2018

Closing Date: 19 December 2018

Details: Erindale College is seeking a highly motivated proactive person to undertake the position of Finance and Office Manager who will work closely with the College Senior Executive to manage the college's finances and financial system/s and the administrative support team. A school environment is dynamic, therefore tasks may change at the discretion of the immediate supervisor or principal and the successful Officer needs to be flexible to work with change.

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

Note: Selection may be based on application and referee reports only. Applicants are encouraged to phone the Contact Officer.

How to Apply: Applicants should provide a Curriculum Vitae, Application Coversheet and pitch or Selection Criteria. Applications should be sent to: [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Craig Lyttle (02) 6142 2977 [craig.lyttle@ed.act.edu.au](mailto:craig.lyttle@ed.act.edu.au)

### **Service Design and Delivery**

#### **Student Engagement**

#### **Network Student Engagement Team**

#### **Hearing Support Partner/Teacher of the Deaf**

#### **Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 08907, several)**

Gazetted: 06 December 2018

Closing Date: 31 January 2019

Details: An exciting opportunity exists for innovative, high performing Teachers to join the Student Engagement Branch as a Hearing Support Itinerant Teacher. In accordance with Directorate policies, Hearing Support Itinerant Teachers will work within the Network Student Engagement Teams (NSET) to support school leadership teams, Classroom Teachers and deaf or hard of hearing students through developing an effective school-wide support model that addresses universal, selected and targeted interventions.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: These are temporary positions available as soon as possible until 26 January 2020.

How to Apply: Please provide a Curriculum Vitae including details of three referees and a two page statement of claims. Applicants should demonstrate through your Curriculum Vitae and statement of claims, how your skills and experience suit the requirements of the capabilities; focus on relevant achievements rather than merely describing the duties of previous positions or providing details not related to the position. The statement of claims is based on the Australian Professional Standards for Teachers. The statement of claims are supported by descriptions of behaviour against; Professional Knowledge 1) Know students and how they learn 2) Know the content and how to teach it. Professional Practice 1) Plan for and implement effective teaching and learning 3) Create and maintain supportive and safe learning environments 4) Assess, provide feedback and report on student learning. Professional Engagement 6) Engage in professional learning 7) Engage professionally with colleagues, parents/carers and the community (Outlined in the Australian Professional Standards for Teachers (<https://www.aitsl.edu.au/teach/standards>)). Your two page statement does not need to address each example of behaviour, but the general approach typified by these behaviours should be reflected in your response. Use examples of your past actions that are relevant to the standards and focus on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position. Referees may be contacted at any time during the selection process. The focus may be in general terms relating to the capabilities, or a specific aspect for which clarification would assist the decision. It may also be necessary to contact a referee more than once and/or go to additional referees. The selection committee will assess applications, short list, call for interviews and/or contact referees. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview. Completed applications to be emailed to [jobs@act.gov.au](mailto:jobs@act.gov.au). Applicants are encouraged to phone the Contact Officer. Contact Officer: Alicia Rose (02) 6142 1792 [alicia.rose@ed.act.edu.au](mailto:alicia.rose@ed.act.edu.au) Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**Office for Schools**

**Tuggeranong**

**Monash School**

**Preschool Assistant**

**School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 09171)**

Gazetted: 06 December 2018

Closing Date: 13 December 2018

Details: Monash School is seeking a highly motivated, energetic and experienced Learning Support Assistant for our Preschool program. In our Preschool, we aim to provide an environment that supports children to be capable, curious explorers through a program that is intentional, play-based and collaborative. Potential applicants should have knowledge of the Early Years Learning Framework and the National Quality Standard. They will demonstrate an ability to participate in the planning, implementation and delivery of the Preschool program in collaboration with teachers and colleagues. Strong interpersonal skills and the ability to develop and maintain strong and meaningful relationships with staff, students and families will be vital to the position. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a copy of a recent Curriculum Vitae, Application Coversheet and statement addressing the Selection Criteria and send your application to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Matthew Holdway (02) 6142 1660 [matthew.holdway@ed.act.edu.au](mailto:matthew.holdway@ed.act.edu.au)

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

**Office for Schools**

**North and Gungahlin Network**

**Amaroo School**

**First Aid Officer**

**School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 32171)**

Gazetted: 07 December 2018

Closing Date: 14 December 2018

Details: Amaroo School is seeking an adaptable person to fill the role of First Aid Officer. The person we are looking for must be able to multi task and have an excellent practice knowledge of First Aid procedures. This is a new position and is required as we have a large volume of students in first aid every day.

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

Note: This position is part-time at 20 hours per week (10am to 2pm) and the full-time salary noted above will be paid pro-rata. This position will begin in Term 1, 2019 and we would expect the successful applicant to attend the Professional learning days in January 2019. The First Aid allowance will be paid to the successful applicant.

How to Apply: Please submit your application along with the names of two referees.

Contact Officer: Susan Aveyard (02) 6142 1266 [susan.aveyard@ed.act.edu.au](mailto:susan.aveyard@ed.act.edu.au)

**Business Services Division**

**Governance and Community Liaison Branch**

**Ministerial and Commonwealth Relations**

**Senior Manager**

**Senior Officer Grade A \$137,415, Canberra (PN: 09402)**

Gazetted: 12 December 2018

Closing Date: 2 January 2019

Details: The Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of Government Schools across the ACT and for regulating Non-Government Schools and Early Childhood Education providers. Governance and Community Liaison Branch (GCL) forms part of the Business Services Division of the Education Directorate. The Branch is responsible for a range of support services to the Directorate's Minister and Executive, as well as school system. These responsibilities include, broadly Ministerial, Cabinet and Legislative Assembly liaison; media and communications; corporate planning and reporting; advice on governance issues; legal liaison; complaints; registration of non-government schools and home educators; audit and risk management. The Senior Manager will be responsible for the provision of high quality enabling services to support the Minister, the Director-General, Education Divisions and Branches in relation to whole of directorate coordination and support for Cabinet and Assembly Business; Ministerial Management; Executive and Corporate Briefing Management; Corporate reporting 1) election and parliamentary agreement commitments 2) whole of government plans; Secretariat Support for the Director-General's Executive Governance Committee (EGC), and a range of other directorate based committees; Provision of policy advice and support. The advertised position will be responsible for establishing and maintaining an environment where team members are encouraged to be innovative to deliver new and/or different ways of doing business.

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

How to Apply: Please provide all applications, including a current Curriculum Vitae, Application Coversheet and document addressing the Selection Criteria. 1) Demonstrated knowledge and experience of relevant Government, Ministerial, Cabinet and Legislative Assembly processes and procedures. 2) Highly developed interpersonal skills, including proven high level oral and written communication skills and an ability to build partnerships. 3) Demonstrated ability to manage a highly complex and demanding work program, which includes the ability to encourage and support business innovation to deliver improved services. 4) Demonstrated analytical and critical thinking skills, with the ability to produce relevant written materials of high quality. 5) Demonstrated ability to represent the Directorate at a wide range of government forums. 6) Ability to apply the principles and practices of equity and diversity, participative management and occupational health and safety. Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

Contact Officer: Danielle Krajina (02) 6207 2990 [danielle.krajina@act.gov.au](mailto:danielle.krajina@act.gov.au)

**Office for Schools**

**Tuggeranong**

**Theodore Primary**

**Deputy Principal**

**School Leader B \$136,828, Canberra (PN: 04032)**

Gazetted: 10 December 2018

Closing Date: 31 January 2019

Details: Theodore Primary School, a professional learning community situated in Tuggeranong, is seeking a dynamic and innovative School Leader B to join our leadership team. As a leader of Equity and Inclusion, the successful applicant will lead student equity, including student management, welfare and wellbeing; lead and support the implementation of Positive Behaviour for Learning (PBL) and relational approaches for social and emotional wellbeing; support the principal and leadership team in the delivery of a coaching and mentoring framework; and support the Principal and provide leadership to support staff with the implementation of the school plan.

Note: This is a temporary position available from January 2019 to July 2019 with the possibility of extension.

How to Apply: Applicants need to submit a current Curriculum Vitae, supporting statement (two pages) and Application Coversheet. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position.

Contact Officer: Kerri Clark (02) 6142 3100 [kerri.clark@ed.act.edu.au](mailto:kerri.clark@ed.act.edu.au)

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

**Service Design and Delivery**

**Student Engagement**

**School Psychology Service / Clinical Practice**

**Senior Psychologist**

**Senior Psychologist \$127,172, Canberra (PN: 41482)**

Gazetted: 07 December 2018

Closing Date: 16 December 2018

Details: ACT Education is seeking applications from Psychologists who have current experience and specific skills to fulfil the role of Senior Psychologist. School Psychologists attract the same working conditions as teachers.

Eligibility/Other Requirements: Essential: Five years full registration as a psychologist with the Psychology Board of Australia (PSYBA); board approved supervisor certification and experience providing clinical supervision; experience working with children, young people and families. Current drivers licence is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available for a period of up to six months. This position is open to current ACTPS employees only.

How to Apply: Please submit a current curriculum vitae and an expression of interest outlining claims against the prescribed eligibility criteria and job description. Supporting statements should be no longer than two pages.

Applications should be sent to the Contact officer.

Contact Officer: Tej Kaur (02) 6205 9780 [tej.kaur@act.gov.au](mailto:tej.kaur@act.gov.au)

**Office for Schools**

**North and Gungahlin Network**

**Ngunnawal Primary School**

**Community Coordinator**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41503)**

Gazetted: 10 December 2018

Closing Date: 17 December 2018

Details: Ngunnawal Primary School is seeking a high performing Community Coordinator to join the school's leadership team. The successful applicant will demonstrate an ability to develop and implement a community engagement plan, identifying measures to monitor and evaluate the intended impact of the school's intervention,

partnerships and community outreach. The Community Coordinator will be an innovative professional, with a demonstrated ability to enhance the wellbeing of children and their families. This will be demonstrated through their ability to provide access to experiences, support and resources beyond those readily available in a school setting.

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

Note: This is a temporary position with the possibility of extension up to less than 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Provide a Curriculum Vitae, response to Selection Criteria and Application Coversheet to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Kristine Stewart (02) 6142 1500 [kristine.stewart@ed.act.edu.au](mailto:kristine.stewart@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](mailto:jobs@act.gov.au)**

#### **Sustainability and the Built Environment**

##### **Planning Delivery**

##### **Office of the Surveyor - General and Land Information**

##### **Geographic Information Systems Officer - Spatial Data Management System Redevelopment**

##### **Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 39162)**

Gazetted: 06 December 2018

Closing Date: 3 January 2019

Details: The Office of the Surveyor-General and Land Information is seeking a Geographic Information Systems (GIS) Professional to join a team to redevelop ACT's Spatial Data Management System (SDMS). The successful candidate will be highly motivated and technically minded, with an eye for detail. The successful candidate will need to hold skills in GIS (ideally in Environmental Systems Research Institute (ESRI), Feature Manipulation Engine (FME) and Python or the ability to learn) and demonstrate their capability to self-manage and communicate effectively.

Eligibility/Other Requirements: Qualifications in Geographic Information Systems, Mapping, Cartography or Land Information, or extensive experience in a closely related field.

How to Apply: Please provide Curriculum Vitae, Application Coversheet and address the Selection Criteria.

Note: This is a temporary position available as soon as possible until 30 June 2019 with the possibility of extension until 1 November 2019. 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.

Contact Officer: Belinda Allison (02) 6207 5753 [belinda.allison@act.gov.au](mailto:belinda.allison@act.gov.au)

#### **Environment**

##### **Catchment Management and Water Policy**

##### **ACT Healthy Waterways**

##### **Program Manager**

##### **Senior Professional Officer Grade B \$118,319 - \$133,197, Canberra (PN: 34422)**

Gazetted: 11 December 2018

Closing Date: 22 January 2019

Details: The ACT Healthy Waterways Program, a partnership between the ACT and Australian Governments aimed at improving the quality of water leaving the ACT. We are seeking a Program Manager to guide the delivery of critical water quality infrastructure, water quality research, monitoring and modelling and support behaviour change and catchment coordination activities. If you are a skilled Program Manager with experience in infrastructure delivery, governance and reporting, an understanding of water and the environment and excellent community engagement skills you should apply.

Note: This is a temporary position available as soon as possible up to 30 June 2019 with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should include a supporting statement outlining ability, skills and experience against the Selection Criteria. Please also include details of at least two referees and a current Curriculum Vitae. Please send applications to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Matt Kendall (02) 6205 7200 [matt.kendall@act.gov.au](mailto:matt.kendall@act.gov.au)

## **Environment**

### **Parks and Conservation Services**

#### **Biosecurity and Rural Services**

##### **Senior Manager, Rural Services and Natural Resource Protection**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41921)**

Gazetted: 07 December 2018

Closing Date: 21 December 2018

Details: Biosecurity and Rural Services is a section within the Parks and Conservation Service that provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management and livestock production, invasive species and kangaroo population management. It also provides a licensing and compliance capability for the Service. We are seeking an individual to manage the Rural Services and Natural Resource Protection Unit, under broad direction. This will involve 1) Managing the Rural Services and Natural Resource Protection team to deliver agreed outcomes on time and within budget. 2) Development and co-ordination of cross-PCS programs for the delivery of rural programs to support a sustainable rural industry sector in the ACT, achieve off reserve conservation objectives and balance environmental protection with sustainable agriculture; invasive species control (pest plants and animals); the implementation of overabundant wildlife (principally kangaroos) population management programs across ACT Nature Reserves and on ACT Rural lands consistent with relevant Management Plans. 3) Maintaining a plant disease and pest plant and animal biosecurity emergency response capability. 4) Provide advice and input to proposals in relation to resource management issues, asset protection and conservation management activities. 5) Oversee the management of the Horse Holding Paddocks contract. 6) Represent the Directorate and the Branch as required to establish, develop and maintain positive relationships with key external bodies including ACT Government agencies, community groups, rural community and commercial enterprises.

Eligibility/Other Requirements: Tertiary qualifications in Agriculture/Conservation/Land Management or other relevant discipline desirable. A manual driver's licence is required.

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

How to Apply: Applications should include a supporting statement outlining ability, skills and experience against the Selection Criteria. Please also include details of at least two referees and a current Curriculum Vitae. Please send applications to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Stephen Hughes (02) 6207 2508 [stephen.hughes@act.gov.au](mailto:stephen.hughes@act.gov.au)

## **Office of the Deputy Director-General**

### **Executive Officer to the Deputy Director-General, Sustainability and the Built Environment**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39350)**

Gazetted: 10 December 2018

Closing Date: 17 December 2018

Details: Want a place on centre stage? Enjoy a good mic drop? The Deputy Director-General, Sustainability and the Built Environment is responsible for Urban Renewal, Planning Delivery, Climate Change and the Sustainability of our growing city, so he needs an Executive Officer who can write a good brief, define the real issue and tell a quick joke – all at the same time. You'll need to think outside the box, on your feet, and have the confidence to be candid in your advice when asked. Project work and an eye for detail are what's in the box in this gem of a job.

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

Selection may be based on application and referee reports only. This position will be moving to a new workplace

designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: If you're motivated, curious and full of creative ideas, throw us a pitch on one page about why you think you're 'it'. Please provide a Curriculum Vitae and a one page pitch to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Geoffrey Rutledge (02) 6207 5001 [geoffrey.rutledge@act.gov.au](mailto:geoffrey.rutledge@act.gov.au)

## **Environment**

### **Parks and Conservation Services**

#### **Partner Plan and Bio-Security**

#### **Invasive Animals and Over-Abundant Wildlife Manager**

#### **Senior Professional Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17376)**

Gazetted: 07 December 2018

Closing Date: 21 December 2018

Details: Biosecurity and Rural Services is a section within the Parks and Conservation Service that provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management and livestock production, invasive species and kangaroo population management. It also provides a licensing and compliance capability for the Service. We are seeking an individual to manage the Invasive Animals and Overabundant Native Wildlife team to deliver agreed outcomes on time and within budget. This will include providing oversight and strategic direction of invasive animal management on Parks and Conservation managed land and other ACT Land Tenures in the Act; oversight of the use of restricted vertebrate pesticides across the ACT in accordance with relevant legislation; managing the implementation of the Invasive Animal and Overabundant Native Wildlife (principally kangaroos) population management programs across ACT Nature Reserves and on ACT Rural lands consistent with relevant Management Plans.

Eligibility/Other Requirements: Relevant tertiary qualifications in Natural Resource Management, Environmental Science or equivalent. Restricted Pesticide Handling Accreditation (NSW DPI) or equivalent. Possess a manual drivers' licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

How to Apply: Applications should include a supporting statement outlining ability, skills and experience against the Selection Criteria. Please also include details of at least two referees and a current Curriculum Vitae. Please send applications to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Stephen Hughes (02) 6207 2508 [stephen.hughes@act.gov.au](mailto:stephen.hughes@act.gov.au)

## **Health**

**Selection documentation for the following positions may be downloaded from**

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

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

### **Policy, Partnerships and Programs**

#### **Executive Branch Manager, Health Policy and Strategy**

**Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E1083)**

**Gazetted: 6 December 2018**

**Closed: 17 December 2018**

Details: ACT Health Directorate seeks a suitably qualified and experienced candidate for the position of Executive Branch Manager, Health Policy and Strategy. The Policy, Partnerships and Programs Branch leads and coordinates all strategic policy and stakeholder engagement activities for ACT Health. Reporting to the Executive Director, Policy Partnerships and Programs, the Branch Manager, Policy and Strategy is a critical leadership role within ACT Health, leading a multidisciplinary team to develop and implement local and national health policy. It is expected that the successful executive will have a unique understanding of the responsibilities and accountabilities of this



role being able to work collaborative across a range of areas in ACT Health. To be successful in this position, the incumbent will have a demonstrated track record of successfully leading a management team in a complex environment, inspiring a collaborative team and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to 12 months.

Contact Officer: Further information about the position is available from Geraldine Grayland, (02) 6205 2976 [geraldine.grayland@act.gov.au](mailto:geraldine.grayland@act.gov.au)

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Medical**

#### **General Medicine**

#### **Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: TBA)**

Gazetted: 13 December 2018

Closing Date:

Overview of the work area and position: Canberra Health Services, Division of Medicine, provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Department of General Medicine (GM) manages patients with multiple active co-morbidities or undifferentiated illness under the age of 80 years that requiring ongoing hospital care. We are a busy inpatient service with consultation and outpatient clinic responsibilities. Applicants should have had training and experience in General Medicine. Medical sub-specialty training is desirable. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced and Basic Physician Trainees in General Medicine. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff (including physician trainees). There are significant opportunities to undertake research and quality assurance projects. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,494 - \$359,948 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australasian College of Physicians (FRACP) in General Medicine and or equivalent specialist qualifications. o Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a permanent part time position at 16 hours per week. Contact Officer: Dr Ashwin Swaminathan (02) 6174 5148 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

## **Justice and Community Safety**

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

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

## **Human Rights Commission**

## **Victim Support ACT**

### **Victim Services**

#### **Case Coordinator**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 41867, several)**

Gazetted: 11 December 2018

Closing Date: 3 January 2019

Details: Victim Support ACT is seeking a highly motivated individuals with excellent Case Coordination skills to join the Victim Services team within the ACT Human Rights Commission. Duties of the Case Coordinator include providing timely, accessible, individualised assistance to victims of crime; coordinating the provision of professional brokered services; and providing victims with information, assistance and advocacy in relation to the justice system. Case Coordinators work closely with multidisciplinary team members across Victim Support ACT seeking to deliver high quality, responsive services to clients. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

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

Note: This is a full-time, permanent position available as soon as possible and multiple positions may be available. Selection may be based on application and referee reports only.

How to Apply: See the attached position description for further information regarding duties and responsibilities. A response should be made to each Selection Criteria. Examples are included to assist applicants address the Selection Criteria. Please limit your response to three A4 pages in total.

Contact Officer: Margo Lilley (02) 6207 0686 [margo.lilley@act.gov.au](mailto:margo.lilley@act.gov.au)

## **ACT Government Solicitor**

### **Paralegal Team Leader**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36873, several)**

Gazetted: 06 December 2018

Closing Date: 13 December 2018

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. As the Territory legal advisor, the ACTGS comprises 80 lawyers focussed on excellent client and legal service delivery. We are a supportive team, actively encouraging professional development and offering competitive remuneration and employment arrangements. The ACTGS is inviting application from suitable candidates for the role of Paralegal Team Leader with a background in working within a legal environment and a proven ability to guide, coordinate and monitor work flow, mentor, motivate and develop staff. The successful candidate must have good communication skills, exercise initiative and discretion in managing work priorities and deadlines and exhibit strong attention to detail. They will have good time management as well as the ability to exercise good judgement in a variety of situations. To find out more about ACTGS visit our website at [www.actgs.gov.au](http://www.actgs.gov.au)

Eligibility/Other Requirements: Recognised Legal qualifications. Demonstrated experience in a similar role is essential; knowledge of legal terminology, legal research methods and procedures and knowledge of Open Practice is desirable. The successful candidate will have demonstrated experience in a supervisory role and proficiency in the use of Microsoft Office Suite, Adobe Pro and use of the Open Practice Management System or ability to quickly learn new programs/databases. If you are committed to excellence and delivery and have a strong desire to contribute to the diverse activities of the Territory, a career with ACTGS should be considered.

How to Apply: Applications must enclose a current Curriculum Vitae and indicate their availability to commence.

Salary is dependent on relevant qualification, experience and demonstrated ability against the Selection Criteria.

Employment conditions are detailed in the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017.

Note: An order of merit may be established to fill further identical positions which may arise over the next 12 months. Selection may be based on applications only.

Contact Officer: Maria Batzogiannis (02) 6205 3734 [maria.batzogiannis@act.gov.au](mailto:maria.batzogiannis@act.gov.au)

**Office of the Legislative Assembly**

**Office of the Clerk**

**Integrity Commission**

**Transition Support Manager**

**Senior Grade Officer C \$104,630 - \$112,626 (salary rate from 13/12/18), Canberra (PN: 1001)**

Gazetted: 06 December 2018

Closing Date: 10 December 2018

Details: The Clerk of the Assembly seeks expressions of interest for a Transition Support Manager to provide administrative support and advice to the Speaker in relation the appointment of an Integrity Commissioner, and to assist with preliminary logistical arrangements associated with the establishment of the Commission.

Note: The Transition Support Manager is a temporary, non-ongoing position for a period between three to six months with possible extension.

How to Apply: To be considered, please provide an expression of interest no longer than 2 pages and a current resume to [OLARecruitment@parliament.act.gov.au](mailto:OLARecruitment@parliament.act.gov.au) by 5pm Wednesday 5 December 2018.

Applications can be forwarded to: [OLARecruitment@parliament.act.gov.au](mailto:OLARecruitment@parliament.act.gov.au)

**Transport Canberra and City Services**

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

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

**Governance and Ministerial Services**

**Governance**

**Quality Management Services**

**Quality Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 32546)**

Gazetted: 06 December 2018

Closing Date: 20 December 2018

Details: Applications are sought for an experienced, motivated, innovative and skilled professional to fill the role of Manager, Quality. The Manager is responsible for leading the implementation of the Directorate's quality management service. The position is expected to work collaboratively with all business units across the Directorate and be supportive and flexible in their approach to changing 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.

Note: The Transport Canberra and City Services directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

How to Apply: Please submit a detailed response to the Selection Criteria, your resume and the contact details for two referees and send to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Shonah Stratton (02) 6205 8479 [shonah.stratton@act.gov.au](mailto:shonah.stratton@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](mailto:jobs@act.gov.au)**

**Program Solutions and Operations**

**Sustainability and Release Coordination Unit**

**Project Officer, Land Release Analysis and Innovation  
Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41860)**

Gazetted: 11 December 2018

Closing Date: 6 January 2019

Details: The Suburban Land Agency is looking for an enthusiastic and committed team member to contribute to strategic market analysis and research into demand, housing preferences, affordable housing design options and innovative land development practices. As part of a small team, with the Sustainability and Release Coordination Unit, the successful candidate support the Suburban Land Agency in delivering the Government's Indicative Land Release Program and ensuring product meets market demand. The successful candidate will have quality communications skills to support the Sustainability and Release Coordination Unit in communicating with Suburban Land Agency staff, other agencies and the Suburban Land Agency Board about market trends and potential impacts on release coordination. Cooperation and partnerships are a key component of this role. The successful candidate for this role will ideally have demonstrated experience in analysis of the housing market, an understanding of affordable housing options, and the ability to undertake research and apply innovations. Eligibility/Other Requirements: Tertiary qualifications in relation to the property market, real estate analysis and housing development or related disciplines is 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: Applicants are requested to address the Selection Criteria and include a supporting statement outlining their experience and/or ability relating to the role. Contact details of at least two referees and a current Curriculum Vitae are also required. Please limit responses to 300 words per criterion.

Contact Officer: Rob Thorman (02) 6205 3062 [rob.thorman@act.gov.au](mailto:rob.thorman@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](mailto:jobs@act.gov.au)**

**Canberra Hospital and Health Services**

**Adult Community Mental Health Services Adult Community Mental Health Central Management Mental Health Act Implementation Education Officer Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 40559)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for people. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. Mental Health, Justice Health, Alcohol and Drug Services include the following programs: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services; Rehabilitation and Speciality Services; and ACT Mental Health Consumer Network. Although, employment of position and line management responsibilities lie with Canberra Health Services, it is required that this position works in close partnership and also receives supervision and support from the ACT Mental Health Consumer Network (the Network). The Network is a consumer-led, community-based organisation advocating for the interests of people with mental illness living in the ACT to bring about a higher standard of health care in the mental health sector, through representation, lobbying and active involvement in new developments in the mental health sector. The Network aims to bring the voice of mental health consumers to all levels of Government and the community. The Network is committed to social justice and the inclusion of people with experience of mental illness as respected citizens of the community and valued contributors to the economic, social, cultural and

creative life of the ACT. The Network operates a range of programs to represent the views and interests of mental health consumers in mental health policy development, and service planning, delivery and evaluation through various advisory and decision-making bodies. The Network is funded recurrently by Canberra Health Services. Overview of the work area and position: The role of the Mental Health Act Implementation Education Officer is to develop and facilitate educational tools and training with support from MHJHADS and Network staff and members to fully realise the objectives and principles of the *Mental Health Act 2015*. The development of these tools and training will involve close collaboration with consumers and MHJHADS staff to ensure they are structured in the most suitable manner possible. The Education Officer will report directly to the Office of the Chief Psychiatrist as well as receive supervision and support from the Executive Officer of the Network. We encourage all interested candidates to apply irrespective of your capacity to fulfil the advertised hours, as part-time and flexible working arrangements will be considered. Aboriginal and Torres Strait Islander peoples and people from diverse backgrounds are strongly encouraged to apply.

Eligibility/Other Requirements: Essential: Direct personal lived experience of mental health issues, with: a positive experience of recovery; and a strategic ability and willingness to disclose personal experience of recovery in order to influence others positively. Prior to commencement successful candidates as part of standard Canberra Health Services procedures will be required to: Undergo a pre-employment National Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS occupational screening requirements related to immunisation, and Comply with CHS credentialing requirements for allied health staff. Note: This is a temporary part-time position available for a period of five months working 18.75 hours per week. The full-time salary noted above will be paid pro rata.

Contact Officer: Bruno Aloisi (02) 6205 8559 [bruno.aloisi@act.gov.au](mailto:bruno.aloisi@act.gov.au)

### **Chief Financial Officer**

#### **Canberra Health Services**

**Executive Level 2.4 \$324,854 - \$339,331 depending on current superannuation arrangements, Canberra (PN: E1085)**

Gazetted: 13 December 2018

Closing Date: 13/12/2018

- Strategic CFO opportunity
- Drive change and enhance delivery
- Work with a top tier team of executives
- Based in Canberra ACT

The Chief Financial Officer provides strategic leadership and vision to develop the financial maturity of Canberra Health Services. The role will be responsible for the establishment of appropriate financial management frameworks, processes and accountabilities and will provide overall leadership and management of the Finance and Business Intelligence Division. The position has responsibility for the provision of sound financial advice to the Chief Executive Officer and the Minister.

The role has oversight and responsibility for financial accounting controls, budget development, financial performance reporting, treasury functions, financial systems and clinical records management.

Reporting to the Chief Executive, the Chief Finance Officer is accountable for the day-to-day management of the financial operations of CHS.

The main focus of this role are:

- accounting operations of CHS including financial statements and reports, financial risk management and ensure compliance with internal financial and accounting policies and procedures,
- development of financial controls and systems across CHS,
- preparation, development and analysis of management accounting and other financial and reporting information,
- the management and storage of the CHS centralised clinical records, and
- provision of high quality support and advice services to key stakeholders, budget holders and managers.

What are we looking for?

- Demonstrated strategic leadership and experience in developing and implementing of financial policy within an activity based management approach to financial management.
- A sound knowledge of the preparation and implementation of financial strategic and tactical planning processes.
- Detailed understanding of leadership, financial risk management, strategic direction-setting, effective people management and the challenges facing modern healthcare service delivery.
- The ability to respond to significant challenges with a high level of resilience and persistence.
- Tertiary level accounting qualification and membership of an appropriate professional body (CPA/CA).

Interested applicants can seek further information from Ms. Bernadette McDonald on telephone (02) 5124 4700.

**How to apply:** Interested candidates are requested to submit an application addressing the selection criteria of no more than three pages, as well as a current curriculum vitae and the name and contact details of two referees to Ms. Bernadette McDonald. Applications close 11.59pm 17 December 2018.

**Remuneration:** The position attracts a remuneration package ranging from \$324,854 to \$339,331 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,216.

**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 long-term engagements are tabled in the ACT Legislative Assembly.

### **Mental Health, Justice Health**

#### **Alcohol and Drug Services Office of the Chief Psychiatrist Tribunal Liaison Assistant Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: TLA00)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS'S Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services (RSS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol & Drug Services (ADS); Child & Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS), incorporating the Forensic Mental Health Service (FMHS). The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The Tribunal Liaison Assistant provides support to the Tribunal Liaison Officer including administrative support and attendance at tribunal hearings. The position will be accountable and responsible to the Director of Clinical Services through an Individual Learning and Development Plan. MHJHADS aims to be socially inclusive and operates within a

recovery-focused and/or harm minimisation approach. MHJHADS provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

**Eligibility/Other Requirements:** Mandatory: Knowledge and experience in the use of relevant medical terminology and understanding in dealing with persons affected with a Mental Illness. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the Working with Vulnerable People (Background Checking) Act 2011.

**Note:** This position is part-time at 14.7 hours per week and the full-time salary noted above will be paid pro-rata.

**Contact Officer:** Giorgi Gesini (02) 5124 1730 [giorgi.gesini@act.gov.au](mailto:giorgi.gesini@act.gov.au)

### **Clinical Support Services**

#### **Biomedical Engineering**

#### **Project Support Officer**

**Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 36950)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

Details: About us: Canberra Health Services (CHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wards persons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing & Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services); Pharmacy; Food Services; Domestic and Environmental Services; Sterilising Services; Supply. Overview of the work area and position: Biomedical Engineering (BME) is responsible for the healthcare technology management of Canberra Health Service's inventory of medical equipment, medical electrical systems and medical IT-networks (much of which is located on Canberra Hospital campus): provides BME support and advice to all clinical areas; manages, monitors and supervises services contracts for medical equipment and external contractors; ensures technical compliance of all medical equipment, systems and technology to appropriate standards and regulations; manages and maintains a register of all medical equipment and medical electrical systems owned by CHS; liaises with other government departments, universities, and BME departments on BME matters; designs, modifies and manufactures medical devices and technical aids; participates in clinical research for the improvement of health services. The position reports to the Director of Biomedical Engineering, and is responsible for supporting projects undertaken by the department for efficient implementation and management for a broad range of medical equipment and systems.

**Eligibility/Other Requirements:** Mandatory: Associate diploma, or equivalent, with a Biomedical Equipment understanding. Desirable: Experience, training or accreditation in a relevant field.

Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy (OMU).

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

**Contact Officer:** Alan Ringland (02) 5124 3816 [alan.ringland@act.gov.au](mailto:alan.ringland@act.gov.au)

**Mental Health, Justice Health**

**Alcohol and Drug Services Office of the Chief Psychiatrist Tribunal Liaison Assistant Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: TLA00)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS'S Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services (RSS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol & Drug Services (ADS); Child & Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS), incorporating the Forensic Mental Health Service (FMHS). The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The Tribunal Liaison Assistant provides support to the Tribunal Liaison Officer including administrative support and attendance at tribunal hearings. The position will be accountable and responsible to the Director of Clinical Services through an Individual Learning and Development Plan. MHJHADS aims to be socially inclusive and operates within a recovery-focused and/or harm minimisation approach. MHJHADS provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

Eligibility/Other Requirements: Mandatory: Knowledge and experience in the use of relevant medical terminology and understanding in dealing with persons affected with a Mental Illness. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the Working with Vulnerable People (Background Checking) Act 2011.



Note: This position is part-time at 14.7 hours per week and the full-time salary noted above will be paid pro-rata.  
Contact Officer: Giorgi Gesini (02) 5124 1730 giorgi.gesini@act.gov.au

Executive Group Manager, People and Culture

**Executive Level 2.3 \$283,610 - \$296,034 depending on current superannuation arrangements, Canberra (PN: E858)**

Gazetted: 13 December 2018

Closing Date: 17 December 2018

- Create a shared vision around people and culture
- Ensure the optimisation of human resources across a large, complex and diverse cluster
- Based in Canberra ACT

Canberra Health Services is revising the way it is organised and operated and the People and Culture Branch will play a significant role in the development of a model health workforce in a world leading health service. The People and Culture Division works across Canberra Health Services to provide effective people practices, increasing employee engagement and creating a culture that lets the Directorate's people achieve their best. The Executive Director, will lead the delivery of high quality HR services and workforce strategies across Canberra Health Services and ensure that the strategy supports the achievement of organisational objectives. The role ensures HR initiatives within Canberra Health Services are effectively linked to strategic and operational plans through successful workforce planning, talent attraction and management, leadership, employee relations and capability development.

This role plays a crucial role in supporting the overall change agenda of the organisation as a whole. Additionally, this role will drive the development, integration and review of capability-based talent management strategies and a values-based cultural framework across Canberra Health Services.

What are we looking for?

- Proven leadership experience at an executive level, in the area of Human Resources, responsible for forward planning and strategic decision making.
- In-depth knowledge of contemporary human resources issues and trends.
- Proven skills in driving innovation and change within a complex environment
- The ability to respond to significant challenges with a high level of resilience and persistence.
- Tertiary qualifications in Human Resources Management or equivalent experience.
- 

Interested applicants can seek further information from Ms. Bernadette McDonald on telephone (02) 5124 2728.

**How to apply:** Interested candidates are requested to submit an application addressing the selection criteria of no more than three pages, as well as a current curriculum vitae and the name and contact details of two referees to Ms. Bernadette McDonald. Applications close 11.59pm 17 December 2018.

**Remuneration:** The position attracts a remuneration package ranging from \$283,610 to \$296,034 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$255,891.

**Contract:** The successful applicant will be engaged under a performance based contract for a period of three years initially with the possibility of extension up to five years.

**Executive Group Manager Director**

**Quality, Safety, Innovation and Improvement**

**Executive Level 2.2 \$266,202 - \$277,760 depending on current superannuation arrangements, Canberra (PN: E871)**

Gazetted: 13 December 2018

Closing Date: 17 December 2018

- Quality and Patient Safety: You Make It Possible
- Create a shared vision around continuous improvement
- Based in Canberra ACT

Canberra Health Services is focussed on the delivery of high quality, effective, person centred care. You will play a significant role in the development of a model health workforce in a world leading health service.

The Quality, Safety, Innovation and Improvement area is focused on the importance of quality and risk in the Canberra Health Services, and the synergies that exist to provide continuous improvement and management of opportunities and threats within a dynamic health environment.

The Executive Director is a crucial leadership role requiring a high level of ethics and integrity, with the ability to be objective and independent. Your executive leadership skills and experience will equip you to effectively manage these functions, providing expertise on quality and patient safety with particular focus on key measures tied to performance, improvement and innovation.

This role, is responsible for providing leadership to and oversight and mentoring for the effective implementation of clinical quality and safety initiatives throughout CHS driving improvement and innovation. This position will provide advice to the Chief Executive Officer (CEO) on quality, governance and risk matters.

**What are we looking for?**

- Demonstrated strategic leadership and experience in leading and implementing change and driving improvements in quality and safety.
- A sound knowledge of the concepts and principles of quality management and evidence based practice in a hospital/healthcare setting.
- Detailed understanding of leadership, financial risk management, strategic direction-setting, effective people management and the challenges facing modern healthcare service delivery.
- The ability to respond to significant challenges with a high level of resilience and persistence.
- Relevant Tertiary qualifications in a field related to Quality Management or equivalent experience.

Interested applicants can seek further information from Ms. Bernadette McDonald on telephone (02) 5124 4700.

**How to apply:** Interested candidates are requested to submit an application addressing the selection criteria of no more than three pages, as well as a current curriculum vitae and the name and contact details of two referees to Ms. Bernadette McDonald. Applications close 11.59pm 17 December 2018.

**Remuneration:** The position attracts a remuneration package ranging from \$266,202 to \$277,760 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$210,138.

**Contract:** The successful applicant will be engaged under a performance based contract for a period of up to five years.

**People and Culture**

**Organisation Development**

**Director, Workforce Culture and Leadership**

**Senior Officer Grade A \$137,415, Canberra (PN: 23771)**

Gazetted: 13 December 2018

Closing Date: 27 December 2018

Details: About us: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services; University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services; three walk-in centres: which provide free treatment for minor illness and injury; six community health centres: providing a range of general and specialist health services to people of all ages; a range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS. Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general

clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda. Overview of the work area and position: Workforce Culture and Leadership is a specialist team within People and Culture focussing on improving workplace culture; increasing staff engagement; staff health and wellbeing; elevating leadership/management skills; and supporting change management to support CHS staff to provide high quality patient care/experience. All of our work is underpinned by a strong focus on CHS values of care, excellence, collaboration and integrity. Examples of the type of work done by Workforce Culture and Leadership include: customised development and delivery of team development activities, including team charters and workshops to improve team functioning and performance; manage and coordinated the whole of organisation workplace culture survey; develop CHS culture strategy to address results of the workplace culture survey; provide individual support to managers and work units to address workplace culture survey results and improve workplace culture; develop and manage pulse surveys to track culture improvement and/or analyse existing culture; facilitate team/business planning sessions; develop and deliver workshops in relation to whole of government organisational development initiatives, include the Respect, Equity and Diversity Framework and the ACTPS Performance Framework; use Psychometric tools and provide associated coaching, for example, LSI 360-degree feedback and Hermann Brain Dominance Instrument.

Eligibility/Other Requirements: Mandatory: must hold a current driver's licence. Desirable: Tertiary qualifications or equivalent in Human Resources or Organisational Psychology and eligibility for membership of the appropriate professional organisation are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

## **Clinical Services**

### **Medical Physics and Radiation Engineering**

#### **Molecular and Nuclear Medicine Physics**

##### **Medical Physicist**

##### **Medical Physics Specialist \$98,410 - \$136,681, Canberra (PN: 29263)**

Gazetted: 13 December 2018

Closing Date: 31 January 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. Overview of the work area and position: The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks; e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services); Pharmacy; Food Services; Domestic and Environmental Services; Sterilising Services and Supply. The Medical Physics and Radiation Engineering (MPRE) team is responsible for the safety and quality (accuracy and precision) of clinical/non-clinical radiological and nuclear equipment, facilities and procedures. MPRE contributes technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation. MPRE provides a small number of direct healthcare consumer services. The broad areas of MPRE services are: Radiation safety, teaching and research; brachytherapy physics; teletherapy physics; molecular and nuclear medicine physics; radiology physics; radiation engineering; and mould room manufacturing. Medical radiation equipment and facilities need to be managed by CHS so that it meets its legislative and standard of care requirements. Access to Medical Physicists and Radiation Engineers is essential for standards to be met and for CHS to maintain eligibility for Medicare reimbursement of medical radiation procedures. Under broad direction and supervision, you will play a key role in the MPRE team in providing day to day Medical Physics support services to users of medical radiation and related systems across CHS including, but not limited to, Nuclear Medicine and Medical Imaging.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australasian College of Medical Physicists and Engineers in Medicine (ACPSEM) on the ACPSEM Register of Qualified Medical Physics Specialists in Nuclear Medicine Physics; Postgraduate qualifications or equivalent in Medical Physics; eligibility for membership of the ACPSEM and a current driver's licence. Desirable: Hold certification from the ACPSEM, or its equivalent in Nuclear Medicine Physics; experience working in medical physics in a clinical Nuclear Medicine environment; experience in quantitative nuclear medicine and parametric imaging; experience in nuclear medicine software development in image processing and dosimetry. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS credentialing requirements for allied health and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).  
Contact Officer: Farshid Salehzahi (02) 5124 4091 farshid.salehzahi@act.gov.au

## **Clinical Services**

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

#### **Home Assessment and Acute Response Team (HAART)**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 36317)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. 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. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS): MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS 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; Justice Health Services; Rehabilitation and Specialty Mental Health Services and Dhulwa Mental Health Unit. Overview of the work area and position: An exciting opportunity exists for a Registered Nurse to join the Mental Health, Justice Health, Alcohol and Drug Services. The Registered nurse position is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new Model of Care (MoC) is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing serve and enduring mental illness and complex needs. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based

models of care. The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Tertiary qualifications in Nursing; current passenger vehicles driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: HAART operates an extended hour's service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

Contact Officer: Kalvinder Bains (02) 5124 9152 kalvinder.bains@act.gov.au

## **Clinical Services**

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

#### **Rehabilitation and Specialty Mental Health**

#### **Older Persons Community Mental Health Team**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17020)**

Gazetted: 13 December 2018

Closing Date: 3 January 2018

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of Canberra Health Services Quality Strategy and government priorities, and aligning them with Canberra Health Services Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation 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); and Justice Health Services. Overview of the work area and position: The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service.

The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home

based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. This is a senior clinical position that will sit within any of the three sub teams providing direct person-centred care. At this level the HPO3 will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. This position will take the lead in providing a range of evidence based interventions to improve outcomes for our consumers who have Hoarding Disorder or live in severe domestic squalor. The HPO3 will contribute their expertise to the multidisciplinary team, provide supervision to staff at Levels HP 2 and 1 and support the Team Leader in change processes. The Health Professional Level 3 will undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Mandatory: Applicants must have at least three years but preferably at least five years of paid, professionally relevant work and completed all other relevant professional requirements; for professionals bound by professional registration, all registration requirements must be fulfilled and registration awarded. For Occupational Therapy: Registration as an OT with Australian Health Practitioner Regulation Agency (AHPRA). For Psychology: Registration with Australian Health Practitioner Regulation Agency (AHPRA). For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers. Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Kylie Henson (02) 5124 1980 kylie.henson@act.gov.au

#### **Canberra Hospital and Health Services**

#### **Surgery and Oral Health**

#### **Ophthalmology Outpatient Department**

#### **Administrative Assistant**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 10762)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS 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.

Overview of the Work Area and Position: Exciting opportunity exist for a dynamic and motivated staff member interested in the position of Administrative Assistant within the Outpatient Ophthalmology Administration Team. The successful applicant will be enthusiastic, have excellent interpersonal skills and excellent customer service skills. This position provides administrative and general office support to the Outpatient Ophthalmology Department with duties including booking appointments, referral management, screening telephone calls, filing and data entry. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the outpatient ophthalmology team as necessary.

Eligibility/Other Requirements: Mandatory: Applicants will need to have excellent communication, organisational and time management skills, with an ability to liaise effectively with staff at all levels. Desirable: A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is desirable. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Rebecca Scaysbrook 02 6124 4175 rebecca.scaysbrook@act.gov.au

#### **CEO Office**

#### **Rehabilitation, Aged and Community Care**

## **Administration**

### **Customer Service Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 41308, several)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

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Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are two positions available, one is permanent full-time working 12:00pm to 8:30pm (Monday to Friday) and the other is temporary full-time available for 11 months working 7:00am to 3:30pm (Monday to Friday). Customer Service Officers may be required to work rotating shifts including weekends, evenings and public holidays.

Contact Officer: Lydia Thomas (02) 51248 303 [lydia.m.thomas@act.gov.au](mailto:lydia.m.thomas@act.gov.au)

## **Clinical Services**

### **Community Health Programs**

#### **Maternal and Child Health**

##### **Administration Service Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 28738, several)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Maternal and Child Health Service (MACH) and Allied Health Services in the Women Youth and Children Community Health programs provide care to young families in the ACT, including children 0-five years and their carers in the community setting. A range of services are offered in multiple settings across the ACT. The administration support role supports the MACH and Allied Health managers and team members to ensure the smooth operational requirements for the service to deliver quality client care.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU). Note: Please note there are two positions available within this recruitment process which include a full-time permanent position and a part-time temporary position available at three days per week and the full-time salary noted above will be paid pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Tarryn Guinard (02) 5124 7491 tarryn.guinard@act.gov.au

#### **Clinical Services**

##### **Pathology**

##### **Customer Services**

##### **Collections Supervisor**

##### **Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 20322)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

**Details:** About us: Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The supervisor position within the collection centre at ACT Pathology is responsible, in conjunction with the Collection Manager and Customer Services Manager the day to day running of the department including ward collections. Under broad direction you will play a key role in providing day to day supervision of collection staff, assign duties as required and provide support to all requirements of customer services within the collection centre.

**Eligibility/Other Requirements:** Associate Diploma or Certificate in Medical Laboratory Science or other approved qualification and/or at least five years recent experience in venepuncture. Must hold a current ACT driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Ellie Sarili (02) 5124 2932 ellieron.sarili@act.gov.au

#### **Surgery and Oral Health**

##### **Pain Management Unit**

##### **Booking Clerk - Pain Management Unit**

##### **Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 27188)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

**Details:** About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: As part of a multidisciplinary team, you will play a key role in providing administrative support to the Pain Management Unit by undertaking duties listed in the duty statement.

**Eligibility/Other Requirements:** Sound communication skills, proven ability to provide high level keyboard data entry and experience in the use of a variety of computer software including Outlook, Word and Excel; ACT Patient Administration System experience is highly desirable. Prior to commencement the successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Rebecca Scaysbrook (02) 5124 4175 rebecca.scaysbrook@act.gov.au

#### **Clinical Services**

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

##### **Justice Health**



### **Clinical Nurse Educator**

#### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 37270)**

Gazetted: 13 December 2018

Closing Date: 3 January 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities of CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including 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); Justice Health Services; and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) provides high quality mental health care to people from 18 to 65 years of age. The DMHU is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. DMHU sits within the Justice Health Services program of MHJHADS and offers 10 acute care beds and 15 rehabilitation beds. At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic secure environment. This position reports to the DMHU Assistant Director of Nursing and will liaise with the Clinical Nurse Consultant to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working at the DMHU. In this role you will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Tertiary qualifications or equivalent in a Certificate IV in Training and Assessment; minimum three years nursing experience in mental health with a sound understanding of forensic mental health; and a current driver's licence. Desirable: Holds or is working towards a post graduate qualifications in Health Education, and/or has demonstrated experience in adult education and clinical practice development; Post Graduate Qualification in Mental Health Nursing and experience in managing and influencing teams, processes and practice improvement in a forensic health environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Tash Lutz (02) 5124 1684 tash.lutz@act.gov.au

**Canberra Hospital and Health Services  
Medicine**

**Acute Speech Pathology and Audiology  
Senior Speech Pathologist**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 26266)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS Quality Strategy and government priorities, and aligning them with CHS Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Acute Support Speech Pathology team is looking for an enthusiastic and suitably qualified Speech Pathologist to join a dynamic team of Speech Pathologists at the Canberra Hospital. The Speech Pathology department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of the Canberra Hospital and the surrounding community. As a senior Speech Pathologist, you are required to have specialised acute hospital speech pathology skills. You will assist the Speech Pathology Manager in the day-to-day management of clinical services, including clinical supervision of staff, teaching and training and a strong involvement with quality improvement, evidence based practice and research. Expertise in a range of specialised clinical areas in an acute care setting is required.

Eligibility/Other Requirements: Mandatory: Recognised undergraduate or postgraduate qualifications in speech pathology and eligibility for full-practising membership with Speech Pathology Australia; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Desirable: Relevant post graduate qualifications and/or extensive professional experience within an acute care setting; current driver's licence. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment offer being made; obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a part-time position of 27.15 hours per week (0.74FTE) and is available for 12 months from 18/2/19 to 14/2/20. The salary noted above will be paid pro rata. This position may be filled based on written application alone. Job share will be considered for this position if the preferred applicant does not wish to work the full 27.15 hours per week. If available after 14/2/20, this position may be offered at the same or reduced hours to eligible applicants according to the merit list.

Contact Officer: Tim Tooke (02) 5124 2193 [timothy.tooke@act.gov.au](mailto:timothy.tooke@act.gov.au)

**CEO Office  
Office of Deputy Director General**

## **Allied Health**

### **Interprofessional Learning Coordinator**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 04524)**

Gazetted: 13 December 2018

Closing Date: 10 January 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: This position is based in the Allied Health Office, at the Canberra Hospital. The Allied Health Office is responsible for providing professional and clinical leadership and high-level advice on a broad range of allied health issues including clinical governance and professional practice, clinical health policy, workforce development, reform and service innovation, continuous quality improvement, research and clinical education. The Office works in collaboration with the Chief Allied Health Officer within Office of Professional Leadership and Education, CHS, on strategic level professional and workforce issues. The Inter-professional Learning Co-ordinator position in the Allied Health Office plays a leadership role across two key portfolios: Inter-professional Learning: Provision of leadership and coordination of inter-professional learning policy, priorities and key initiatives across Canberra Health Services. This portfolio includes building partnerships and engaging with a variety of stakeholders relating to inter-professional learning, as well as with external stakeholders including education providers. Note that the work of this portfolio crosses allied health, nursing, midwifery and medicine; Allied Health Research: Provision of leadership and coordination of activities that promote and enhance research capacity and culture within allied health at Canberra Health Services. This includes strategic work regarding research, such as the Allied Health Research Network and the new joint ACT Health and University of Canberra Professor of Allied Health Research position, as well as the coordination of the Allied Health Research Support Grants Scheme and secretariat for the Allied Health Research Network.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) OR, where from a non-registered allied health profession, eligibility for membership of the appropriate professional organisation. Desirable: Experience and/or qualifications in health-related Education, Clinical Supervision, Research and/or Evaluation. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health; comply with occupational Assessment, Screening and Vaccination policy, (OMU).

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

Prospective applicants are required to communicate with a Contact Officer as part of the application process.

Contact Officer: Kerry Boyd (02) 6205 0893 kerry.boyd@act.gov.au

## **Clinical Services**

### **Clinical and Diagnostic Services**

#### **Pharmacy**

### **Oncology Pharmacy Operations Manager**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 31393)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health

Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within CHHS. The following areas are included within this Division: Pharmacy; Biomedical Engineering; Medical Physics and Radiation Engineering; Nursing Operational Support and Clinical Records. Overview of the work area and position: CHHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The pharmacy department provides a range of operational and clinical services to inpatients and outpatients in a number of specialised services. Working within the oncology team, the Oncology Pharmacy Operations Manager will lead, co-ordinate and manage a team of pharmacists and technicians to deliver safe and efficient oncology services across the CCHS. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the CHS community". This position works closely with the Lead Pharmacist - Cancer, Ambulatory and Community Services. It also includes a range of pharmacy services on weekends and after hours as rostered. Eligibility/Other Requirements: Mandatory: Be registered (or eligible to be registered) as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) and a Masters level postgraduate qualifications in Clinical Pharmacy, Compounding Pharmacy, Management, Education or Research or working towards with extensive clinical pharmacy experience deemed equivalent. Desirable: The Society of Hospital Pharmacists of Australia (SHPA) membership; membership linked to area of speciality' publication in peer review journals' project management and /or research experience; seven years' experience working in hospital pharmacy. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU)

Note: This is a temporary position available for a period of 12 months with possibility of extension and/or permanency and will be required to work across multiply CHHS locations.

Contact Officer: Sheridan Briggs (02) 5124 2121 [sheridan.briggs@act.gov.au](mailto:sheridan.briggs@act.gov.au)

## **ACT Health**

**Selection documentation for the following positions may be downloaded from**

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

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

### **CEO Office**

#### **Nursing and Midwifery Office**

#### **Office of the Chief Nursing and Midwifery Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36273)**

Gazetted: 13 December 2018

Closing Date: 20 December 2018

Details: About us: The ACT Health Directorate (ACTD) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The ACT Health Directorate is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Health Directorates

Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The Corporate Group provides a range of corporate and strategic support to clinical service areas in the operational areas of financial management, human resources, procurement, facilities management and business services. This extends to: maintaining critical physical and technological infrastructure for public hospitals and health services; providing financial and business support services; collating, organising and transforming into information that is communicated to internal and external stakeholders; providing communications and stakeholder engagement support. Led by a Deputy Director-General, the Corporate Group includes the following functional areas: Audit, Risk and Compliance; Business Support Services; Communications; Digital Solutions Division; Health Infrastructure Services; Health Services Program; People and Culture; Performance, Reporting and Data. Overview of the work area and position: The Office of the Chief Nursing and Midwifery Officer is responsible for leadership, coordination, governance and promotion of local, national and international issues relating to the nursing and midwifery professions. The Nursing and Midwifery Office provides leadership, coordination, governance and promotion of local, national and international issues relating to the nursing and midwifery professions. The Nursing and Midwifery Office administers the ACT Health Directorate Nursing and Midwifery Scholarship Scheme. The position holder will, under general direction, provide the following support for the administration of the Nursing and Midwifery Scholarship Scheme and general duties within the Nursing and Midwifery Office.

Eligibility/Other Requirements: Desirable: Previous experience providing high level administrative assistance in an office environment; knowledge and understanding of computer applications and database management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Lesley Thomson (02) 5124 9138 lesley.thomson@act.gov.au

## **Director General**

### **Communications and Government Relations**

#### **Ministerial and Government Services**

#### **Media Manager**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36831)**

Gazetted: 13 December 2018

Closing Date: 13 December 2018

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: CHS is focussed on the delivery of high quality, safe, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services; University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services; three Walk-in Centres: which provide free treatment for minor illness and injury; six community health centres:

providing a range of general and specialist health services to people of all ages; a range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services. The Communications and Government Relations Unit leads and directs strategic communications, engagement and marketing activities that support CHS to achieve its goals. The unit manages and responds to a high volume of high profile media enquiries in relation to health issues affecting the community. The branch's ministerial and government services team also provides operational support to the Minister for Health and Wellbeing, the Minister for Mental Health and the ACT Government. The unit also: Develops, implements and evaluates internal and external communication strategies, including behavioural change campaigns, social and digital strategies; manages the delivery of a range of communications channels. We brief suppliers, agencies and internal stakeholders to implement and monitor our communication; works closely with research agencies to design and manage research for communication strategies and activities; develops brand strategies, uphold the ACT Government brand guidelines, and advise on co-branding and logo requests; provides advice about and support community engagement plans; manages the CHS brand and develops strategies and guidelines to maintain and enhance its reputation. Working under limited direction, the Media Manager reports to the Assistant Director, Communications and Government Relations Unit, and manages the busy media hub through proactive and reactive strategies and liaison across CHS.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in Journalism or a relevant field and graded journalist and/or experience in a ministerial or parliamentary office. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Note:** This is a temporary position available for a period of 12 months until 24 January 2020.

Contact Officer: Cynthia Douglas (02) 6207 9149 [cynthia.douglas@act.gov.au](mailto:cynthia.douglas@act.gov.au)

## **APPOINTMENTS**

### **ACT Audit Office**

#### **Senior Audit Manager \$118,467 - \$137,415**

Martin Handley 834-31817, Section 68(1), 10 December 2018

### **Chief Minister, Treasury and Economic Development**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175**

William Burston 846-91733, Section 68(1), 13 December 2018

### **Community Services**

#### **General Service Officer Level 8 \$64,188 - \$67,825**

Ronald Jackson 853-71555, Section 68(1), 4 December 2018

#### **Health Professional Level 1 \$57,941 - \$73,823**

Katelyn Lindner 858-52068, Section 68(1), 7 December 2018

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356**

Alireza Momen 844-75942, Section 68(1), 11 December 2018

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616**

Alicia Jayne Rolfe 853-58449, Section 68(1), 6 December 2018

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616**

Corinne Maree Zuber 853-72304, Section 68(1), 6 December 2018

### **Education**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175**

Ben Simon Marshall 835-67044, Section 68(1), 10 December 2018

### **Environment, Planning and Sustainable Development**

#### **Senior Officer Grade C \$100,462 - \$108,140**

Karen Anne Henry 858-56827, Section 68(1), 10 December 2018

### **Exhibition Park in Canberra**

Specialist Level 1- 5 \$164,470 - \$202,960 Marie Morcos Wanis Salib, 85792202, Section 68(1), 11 December 2018

Specialist Level 1- 5 \$164,470 - \$202,960 Heather Leah Wilson, 82176893, Section 68(1), 26 December 2018

Dentist Level 3 - 5 \$138,078 Kerrie Jean O'Rourke, 84711589, Section 68(1), 5 December 2018

Senior Specialist \$222,205 Carolyn Jane Dakin, 85952288, Section 68(1), 5 December 2018

**Justice and Community Safety**

**Administrative Services Officer Class 3 \$60,039 - \$64,616**

Joanne Louise Campbell 853-80777, Section 68(1), 27 November 2018

**Government Solicitor 1 \$70,650 - \$105,793**

Nithya Evers 846-98142, Section 68(1), 8 December 2018

**Administrative Services Officer Class 3 \$60,039 - \$64,616**

Cynthia Napier 848-78725, Section 68(1), 12 December 2018

**Canberra Health Services**

**Administrative Services Officer Class 6 \$79,824 - \$91,356**

Suzanne Clarke 858-63381, Section 68(1), 10 December 2018

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)**

Emily Evans 847-02340, Section 68(1), 13 December 2018

**Health Service Officer Level 3 \$48,385 - \$49,958**

Emanuela Goreska 845-20125, Section 68(1), 29 November 2018

**Registered Midwife Level 2 \$88,249 - \$93,533**

Angela Green 844-32061, Section 68(1), 13 December 2018

**Enrolled Nurse Level 1 \$57,635 - \$61,578**

Felicity Manson 853-62827, Section 68(1), 13 December 2018

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616**

Ron Marks 858-63007, Section 68(1), 7 December 2018

**Health Professional Level 2 \$61,784 - \$84,816**

Glen Markut 857-42192, Section 68(1), 13 December 2018

**Enrolled Nurse Level 1 \$57,635 - \$61,578**

Bridgit McIntyre 847-11976, Section 68(1), 13 December 2018

**Registered Nurse Level 1 \$63,548 - \$84,888**

Karlene Peake 859-52560, Section 68(1), 13 December 2018

**Registered Nurse Level 1 \$63,548 - \$84,888**

Mini Prince 858-63322, Section 68(1), 13 December 2018

**Enrolled Nurse Level 1 \$57,635 - \$61,578**

Angela Targett 856-74310, Section 68(1), 13 December 2018

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616**

Anne-Marie Tazreiter 844-34729, Section 68(1), 15 December 2018



**Registered Nurse Level 1 \$63,548 - \$84,888**

Glory Wilson 845-02031, Section 68(1), 13 December 2018

**ACT Health**

**Health Professional Level 6 \$137,415**

Aimee Solomon 858-60922, Section 68(1), 10 December 2018

## TRANSFERS

### Canberra Health Services

**Melinda Bower: -76288119**

From: Technical Officer Level 4 \$79,824 - \$91,356

Canberra Health Services

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Canberra Health Services, Canberra (PN. 15998) (Gazetted 13 December 2018)

### ACT Health

**Sarah Cramond: 820-74416**

From: Administrative Services Officer Class 6 \$79,824-\$79,824 - \$91,356

Justice and Community Safety

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

ACT Health, Canberra (PN. 36583) (Gazetted 13 December 2018)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

#### Access Canberra

#### Workplace Protection

#### WorkSafe ACT

#### Lloyd Benivento: 844-74907

From: Administrative Services Officer Class 2 \$52,991 - \$58,513

Chief Minister, Treasury and Economic Development

To: ORS Inspector 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 32675) (Gazetted 10 September 2018)

#### Infrastructure Finance and Capital Works

#### Executive Support

#### Leila Berman: 848-76201

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Justice and Community Safety

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 12936) (Gazetted 4 October 2018)

#### Enterprise Canberra

#### Active Canberra

#### Executive Support

#### Alesha Brown: 846-98003

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 34894) (Gazetted 10 October 2018)

#### Access Canberra

#### Workplace Protection

#### WorkSafe ACT

#### Kris Johnston: 835-63350

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development

To: ORS Inspector 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 37224) (Gazetted 10 September 2018)

#### Shared Services

#### Business Services

#### Strategic Finance

#### Bin Meng: 836-13987

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 14613) (Gazetted 22 September 2017)

**Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**Operations North/South**

**Natalie Bogojevic: 848-77386**

From: Health Professional Level 2 \$61,784 - \$84,816

Community Services

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Community Services, Canberra (PN: 27438) (Gazetted 15 May 2018)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Operations North/South**

**Betty Akanyo: 836-09603**

From: Health Professional Level 2 \$61,784 - \$84,816

Community Services

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Community Services, Canberra (PN. 04423) (Gazetted 15 May 2018)

**Housing ACT**

**Strategy and Viability**

**Quality Assurance and Risk**

**Richard Ian Neish: 846-98185**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Community Services Directorate

To: †Administrative Services Officer Class 6 \$79,824 - \$91,356

Community Services, Canberra (PN. 41107) (Gazetted 30 October 2018)

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.

**Education**

**Office for Schools**

**South Weston Network**

**Telopea Park School**

**Linda Keane: 777-84413**

From: School Assistant 4 \$61,214 - \$66,285

Education Directorate

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Education, Canberra (PN. 30666) (Gazetted 26 October 2018)

**School Performance and Improvement**

**Belconnen Network**

**Belconnen High School**

**Rebecca Anne Pearce: 779-24156**

From: \$117,515

Education

To: †School Leader B \$136,828

Education, Canberra (PN. 04125) (Gazetted 19 October 2018)

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

**School Performance and Improvement**

**School Improvement**

**School Operations**

**Helen Seebom: 821-00637**

From: Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Education

To: †Senior Officer Grade C \$100,462 - \$108,140

Education, Canberra (PN. 24827) (Gazetted 29 January 2018)

**School Performance and Improvement**

**North and Gunahlin Network**

**Turner Primary School**

**Ilesha Siotis: 835-24896**

From: \$64,411 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 03726) (Gazetted 1 November 2018)

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

**School Performance and Improvement**

**North and Gunahlin Network**

**Turner Primary School**

**Laura Weckert: 843-51552**

From: \$64,411 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 03726) (Gazetted 1 November 2018)

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.

**Environment, Planning and Sustainable Development**

**Climate Change and Sustainability**

**Energy Efficiency Improvement Scheme**

**Antonia Harmer: 791-41382**

From: Senior Officer Grade C \$100,462 - \$108,140

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$118,319 - \$133,197

Environment, Planning and Sustainable Development, Canberra (PN. 41393) (Gazetted 18 September 2018)

**Justice and Community Safety**

**Parliamentary Counsel's Office**

**Legislative Publishing**

**Danijela Ivancevic: 853-50623**

From: Administrative Services Officer Class 3 \$60,039 - \$64,616

Justice and Community Safety

To: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Justice and Community Safety, Canberra (PN. 42309) (Gazetted 26 October 2018)

**ACT Government Solicitor  
Property and Commercial  
Leszek Stawski: 820-88316**

From: Government Solicitor 2 \$110,874 - \$133,039  
Justice and Community Safety  
To: †Government Solicitor 3 \$139,152 - \$157,416  
Justice and Community Safety, Canberra (PN. 42623) (Gazetted 12 September 2018)

**Human Rights Commission  
Victim Support ACT  
Victim Services**

**Jennifer Nicole Stein: 846-85544**  
From: Health Professional Level 2 \$61,784 - \$84,816  
Justice and Community Safety  
To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)  
Justice and Community Safety, Canberra (PN. 28842) (Gazetted 9 October 2018)

**Canberra Health Services**

**Canberra Hospital and Health Services  
Snjezana Vrbat: 799-94094**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Canberra Health Services  
To: †Senior Officer Grade C \$100,462 - \$108,140  
Canberra Health Services, Canberra (PN. 40778) (Gazetted 13 December 2018)

**ACT Health**

**Corporate Services  
Sarah Trevillian: 847-04952**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Community Services  
To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
ACT Health, Canberra (PN. 39813) (Gazetted 13 December 2018)