



ACT Government Gazette

Gazetted Notices for the week beginning 14 February 2019

VACANCIES

ACT Audit Office

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

Financial Audit

Auditor including graduates (Financial Audit) - Several Audit Band 1 - Auditor \$51,579 - \$76,564, Canberra (PN: 42810)

Gazetted: 18 February 2019

Closing Date: 5 March 2019

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the ACT Audit Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this, the ACT Audit Office undertakes a range of activities, which include conducting financial statement and performance audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The ACT Audit Office supports staff by providing learning and development opportunities. The ACT Audit Office is seeking people with good accounting and/or auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest level of personal integrity. The Auditor including graduates (Financial Audit) will typically work under the guidance and supervision of the Senior Auditor and/or Assistant Director and will be responsible for completing assigned work on financial statement audits as a member of an audit team. This includes assisting with the planning, conducting and reporting the results of financial statement audits of ACT public sector entities or other tasks as required.

Eligibility/Other Requirements: Relevant tertiary professional accounting, audit and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include accounting and audit qualifications provided by CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA ANZ) and/or Certified Information Systems Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA).

Note: This is a temporary vacancy available for an immediate start for a period of 12 months with possibility of extension of up to less than 12 months and/or permanency. All employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants should send a copy of their Curriculum Vitae, completed application coversheet and a written response to the selection criteria to jobs@act.gov.au. Applicants must provide a written response to the selection criteria. Assessment of applicants for the role may include a review of written applications, consideration of referee comments and one or more interviews.

Contact Officer: Chris Huang (02) 6207 4734 chris.huang@act.gov.au

Financial Audit

Auditor including graduates (Financial Audit) – Several Audit Band 1 (Senior Auditor) - Audit Band 2 (Audit Manager) \$80,614 - \$98,171, Canberra (PN: 10743)

Gazetted: 18 February 2019

Closing Date: 5 March 2019

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the ACT Audit Office, with a view to promoting public

accountability in the public administration of the Australian Capital Territory. To achieve this, the ACT Audit Office undertakes a range of activities, which include conducting financial statement and performance audits and considering public interest disclosures received under the Public Interest Disclosure Act 2012. The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The ACT Audit Office supports staff by providing learning and development opportunities. The ACT Audit Office is seeking people with good accounting and/or auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest level of personal integrity. The Senior Auditor or Assistant Director (Financial Audits) will typically work under the guidance and supervision of the Director and/or Senior Director, Financial Audits and will be responsible for a range of functions including planning, managing and coordinating the completion of assigned audits of financial statements and reporting the results of these audits; leading and managing audit teams consisting of auditors, contractors and consultants; maintaining effective and constructive relationships with auditees; and providing professional and technical audit and accounting advice.

Eligibility/Other Requirements: Relevant tertiary professional accounting, audit and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include accounting and audit qualifications provided by CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA ANZ) and/or Certified Information Systems Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA). Note: All employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated. The successful applicant will be employed at the classification that best aligns with their skills, qualifications and experience in light of the position description.

How to Apply: Applicants should send a copy of their Curriculum Vitae, completed Application Coversheet and a written response to the selection criteria to jobs@act.gov.au. Applicant must provide a written response to the selection criteria. Assessment of applicant for the role may include a review of written applications, consideration of referee comments and one or more interviews.

Contact Officer: Chris Huang (02) 6207 4734 chris.huang@act.gov.au

Calvary Health Care ACT (Public)

Critical Care

Registrar

SNR Reg 1 - Reg 4 \$98,704 - \$138,667, Canberra (PN: Expected)

Gazetted: 19 February 2019

Closing Date: 6 March 2019

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

Reference Number: 21186

Contact Officer: David Banfield (02) 6201 6252 david.banfield@calvary-act.com.au

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

Peri Operative Suite

Day Surgery Unit

Registered Nurse

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

Gazetted: 19 February 2019

Closing Date: 4 March 2019

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

Reference Number: 21265

Contact Officer: Justine Johnston justine.johnston@calvary-act.com.au

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

Medical Administration

Administration Officer

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

Gazetted: 18 February 2019

Closing Date: 20 February 2019

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

Reference ID: 21250

Contact Officer: Kylee Gardiner (02) 6264 7262 kylee.gardiner@calvary-act.com.au

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

Peri-Operative

Short Stay Unit

Registered Nurse Level 2 \$91,910 to \$97,413, Canberra (PN: Expected)

Gazetted: 19 February 2019

Closing Date: 3 March 2019

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

Reference Number: 21264

Contact Officer: Julie Lee julie.lee@calvary-act.com.au

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

Unaccredited Surgical Registrar

Reg 2/3/4 \$106,957 to \$123,327, Canberra (PN: Expected)

Gazetted: 19 February 2019

Closing Date: 3 March 2019

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

Reference Number: 21249

Contact Officer: Kylee Gardiner kylee.gardiner@calvary-act.com.au

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

Communications and Hospitality

Communications Switchboard Officer

Administration Service Officer \$52,991 - \$58,513, Canberra (PN: Expected)

Gazetted: 19 February 2019

Closing Date: 24 February 2019

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

Reference Number: 21238

Contact Officer: Kate Murray kate.murray@calvary-act.com.au

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

Medical

Medical Ward

Clinical Nurse Consultant

CNC - RNL3.2 \$114,377, Canberra (PN: Expected)

Gazetted: 19 February 2019

Closing Date: 28 February 2019

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

Reference Number: 21263

Contact Officer: Andrea Moore (02) 6201 6439 Andrea.Moore@calvary-act.com.au

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

Emergency Department

Registered Nurse 2

RN 2 \$91,910 - \$97,413, Canberra (PN: Expected)

Gazetted: 19 February 2019

Closing Date: 10 March 2019

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

Reference Number: 21237

Contact Officer: Katharine Faupula (02) 6201 6263 Katharine.Faupula@calvary-act.com.au

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

Canberra Institute of Technology

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

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

CIT Corporate Services

Records Management

Senior Records Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 54453)

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: Canberra Institute of Technology (CIT) is seeking an experienced Senior Records Officer as part of CIT Corporate Services. The role is responsible for managing CIT Records and information resources in compliance with the *Australian Standard (AS15489)*, *Territories Records Act 2002* and guides, directs and coordinates the development, implementation and maintenance of the CIT record keeping systems and procedures to meet the business needs of the Institute. Applications would be welcomed from the self-motivated candidates who can demonstrate an advanced knowledge of the processes and procedures of record keeping in a digital (EDRMS) environment which includes the ongoing implementation of the EDRMS System in line with the ACT Government Digital 2020 strategy. CIT holds a large collection of existing physical records and the successful candidate will be required to manage the operational requirements for digital transition, retention and or disposal of this large collection. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of 12 months with the possibility of extension up to but not exceeding five years in total. 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.

Contact Officer: Paul Magin (02) 6207 4901 paul.magin@cit.edu.au

CIT Student and Academic Services

CIT Library and Learning Services

Digital Resource Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 15521)

Gazetted: 18 February 2019

Closing Date: 25 February 2019

Details: Canberra Institute of Technology Library is looking for a self-motivated individual with excellent attention to detail and experience in library management systems and digital repositories for the provision of learning resources. The position manages the renewal of digital resources subscriptions, provides support to the Copyright Officer assessing digital resources for copyright compliance, and manages digital repository based projects and tasks as part of a small team in the Library. Knowledge of ACT Procurement policies and procedures or the ability to quickly gain these skills will be required by the successful applicant. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander

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

Eligibility/Other Requirements: Ability to work shift as required. Degree or Diploma from an Australian tertiary institution, or a comparable overseas institution and eligibility for membership to the Australian Library and Information Association (ALIA) is highly desirable.

Note: This is a temporary position available from 1 May 2019 to 30 August 2019 with the possibility of extension for up to less than 12 months.

How to Apply: Applicants are asked to provide a resume, Application Coversheet, and your three-four page written response to Selection Criteria. Two written referee reports will be required at the time of interview. Applications should be sent to jobs@act.gov.au.

Contact Officer: Kamini Junankar (02) 6207 3373 kamini.junankar@cit.edu.au

Student and Academic Services

Student Services

Manager Client Relationship

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

Gazetted: 14 February 2019

Closing Date: 29 March 2019

Details: Applications are sought from an enthusiastic Manager, with proven expertise in a client service operation, to manage the Canberra Institute of Technology (CIT) Shopfronts. In this position your commitment to client service, your understanding of client service models, your proven success in motivating and leading teams in times of change would underpin excellence of service to CIT students and staff. This would be recognised through consistency of approaches across all campuses, smooth flow, up-to-date and high quality information, streamlined systems and workflow. It would also be demonstrated through your staffs' enthusiastic commitment to excellence, their willingness to embrace ongoing training and to working together to deliver a range of student services. This position requires you to work across CIT's campuses, Reid, Bruce Fyshwick, Tuggeranong and Gungahlin. CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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 from 8 July 2019 to 20 December 2019 with the possibility of extension up to 12 months.

How to Apply: Provide a Curriculum Vitae, application form and Selection Criteria. Applications to be sent to jobs@act.gov.au.

Contact Officer: Maria Dealy (02) 6207 4939 maria.dealy@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Revenue Management

Office of the Commissioner

Records and Business Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42719)

Gazetted: 15 February 2019

Closing Date: 22 February 2019

Details: The ACT Revenue Office is seeking an enthusiastic and highly capable applicant to fill the position of Records and Business Support Officer. The person we are looking for will have excellent records management and administrative skills, preferably within a government environment, and the ability to work independently and as part of a small team. You will be able to demonstrate your ability to appraise and sentence ACTRO records utilising the Whole of Government Records Schedules, as well prepare documentation associated with Territory Records Office disposal obligations. You will also have the ability to provide business analysis and advice, and to conduct information sessions for staff on the proper handling of legacy paper records and digital recordkeeping

technologies. In addition, the position provides assistance to the Executive Officer in the delivery of operational administrative support to the Commissioner and staff of the ACT Revenue Office. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position commencing as soon as possible until 31 January 2020. Selection may be based on application and referee reports only.

How to apply: Applications should address the capabilities listed under the "What you Require" section of the selection document. A current Curriculum Vitae and completed Application Cover Sheet should also be provided.

Applications should be sent to jobs@act.gov.au.

Contact Officer: MaryJane Lalliard (02) 6205 8796 maryjane.lalliard@act.gov.au

Property and Venues

ACT Property Group

Property Maintenance Services

HVAC Technician

General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 26083)

Gazetted: 15 February 2019

Closing Date: 22 February 2019

Details: We are looking for a Heating, Ventilation, and Air Conditioning (HVAC) Technician to join our maintenance team, the position will provide repairs and maintenance to ACT Government owned and leased buildings. 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: Technical/trade certificate in building related work or tertiary qualifications relevant to the building trade; White Card and Asbestos Awareness Card; Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to

- https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804; hold a current driver's licence or have the ability to obtain a driver's licence. Additionally this position will also be eligible for Industry allowance, Facilities Management Allowance, overtime and after hours call-out after the probation period. It would be desirable if the successful applicant holds a truck and or forklift licence as well as knowledge of hazardous materials management/removal.

How to apply: Please provide resume, Application Coversheet and Selection Criteria and send application to jobs@act.gov.au

Contact Officer: Stuart Peacock (02) 6213 0712 stuart.peacock@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with Collective Agreement provisions will assess all applications for this position.

Shared Services

Shared Services ICT

Customer Engagement Services Branch

Directorate ICT Manager

Senior Information Technology Officer Grade A \$137,415, Canberra (PN: 01493)

Gazetted: 20 February 2019

Closing Date: 7 March 2019

Details: Customer Engagement ICT Manager

Passionate about delivering exceptional Customer Engagement Services?

Enjoy inspiring an ICT team to success?

Interested in improving the delivery of health services to the Canberra community?

About Shared Services

Shared Services employs about 950 staff and provides tactical and transactional holistic ICT, Finance and Human Resources services to ACT Government Directorates.

Shared Services ICT (SSICT) provides a comprehensive range of ICT and allied services to the Directorates. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and

data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services.

What you will do

As a senior manager in the Customer Engagement Services Branch, you will be responsible for leading and coaching a team of technical professionals in the on-going management of various components of business system provision, such as integration and clinical portal capabilities, and ensuring effective service provision of core ICT services for the ACT Health Directorate and Canberra Health Services.

What we require

To be successful in the role, you should possess leadership expertise to deliver agreed strategic business outcomes and solutions by taking initiative, managing resources, setting clear direction and providing guidance for managers and team members.

You will be required to establish and maintain effective and diverse strategic business partnerships and applying your conceptual analytical skills, will enable you to excel in this position. Our preferred candidate for this role must be resilient, flexible and able to demonstrate a commitment to exceptional customer service.

How to Apply: Please review the attached Position Description and submit an application by emailing the following documents to jobs@act.gov.au:

A completed Application Coversheet, Your current Resume, A two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

Contact Officer: Alana Lundy (02) 6207 7778 alana.lundy@act.gov.au

Shared Services

Shared Services ICT

Customer Engagement Services Branch

Director Transition and Change

Senior Officer Grade A \$137,415, Canberra (PN: 16748)

Gazetted: 20 February 2019

Closing Date: 7 March 2019

Details: Director – Transition and Change

Is driving positive change in an organisation your forte?

Be a key part of the Customer Engagement Services team

Influence by providing expert advice on transition

About Shared Services

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Shared Services ICT (SSICT) provides a comprehensive range of ICT and allied services to the Directorates. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services.

What you will do

As a Director in the Customer Engagement Services Branch, you will be responsible for identifying and leading the delivery of strategic transition and change initiatives for the branch. You will collaborate with the senior managers within the Branch and across diverse teams, as well as senior representatives from the ACT Government Directorates, who are our customers, to achieve the outcome required.

What we require

To be successful in the role, you will need extensive expertise in Change Management principles and methodologies. You will be required to establish and maintain effective and diverse strategic business partnerships to ensure key business outcomes. Your ability to analyse and find solutions to complex organisational problems will enable you to excel in this position. Our preferred candidate for this role must be resilient, flexible and able to demonstrate a commitment to exceptional customer service.

How to Apply: Please review the attached Position Description and submit an application by emailing the following documents to jobs@act.gov.au:

A completed Application Coversheet, Your current Resume, A two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities
Contact Officer: Alana Lundy (02) 6207 7778 Alana.Lundy@act.gov.au

Shared Services

Technology Services Branch

Technical Service Delivery

Senior Windows Server Technician

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14318)

Gazetted: 20 February 2019

Closing Date: 27 February 2019

Details: Shared Services is seeking an appropriately skilled and experienced person to join our Windows Server Team as a Senior SharePoint Administrator. The successful applicant will be required to support Microsoft SharePoint 2013 on premise Server infrastructure, SharePoint Online and OneDrive for Business. They will also need to provide additional support for migration of on premise SharePoint sites to SharePoint online. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful applicant will be required to have or be able to attain a security clearance at the Chief Minister, Treasury and Economic Development Base level.

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Bruce Bull (02) 6207 3575 bruce.bull@act.gov.au

Commercial Services and Infrastructure Group

Procurement ACT (Goods and Services Procurement)

Whole of Government Contracts and Category Management Team

Change Management Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36952)

Gazetted: 20 February 2019

Closing Date: 6 March 2019

Details: Goods and Services Procurement Branch (G&S) within Procurement ACT provides centre-led procurement advice and support services to ACT Government agencies, with a particular focus on strategic, complex, high value, high risk procurements. G&S also establishes and manages the Territory's Whole-of-Government (WhoG) arrangements and are responsible for the development, execution and management of WhoG contracts across all ACT Government Directorates. We are seeking an enthusiastic and highly capable applicant to fill the position of Change Management Officer. The person we are looking for will have excellent stakeholder engagement and change management skills across a range of formats including the digital environment. The role will be required to build capability across the Branch and support ongoing relationship management with both industry suppliers and Directorate clients and assist in awareness raising, change planning and implementation of new WhoG arrangements and other initiatives. To be successful, you will demonstrate a broad range of technical skills and creativity in your methodology to respond to the diversity of activities required. This will include development of change strategies, monitoring of progress and efforts towards continuous improvement. You will have a positive and high performing work ethic, work collaboratively across the Branch and other stakeholders and be genuinely invested in a positive outcome.

Note: This is a permanent, part-time position at 22:03 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: To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current Curriculum Vitae. Please send your application to jobs@act.gov.au. For further information about the position, please contact the Contact Officer.

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

Inclusion and Participation

Community Relations and Funding Support

Program Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11258)

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: The Inclusion and Participation division is seeking a dynamic and self-motivated person, with a passion for making a difference in the lives of disadvantaged children, young people and their families to fill the position of Program Officer, Community Relations and Funding Support. The Community Relations and Funding Support unit manages a range of child and youth centered and family focused services within an integrated and collaborative service model, through policy development and relationship management of key community sector organisations and partnerships. The successful applicant will possess strong proficiency in relationship management, working collaboratively across government and the community sector to achieve improved outcomes for children, young people and their families. The position requires a high level understanding of the current policy environment, procurement and government contracting in a human services setting and knowledge of the ACT community. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. 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: Essential qualifications and experience: Government procurement and contract management experience, preferably in the human services sector. A current driver's licence. Desirable qualifications and experience, but not essential: An understanding and knowledge of issues related to policy and the human services portfolio, including children, young people and their families. Tertiary qualifications in a related discipline.

How to apply: Please provide responses to the Selection Criteria, Application Coversheet and a resume to jobs@act.gov.au

Contact Officer: Sarah Conway (02) 6207 1048 sarah.conway@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Assistant Marketing Manager Social Media and Content

Administrative Services Officer Class 4/5 \$66,656 - \$78,415, Canberra (PN: 3505)

Gazetted: 19 February 2019

Closing Date: 28 February 2019

The Canberra Theatre Centre is looking for a new team member to look after the venue's social media, digital advertising and in-venue signage. This role requires you to have established experience in implementing and running commercially-focus, paid social media and digital advertising campaigns on Facebook, Instagram and Google. In addition, you'll have first-hand experience in creating video and imagery content for social media. If this sounds like you, let us know.

Eligibility/Other Requirements: Photography skills is a plus Experience with in-venue screen management software is a plus. Degree or equivalent qualification.

Note: Selection may be based on application and referees reports only. This position is temporary for one year with the possibility of extension or permanency.

Contact Officer: Gabrielle Affleck (02) 6243 5743 gabrielle.affleck@act.gov.au
Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

ACT Historic Places

Business Services Officer

Administrative Services Officer Class 3 \$60,039-\$64,616, Canberra (PN: 9013)

Gazetted: 19 February 2019

Closing Date: 5 March 2019

ACT Historic Places is looking for an exceptional frontline Administrative support to the ACT Historic Places 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 day to day administrative operation of ACT Historic Places. The successful candidate will possess a proven ability to work independently and as part of a team to provide operational, administrative and technical support. 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 and those who identify as LGBTIQ are encouraged to apply.

Note: This position is part-time at 22 hours per week and the full-time salary noted above will be paid pro-rata.

Selection may be based on application and referees reports only.

Contact Officer: Cally Earnshaw 02 6237 6502 cally.earnshaw@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

ACT Historic Places and CMAG

Access and Learning

Program Bookings Officer

Administrative Services Officer Class 3/4 \$60,039 - \$72,175, Canberra (PN: 43672)

Gazetted: 19 February 2019

Closing Date: 26 February 2019

Canberra Museum and Gallery's (CMAG) Access and Learning team and ACT Historic Places' (Lanyon, Calthorpes' House and Mugga-Mugga) Programs and Partnership team are seeking a talented individual to work in a small team as the Programs Bookings Officer. These teams are responsible for delivering programs and services to a range of audiences across these sites. The Program Bookings Officer manages the administration of programs, across the four sites. The successful applicant will have demonstrated experience in customer service, records management and team work to ensure the successful delivery of learning experiences to school groups and community programs to diverse audiences within a museum and/or gallery context. A demonstrated ability to manage competing tasks and work to deadlines is essential.

Eligibility/Other Requirements: A current ACT driver's licence is essential.

Note: Applicants must submit a written statement addressing the selection criteria. Interviews may not be conducted for this position, recruitment may be based on applications and referee reports only..

Contact Officer: Sophie Chessell 6207 9130 sophie.chessell@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

CFC Corporate and CMAG

Director CMAG and Director Corporate Strategy

Senior Professional Officer Grade B \$118,319 - \$133,197, Canberra (PN: 8501)

Gazetted: 19 February 2019

Closing Date: 5 March 2019

The Cultural Facilities Corporation is seeking an enthusiastic museum and gallery leader with strong business, strategic management and communication skills to fill the role of Director Canberra Museum and Gallery (CMAG) and Director Corporate Strategy Cultural Facilities Corporation (CFC). The successful candidate will possess high level managerial skills in the context of cultural facilities, including the strategic management of human, financial and physical resources and the ability to lead staff from different disciplines in achieving joint projects and outcomes. They will be familiar with museological principles and practices, and possess the ability to oversee the

development of exhibitions, community and education programs, community access and engagement, and collection management activities. An interest in and understanding of Aboriginal and Torres Strait Islander peoples and their contribution to the history and cultural life of the Canberra region is desirable.

Eligibility/Other Requirements: Tertiary qualifications, preferably at a post graduate level, in Fine Arts, Art History, Social History, Cultural Heritage Management, Arts Management, Museum Studies, Cultural Heritage Education or similar. Current driver's licence.

Note: This is a temporary position for a period up to eight months.

How to Apply: Applicants must submit a written statement addressing the selection criteria.

Contact Officer: Harriet Elvin 6207 3976 harriet.elvin@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@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

School Performance and Improvement

Tuggeranong Network

Disability Education Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 20662, several)

Gazetted: 20 February 2019

Closing Date: 12 March 2019

Details: The Education Directorate is currently seeking highly motivated, dynamic, innovative and experienced Disability Education Teachers to fill several permanent and temporary vacancies across the Tuggeranong School Network.

The successful applicant will have a deep understanding of how to support the academic, social and emotional development of students with a range of complex and additional needs including those with disability and challenging behaviours. Applicants will demonstrate an ability to effectively plan and work collaboratively with colleagues in a team-teaching environment.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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

How to Apply: The attached Classroom Teacher Application Package provides applicant information on how to apply including the statement of claims based on the Australian Professional Standards for teachers. Please also complete the Application Coversheet as part of your application. Applications must be sent to jobs@act.gov.au.

Note: Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable. An Order of Merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Contact Officer: Sam Seton (02) 6205 7029 sam.seton@act.gov.au

School Performance and Improvement

Belconnen Network

Belconnen High School

Executive Assistant

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 42717)

Gazetted: 18 February 2019

Closing Date: 4 March 2019

Details: Belconnen High School is seeking applications for an Executive Assistant to work as part of a collaborative team in the administration area. The position of Executive Assistant provides high level of executive administrative support to the Principal/Deputy Principal. The position occupant will require excellent oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executive and a wide range of people and organisations within the Directorate. The successful applicant will be required to demonstrate a high level of competence in time management, managing and prioritising administrative tasks and be highly proficient in the use of a variety of computer applications including Microsoft Office and databases.

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

Note: This position is permanent part-time at 33:45 hours per week and the full-time salary noted above will be paid pro-rata.

How to Apply: All applications should include the Application Coversheet, resume and a document addressing the Selection Criteria.

Applications should be sent to jobs@act.gov.au.

Contact Officer: Maree Hardwicke (02) 6142 1693 maree.hardwicke@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Dickson College

Executive Assistant

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38843)

Gazetted: 18 February 2019

Closing Date: 4 March 2019

Details: Dickson College is looking for a people person with excellent communication and problem solving skills that can work under minimal supervision. The Executive Assistant will work closely with the Principal and Executive Team and will receive direction from the Business Manager and Principal. The occupant is expected to be proactive, exercise judgement and initiative and to perform the duties of the position under general direction.

Eligibility/Other Requirements:

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

Note: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the Principal.

How to Apply: Applicants should submit their statement against the Selection Criteria, Application Coversheet, a current Curriculum Vitae and two signed referee reports to jobs@act.gov.au

Contact Officer: Craig Edwards (02) 6142 0140 craig.edwards@ed.act.edu.au

School Performance and Improvement

Belconnen Schools Network

UC Senior Secondary College Lake Ginninderra

Technology Assistant

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 01232)

Gazetted: 20 February 2019

Closing Date: 6 March 2019

Details: University of Canberra Senior Secondary College Lake Ginninderra is a specialist Year 11 and 12 school centrally located on the shores of Lake Ginninderra and near its partner facilities; the University of Canberra and the Australian Institute of Sport. At UC SSC Lake Ginninderra we have a commitment to excellence in education that provides students with the skills and enthusiasm for a life of learning. We value and seek to instil in our students a responsibility for one's own learning; skills that foster lifelong development; respect for oneself and others; taking responsibility for oneself and others; a commitment to success; and learning and working with

others. Every staff member at the College values every student. We are a college where all members of staff are dedicated to equipping all students for their future; a college that partners with students and their families to provide the very best senior secondary education available; a college that is a centre of excellence for teaching and learning. The Technology Assistant position predominantly works within our Wood, Metal and Auto Technology course areas. They work within both the Technology Faculty team and Education Support Staff team. The position assists with monitoring and ordering materials and consumables, maintaining and preparing equipment, supporting teachers and students during classes, staying up to date with work area health and safety standards and maintaining same. There is a requirement to operate/learn to operate the work area equipment/machinery including CNC routers. 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 temporary part-time position at 18:45 hours per week (three days) and the full-time salary noted above will be paid pro-rata. Days and hours can be negotiated. It is a temporary position until 5 July with the possibility of extension or permanency from this process. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
How to Apply: Please provide resume, Application Coversheet and document addressing the Selection Criteria and send to jobs@act.gov.au.

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

School Performance and Improvement

Belconnen Network

Hawker College

Food Technology Assistant

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 40791)

Gazetted: 18 February 2019

Closing Date: 5 March 2019

Details: Hawker College is seeking a motivated, relationship driven Food Technology Assistant to join our dynamic hospitality team on a part-time basis. The applicant will be suitably qualified and experienced with sound knowledge of Food Safety Standards. Potential applicants should have excellent customer service skills, be able to work well as part of a team and be able to demonstrate their capacity to build effective relationships with students and their families. This can be a demanding role at peak times. Applicants need to be able to perform well under stressful situations in a calm and respectful manner and be interested in working in support of young people. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: All applications should include the Application Coversheet, resume and document addressing the Selection Criteria, limiting responses to 350 words per criteria.

Applications should be sent to jobs@act.gov.au

Note: This position is part-time at 25 hours per week and the full-time salary noted above will be paid pro-rata.

This position is commencing March 2019, with the possibility of extension/permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on application and referee reports only.

Contact Officer: Hayden Weeks (02) 6142 0355 hayden.weeks@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Franklin Early Childhood School

Principal

School Leader A \$150,276 - \$180,443, Canberra (PN: 29135)

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: Franklin Early Child School is seeking a dynamic person to lead our school. The successful applicant will manage the school within legislative requirements and in accordance with system and school board policies. You will also provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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.

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

How to Apply: Expressions of Interest will comprise of a current Curriculum Vitae and a written response addressing Professional Practice 1, 3 and 4 of the School Leader Capability Framework. Your response should be no more than two pages.

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@act.gov.au

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

School Performance and Improvement

North and Gungahlin Network

Black Mountain School

Principal

School Leader A \$150,276 - \$180,443, Canberra (PN: 32055)

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: Black Mountain School is a specialist school in North and Gungahlin Network. Black Mountain is seeking an inspirational Leader to enhance student learning and independence through individualised learning plans.

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.

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

How to Apply: Expressions of Interest will comprise of a current Curriculum Vitae and a written response addressing Professional Practice 1, 3 and 4 of the School Leader Capability Framework. Your response should be no more than two pages.

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@act.gov.au

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

Business Services Division

Infrastructure and Capital Works

Asset Strategies

Senior Manager

Infrastructure Officer 5 \$142,761, Canberra (PN: 33443)

Gazetted: 18 February 2019

Closing Date: 5 March 2019

Details: The Infrastructure and Capital Works (ICW) Branch implements and manages ongoing infrastructure programs which provide sustainable, high quality learning and teaching environments for students and fit for purpose facilities for Directorate staff. The branch initiates the development of new schools and supports the projects through design, construction and commissioning. ICW and the schools work collaboratively to manage the existing ACT Public School infrastructure as defined in the School Management Manual. ICW is also responsible for management of the Education Directorate's leased and owned corporate office facilities and the branch provides a

variety of specialised technical services to stakeholders throughout the Directorate. The Asset Strategies section delivers strategic programs and technical advice to drive evidence-based changes in infrastructure management. Are you a high performing and dynamic individual who has experience in managing and preparing the preparation of policies, procedures, operational guidelines and strategic plans, particularly within an infrastructure environment? If so, this may be the challenge you are looking for.

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

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please 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: Interested applicants should send their Curriculum Vitae, Application Coversheet and response to the Selection Criteria to jobs@act.gov.au.

Contact Officer: Rodney Bray (02) 6205 1289 rodney.bray@act.gov.au

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

School Improvement and Performance

North Gungahlin Network

Harrison School

Deputy Principal - Senior (Years 7-10)

School Leader B \$136,828, Canberra (PN: 17579)

Gazetted: 15 February 2019

Closing Date: 1 March 2019

Details: Harrison School is seeking a dynamic person to join our leadership team where every student knows they matter and strives for success. This role encompasses leading an inclusive school culture, and moulding capable, resilient and active young adults through a dynamic approach to learning. The new Deputy Principal must establish success for the future by providing equity and access for every student, embracing diversity and enhancing outcomes. Work closely with the Principal as a leader of the school's executive team you will collaboratively develop and lead the implementation of the strategic and annual action plans. The successful applicant will use a distributive model to build the capabilities and effectiveness of the leadership and teaching teams; strategically manage the human, financial and physical resources of the school.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

How to apply: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the five leadership capabilities provided in the application package with reference to the job description to jobs@act.gov.au by the due date.

Contact Officer: Jacqui Ford (02) 6142 2200 jacqui.ford@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Education and Care Sector Information Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40803)

Gazetted: 18 February 2019

Closing Date: 5 March 2019

Details: Early Childhood Policy and Regulation is offering an exciting opportunity for a pro-active and highly motivated individual with a flair for collaboration and communication. We're especially looking for a self-starter

who can run projects with little supervision, and who enjoys not being tied to a desk all day. As the ACT Education and Care Sector Information Officer, you will lead a new suite of work that supports the ACT's early childhood education and care sector to connect more and improve understanding of the National Quality Framework. You will use your knowledge and experience to assist the sector to raise quality and drive continuous improvement. The right candidate will have the opportunity to shape the project of work to meet the needs of the sector. Eligibility/Other Requirements: Successful applicants must possess; qualifications in Early Childhood. Other relevant qualifications may be considered; knowledge and understanding of the early childhood sector, including ACT public preschools; knowledge and understanding of the *Education and Care Services National Law (ACT) Act 2011* and the *Education and Care Services National Regulations 2011*; A current driver's licence and prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

Note: This is a temporary position available for 12 months with possibility of extension up to less than 12 months and or permanency. The selection process will include an assessment of the written application, review of referee reports and a face to face interview. It may also include a written task. An order of merit will be established from this process which may be used to fill future identical positions over the next 12 months.

How to Apply: Applications for this position should include a current Curriculum Vitae, statement of claims against the Selection Criteria and contact details for two referees. Applications should be forwarded to jobs@act.gov.au.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Business Services

Governance and Community Liaison

Internal Audit and Risk Management

Project Officer - Risk Management Project

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42713)

Gazetted: 19 February 2019

Closing Date: 12 March 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 Risk, Security and Emergency Management Section is responsible for monitoring the Directorate's risk management, security and emergency management functions and provides expert advice on all aspects of risk management. The Directorate's Senior Executive and the Audit Committee receive regular risk management reports which provide an overview of significant risks, mitigation strategies, and responsibilities. The Project Officer – risk management project will be responsible, under broad direction, for the provision of high-level services to support the development and implementation of enhanced risk management processes across the directorate. The advertised position will be responsible for undertaking and coordinating a range of project management duties, which may include preparing complex advice, stakeholder engagement, committee management, and procurement activities. 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: Significant experience or qualifications in Risk Management is desirable.

Note: This is a temporary position available as soon as possible for a period of 12 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position 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 to jobs@act.gov.au. Demonstrated experience in leading large and complex projects. Demonstrated high-level communication skills, including in training and facilitation. Demonstrated experience in policy development and implementation. Demonstrated experience in risk

management High-level written, organisational, liaison and coordination skills and the ability to undertake the duties of the position with initiative, with a sense of responsibility and efficiency. Demonstrated practice in the workplace of the ACT Public Service values of respect, integrity, innovation and collaboration. Further information about working in the ACT Public Service and the Education Directorate can be found at

<https://www.jobs.act.gov.au/work-with-us/about-us> and <https://www.education.act.gov.au/>.

Contact Officer: Denise Ryan (02) 6207 0587 denise.ryan@act.gov.au

System Policy and Reform

Early Childhood Policy and Regulation

Early Childhood Policy

Assistant Director, Early Childhood Policy

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40366)

Gazetted: 15 February 2019

Closing Date: 1 March 2019

Details: The Early Childhood Policy team is seeking an innovative, enthusiastic and high performing individual to join the design, development and implementation of an Early Childhood Strategy for the ACT. The position offers the opportunity to work on strategic policy development for early childhood education and care, in a fast paced and collaborative environment. To be successful in this role you will have demonstrated experience in stakeholder engagement and consultation, strategic communication, and policy development in a government context. Experience in policy design, consultation, implementation and evaluation within the context of government, education or early childhood education, will be highly regarded.

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

How to Apply: Applicants should address the Selection Criteria with a maximum of 400 words per criterion, provide contact details of two referees and a current Curriculum Vitae via email to jobs@act.gov.au

Contact Officer: Sybilla Meeth (02) 6205 3619 sybilla.meeth@act.gov.au

Business Services

Strategic Finance

Manager - Budgets and Reporting

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 00292)

Gazetted: 18 February 2019

Closing Date: 4 March 2019

Details: The Strategic Finance Branch is looking for a highly motivated individual to take on a senior role within the team. The successful applicant will lead a small team responsible for financial reporting, analysis of data, budgeting and the provision of advice and support to the CFO. This is a broad role with exposure to all aspects of the strategic finance function. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A degree from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Economics or Business is desirable.

Note: This is a temporary position available from 15 April 2019 until 15 April 2020. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to submit 4 items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; and 4) the names and contact details of two referees.

Contact Officer: Mark Scanes (02) 6205 5478 mark.scanes@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment

Biosecurity and Rural Services

Rural Services and Natural Resource Protection

Overabundant Wildlife Management Coordinator

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 09901)

Gazetted: 19 February 2019

Closing Date: 7 March 2019

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 work with the Invasive Animals and Overabundant Native Wildlife Manager to coordinate the implementation of wildlife (principally Eastern Grey Kangaroo) population management programs across ACT nature reserves and ACT rural lands. The successful applicant will have experience and well-developed skills in developing and implementing land and natural resource management programs with reference to budget, project, contract and risk management and capacity to plan and deliver large and complex works programs on time and on budget. The person will also have highly developed written and oral communication, representational and interpersonal skills, including negotiation and community liaison.

Eligibility/Other Requirements: Relevant tertiary qualifications in Natural Resource Management Environmental Science or equivalent, desirable. An understanding of Incident Control Systems (ICS) and experience in the control of an Incident Management Team would also be desirable. Be prepared to work after hours on an "as needs basis" at various sites, sometimes for extended periods including on weekends, public holidays and evenings. Be prepared to wear a uniform. Possess a manual drivers' licence.

Note: This position is a Designated Fire Position. 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: Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details must be submitted to jobs@act.gov.au

Contact Officer: Oliver Orgill (02) 6207 2135 oliver.orgill@act.gov.au

Environment

Parks and Conservation Service

Biosecurity and Rural Services

Rural Programs Coordinator

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 09900)

Gazetted: 18 February 2019

Closing Date: 6 March 2019

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 applications from suitably qualified people who are interested in managing a small team that provides services and advice to ACT landholders to help them to achieve healthy and productive landscapes. You will have experience in successfully implementing rural land projects and programs, with the ability to strategically harness resources to effectively plan, coordinate and manage activities, whilst establishing and balancing competing work priorities. Some important activities the role undertakes include working as a team to manage natural resource management and agricultural productivity projects; building partnerships and supporting collaboration to address natural resource management Supporting emergency management by assisting with activities to prevent, prepare for, respond to and recover from emergencies.

Eligibility/Other Requirements: To be considered for this role you will hold relevant experience in agricultural, environmental, natural resource management, biosecurity and emergency management and/or have equivalent level of industry knowledge and experience. You will have an understanding of, and experience in, the use of GIS and field mapping, spreadsheets and databases. Current drivers licence and willingness to travel is also required.

Note: 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: Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details must be sent to jobs@act.gov.au.

Contact Officer: Warren Schofield (02) 6207 8480 warren.schofield@act.gov.au

Business Capability and Governance

Governance, Compliance and Legal

Information and Assurance

Senior Manager, Information and Assurance

Senior Officer Grade A \$137,415, Canberra (PN: 25122)

Gazetted: 18 February 2019

Closing Date: 25 February 2019

Details: We are looking for an experienced leader to join the Directorate's Governance, Compliance and Legal Services Branch, leading a small and dynamic Information and Assurance team. This opportunity calls for professionals with a strong track record for creating positive learning environments that can drive operational performance and deliver better practice policies, procedures and business systems. We are seeking skilled communicators with experience in tackling complex strategic and operational matters to provide clear, concise and robust advice. You will need an eye for detail and an aptitude for organisation that is evidenced by your ability to successfully motivate and lead areas that have both operational and policy responsibilities. Technical expertise in the management of freedom of information processes, records and information policy and public sector integrity framework is advantageous and must be supported by your success in motivating, engaging and mentoring a team of staff to achieve operational imperatives within a culture that supports professional development, collaboration and innovation.

Note: This is a temporary position available ASAP for a period of six 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: Applicants are asked to provide a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Carolyn O'Neill (02) 6207 6842 carolyn.o'neill@act.gov.au

Independent Competition and Regulatory Commission

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

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

Economics

Assistant Director, Economic

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 10830)

Gazetted: 15 February 2019

Closing Date: 8 March 2019

Details: The ACT's Economic Regulator—The Independent Competition and Regulatory Commission (ICRC)—is seeking an experienced applied economist to join its regulatory economics team. As Assistant Director, Economic, you will lead projects requiring high-level research and quantitative analysis; develop advice for the Commission and the ACT Government on economic regulation and competition issues; draft high-quality, evidence-based reports and briefing papers; and work effectively and collaboratively with a diverse range of internal and external stakeholders. You will have strong economic, analytical and quantitative skills and experience in applying these skills in a regulatory, industry or policy environment. You have experience in managing consultations with internal and external stakeholders and in leading small project teams. You can communicate complex technical ideas clearly and effectively, both in writing and verbally. Ideally, you will have a good understanding of energy and/or

water issues and regulatory frameworks, experience in undertaking market or competition studies, and postgraduate qualifications in economics. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to apply: Please send your resume, Application Coversheet and response to Selection Criteria to jobs@act.gov.au.

Contact Officer: Patrick Hamshere (02) 6205 8773 patrick.hamshere@act.gov.au

Justice and Community Safety

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

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

ACT Emergency Services Agency

ACT Rural Fire Service

Operations

Senior Operations Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 04599)

Gazetted: 15 February 2019

Closing Date: 1 March 2019

Details: The ACT Rural Fire Service (ACTRFS) is seeking applications from motivated people for the position of Senior Operations Officer. Key responsibilities are to assist in managing and coordinating a range of activities associated with the operational requirements of the ACTRFS. The successful applicant is required to coordinate and administer the provision of operational services to ACTRFS members in conjunction with key stakeholders. Manage the performance of human, financial and physical resources for effective fire preparations, education and incident operations conducted by the ACTRFS. Contribute to the ACT Emergency Services Agency (ESA), ACTRFS annual and incident reporting. Assist in developing and maintaining professional working partnerships and relationships with all stakeholders, clients and ACTRFS members. Assist with the delivery of actions outlined in the Strategic Bushfire Management Plan (SBMP)

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804; willingness and ability to achieve qualification as, a minimum, ACTRFS Bush Firefighter; undertake other training as required to help support your role within the ACTRFS; demonstrated ability to engage with and/or coordinate support to and from other agencies; current driver's licence, with Medium Rigid (MR) driver's licence or ability to gain the licence is desirable; wear appropriate ESA issued uniform Current or ability to obtain; demonstrated decision making under the pressure of a dynamic work environment; drive 4WD (off road) operational vehicles and travel in light and rotary operational winged aircraft if required; participate in the ACTRFS Duty Officer 'on call' roster as required Conduct field work (non-office) with minimal supervision. The occupant may be required to undertake the ACTRFS Fitness assessment and pass at the appropriate level.

Note: The occupant of this position may be required to undertake significant parts of the duties outside normal business hours and on weekends.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria and resume must be submitted to Shared Services.

Applications should be sent to: jobs@act.gov.au

Contact Officer: Rohan Scott (02) 6205 0544 rohan.scott@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Community Service Work

Community Service Work Supervisor

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 44065, several)

Gazetted: 20 February 2019

Closing Date: 27 February 2019

Details: ACT Corrective Services is looking for enthusiastic, motivated and conscientious people to fill the role of Community Service Work Supervising Officer (Administrative Services Officer Class 3) within the Community Service Work Unit (CSWU). The successful applicants will be required to supervise and monitor offenders undertaking community services work, as a condition of a Court Order. You will also account for equipment, ensuring it is returned in a clean and serviceable condition and that damaged or unsafe equipment is identified. In addition, you will provide administrative and clerical support within CSWU, including maintaining files, records and statistical data. You will also assist senior members with other work in the Unit to ensure the objectives of the CSWU are achieved. The successful applicants will be expected to demonstrate the ability to supervise and work with clients and possess well developed interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: A driver's licence and a Senior First Aid certificate are essential. Eligible applicants will be subject to a police record check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Note: These are temporary positions. There are part time, full time and casual positions available for up to six months, with the possibility of extension up to less than 12 months. The duties of this role are currently undertaken via rotating roster arrangements. The current rostering arrangement would require the successful applicant to work on rotating days, from Monday to Sunday, varying each week.

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; 4) the names and contact details of two referees (one should be a current Supervisor/Manager); and 5) a copy of your current driver's licence. Please ensure you submit all five items.

Contact Officer: Sasha Boer (02) 6207 9431 sasha.boer@act.gov.au

ACT Corrective Services

AMC Custodial operations

AMC administration

Visits Coordinator

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 37543)

Gazetted: 18 February 2019

Closing Date: 4 March 2019

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, highly motivated and suitable individual to fill the role of Visits Coordinator (Administrative Services Officer Class 3) within the Alexander Maconochie Centre (AMC) Executive Support Team. The successful applicant will be responsible for administering and coordinating visits bookings while maintaining compliance with the visits policy, including restrictions as indicated by Custodial information systems alerts, Courts orders, visit status, Victims alerts, operational requirements and other matters relating to safety and security in the custodial environment. The successful applicant will be expected to demonstrate strong administrative capability including reporting tasks as required, providing data and statistics in relation to detainee visits, maintaining information in spreadsheets and updating the Custodial Information System. To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: 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. Eligible applicants will be required to undergo pre-employment medical testing and a Police Check.

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

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; 4) the names and contact details of two referees (one should be a current Supervisor/Manager); and 5) a copy of your current Working with Vulnerable People clearance.

Contact Officer: Jessica Horua (02) 6207 6861 jessica.horua@act.gov.au

ACT Corrective Services

Corporate Services

People and Culture

People and Culture Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38315)

Gazetted: 14 February 2019

Closing Date: 28 February 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of People and Culture Manager (Senior Officer Grade B). This position manages the development and implementation of ACTCS People and Culture Strategy to support strategic goals, change and organisational development. The successful candidate will be responsible for developing and implementing organisational development strategies to improve internal communications and leadership capabilities to manage workplace issues, change processes and drive increased employee engagement. In addition, you will manage the Agency's performance improvement program and oversee the management of the functional areas of Rostering, employee relations, recruitment administration and contract management and change initiatives. Further to this, you will provide leadership and develop and maintain effective relationships with business partners, key stakeholders and other teams across the People and Culture portfolio areas and, in conjunction with the Justice and Community Safety People and Workplace Strategy Unit, ensure agency responsibilities are met in relation to Health and Safety, Compensation and Return to Work process. To be successful, you will demonstrate significant experience in leadership, exceptional communication and interpersonal skills and an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: An understanding of the Employment Framework in the ACT Government and electronic rostering systems are highly desirable. Relevant tertiary qualification or significant equivalent experience desirable. The successful candidate will be required to undergo a criminal history check.

How to Apply: Applicants are required to submit four items 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; and 4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@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

City Services

ACT NoWaste

Waste Policy

Senior Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41426, several)

Gazetted: 15 February 2019

Closing Date: 22 February 2019

Details: Are you looking for an exciting opportunity to work on a wide breadth of policy issues in the ACT Government? Do you want to help develop waste policies that will influence waste management in the ACT and also nationally? ACT NoWaste, within the Transport Canberra and City Services (TCCS) Directorate, is looking for several of temporary staff to fill positions as Senior Policy Officers. These positions provide a great opportunity to see the inside workings of waste management in the ACT, and to contribute to delivering the Government's key policy priorities on waste. The successful applicants will join a small team undertaking a variety of work, such as

complex research and analysis; developing policies and advice, reviewing legislations and policies; identifying issues in the context of legislative, policy, community and operational drivers; collaborating on research and analysis projects; and liaising with people in the directorate, in other parts of the ACT Government, and with external stakeholders. We are looking for applicants who are good communicators and team players and/or leaders who are enthusiastic and can work to tight deadlines.

Eligibility/Other Requirements: Demonstrated experience or qualifications in a relevant field in the area of Policy, Economics, Environment or Law; including demonstrated experience and understanding of the principles and rationale for developing economic instruments such as price signals is desirable. Additional information on eligibility requirements can be found in the Position Description.

Note: There are several temporary positions available until 30 June 2019 within the Waste Policy. A merit pool will be established from the selection process and may be used to fill identical vacancies at level which may arise 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, two page pitch (maximum) demonstrating why you are the right person for these roles and details of two current referees. Applications are to be sent to jobs@act.gov.au.

Contact Officer: Sanzida Akhter (02) 6207 0224 sanzida.akhter@act.gov.au

City Services

Roads ACT

Road Maintenance

Works Coordinator - Minor New Works

General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 03139)

Gazetted: 20 February 2019

Closing Date: 27 February 2019

Details: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community. Within Roads ACT, Road Maintenance (RM) undertakes a diverse range of maintenance work on various ACT assets. These include roads and pavements, bridges, cycle paths, footpaths, car parks, signage, roadside furniture, street lighting, street sweeping, dams and the stormwater drainage network. Roads ACT is seeking expressions of interest from suitable candidates for the Work Coordinator - Minor New Works (GSO8) position within the Road Maintenance unit. The primary responsibilities of this role is to assist in the planning and coordination of infrastructure maintenance programs to ensure timeliness of service delivery and optimal efficiency and resource allocation; carrying out investigations of public complaints about infrastructure assets, providing technical reports, repairing briefing notes to Government, and Ministerial responses; assist with inputting of information into Roads ACT database/s, asset management systems; and contractor management and contract administration. Duties in the attached position description may be modified based on applicant's level of experience. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory: Current drivers licence (C-class). Willingness to work overtime as and when required and to undertake training activities to meet operational and organisational expectations. Desirable: Associated diploma in the relevant technical field and/or technical experience. Asbestos Awareness ticket. Relevant Industry Induction Certificate. Please review the Position Description which details the responsibilities for this role. Suitability for this position will be assessed on your skill, knowledge and behaviour with reference to the duties.

Note: This is a temporary position available until 30 June 2019. Selection may be based on application and referee reports only. Applications will be assessed by two Roads ACT representatives. Operational requirements from the candidates' normal position and planned absences will be taken into account in the final selection of the successful candidate. Candidates should provide details of any planned absences that will occur during this period.

How to Apply: If this role sounds like a good fit for your skills, submit your Curriculum Vitae, the names of two referees and an expression of interest of no more than two pages outlining your experience and ability.

Applications should be sent to the Contact Officer.

Contact Officer: Brett Parsons (02) 6207 3141 brett.parsons@act.gov.au

City Services

City Presentation

Place Management / Planning and Programs

Pest Control Officer

General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 13208)

Gazetted: 18 February 2019

Closing Date: 11 March 2019

Details: Are you interested in contributing to the environmental management and amenity of Canberra? City Services have an opportunity for a motivated individual to join our specialist pest control unit to carry out spray operations in a variety of situations. This position includes the use of chemicals to control both amenity and environmental weeds as well as other specialist applications such as fertilizer applications and pest control of scarabs and mites.

Note: This position will be filled at either the General Service Officer Level 5 or General Service Officer Level 6 level, dependant on the skills and experience of the successful applicant.

How to Apply: To apply for this position please provide an up to date resume and provide a response to each Selection Criteria. Applications should be sent to jobs@act.gov.au

Contact Officer: Joel Kelly (02) 6205 5068 joel.kelly@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.

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

Program Solutions and Operations

Sustainability and Release Coordination

Project Officer, Affordable Housing

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42347)

Gazetted: 18 February 2019

Closing Date: 6 March 2019

Details: The Suburban Land Agency is seeking a committed and enthusiastic Project Officer to support the delivery of Affordable Housing on behalf of the ACT Government. The successful candidate will be responsible for developing and managing a range of affordable housing processes and initiatives, including procedures, database management, specifications and inclusions lists, and reviewing plans. This position is part of a small team, within the Sustainability and Release Coordination Unit, which works to support the Suburban Land Agency in delivering the Government's Indicative Land Release Program and housing targets, and the Agency's non-financial objectives. The successful candidate will have quality communications skills to support liaison with Agency staff, other ACT Government agencies, industry and customers. Ideally, the successful candidate for this role will have strong organisational and project management skills and experience in using IT applications to improve reporting and data management. Applicants should have demonstrated experience in establishing and maintaining stakeholder relationships.

Eligibility/Other Requirements: Qualifications in a relevant field such as Building Assessment or Housing Policy would be advantageous but not essential. 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

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: Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details are to be sent to jobs@act.gov.au.

Contact Officer: Jessica Hillcrest (02) 6205 8476 jessica.hillcrest@act.gov.au

Program Solutions

Marketing

Marketing Campaign Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41547)

Gazetted: 18 February 2019

Closing Date: 5 March 2019

Details: The Suburban Land Agency is seeking an experienced Senior Officer, Marketing to join a team providing critical services to the Agency's Development Delivery groups in the marketing of our greenfield estates and urban redevelopment sites. This is a unique and challenging role will see you providing a range of marketing services, including: identifying and developing innovative strategic marketing and business planning activities in collaboration with other Suburban Land Agency teams; developing and executing cross channel campaigns to drive consumer awareness and engagement; overseeing the implementation of marketing activities for a range of projects, which includes managing external stakeholders such as creative agencies; providing advice, negotiating, liaising and consulting with a broad range of internal stakeholders to ensure cross-functional input into plans, budgets and project management to deliver quality outcomes; and being creative and leading new concept ideas, notably activation sites for the purpose of brand awareness and achieving sales results. You will also have a role in supporting the delivery of a new corporate branding campaign that will drive an increased awareness of the Agency and its role in delivering 'Great places, where communities thrive'.

Eligibility/Other Requirements: Qualifications in Marketing, Events or a related discipline. Understanding of the land/property development market, particularly in terms of marketing or sales. Driver's Licence. Immediate ability to commence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available for an immediate start until 31 December 2019. 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. This position will be required to occasionally work after hours and on weekends.

How to Apply: Applications should include a supporting statement of no more than four pages outlining ability, skills and experience against the Selection Criteria. Please also include details of at least two referees and a current Curriculum Vitae.

Contact Officer: Kaylene Schroeder (02) 6207 6663 kaylene.schroeder@act.gov.au

Canberra Health Services

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

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

Clinical Services

Executive Director, Nursing and Midwifery and Patient Services

Executive Level 2.1 \$254,334 - \$265,301 depending on current superannuation arrangements, Canberra (E874)

Gazette Date: 19 February 2019

Closing Date: 6 March 2019

Details: As the Executive Director, Nursing and Midwifery and Patient Support Services at Canberra Health Services (CHS) you will consult and partner with the Executive Directors of clinical services on nursing and midwifery issues, make decisions on across-the-board approaches and will play a central role in championing an exciting transformational agenda in Canberra Health Services which will bring exceptional and innovative health outcomes to our diverse community, and set new standards and models of healthcare in Australia. The Executive Director, Nursing and Midwifery and Patient Support Services will play a key role in developing a collaborative and strategic approach to Nursing and Midwifery and Patient Support Services for CHS. The role is responsible for setting the strategic, professional and workforce oriented agenda for Nursing and Midwifery and Patient Support Services in CHS.

To be successful you will have outstanding leadership skills and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Applications are encouraged from executives with previous experience working in the health sector.

Remuneration: The position attracts a remuneration package ranging from \$254,334 to \$265,301 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,397.

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

Contact Officer: Further information about the position is available from Ms Bernadette McDonald, bernadette.mcdonald@act.gov.au, (02) 5124 4700

Clinical Services

Executive Director, Allied Health

Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (E752)

Gazette Date: 19 February 2019

Closing Date: 6 March 2019

Details: As the Executive Director, Allied Health in Canberra Health Services you will be responsible for the provision of professional and strategic leadership for Allied Health professions within CHS and for collaborating. The position is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing Allied Health services through innovative models of care and service delivery. The Executive Director, Allied Health will have a unique understanding of the responsibilities and accountabilities of the role and its context within CHS and be able to work collaboratively with the other Executive Directors, the Executive Director, Medical Services and the Executive Director, Nursing and Midwifery and Patient Support Services in CHS. The successful applicant will provide outstanding leadership, strategic approach, communicate professionally and work with flexibility, efficiency, and diplomacy.

To be successful you will have outstanding leadership skills and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Applications are encouraged from executives with previous experience working in the health sector.

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 five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Ms Bernadette McDonald, bernadette.mcdonald@act.gov.au, (02) 5124 4700

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Health Promotion and Liaison Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22697)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

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

The ACT Women's Health Service (WHS) provides inter-professional and holistic nursing, medical and counselling services to women in the ACT. Services are provided from both central and outreach locations. The Women's Health Service understands that disadvantage and vulnerability contributes to poor physical and emotional health for many women in our community. For this reason priority is given to women who experience significant barriers to health service access. These barriers may include, but are not limited to, the impact of violence, abuse or neglect; identifying as being of Aboriginal or Torres Strait Islander origin; social or economic disadvantage, disability, language, culture, or sexuality. The service seeks to provide trauma informed care to women accessing the service.

The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering health services to women using a trauma informed approach and from a feminist perspective.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Registered with the Nursing and Midwifery Board of Australia with an annual practice certificate. Qualifications in Sexual and Reproductive or Women's Health, or willing to undertake the relevant training.

Must hold a current driver's licence.

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

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

Desirable:

Previous experience/qualifications in Adult Education or Group facilitation

Note:

This is a temporary position available for up to 12 months with the possibility of extension and/or permanency. This is a part-time position initially for 16 hours per week however hours are negotiable and the full-time salary noted above will be paid pro rata. This position is a protected position and is open to women only as Canberra Health Services, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the service. Contact Officer: Nikki Goddard (02) 5124 1787 nikki.goddard@act.gov.au

Clinical Services

Women, Youth and Children

Department of Neonatology

Newborn and Parent Support Service Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22271)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

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 which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with Canberra Health Service's Territory Wide Services Framework.

Canberra 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.

Overview of the work area and position:

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

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Newborn and Parent Support Service (NAPSS) provides a 7 day a week, early discharge programme for the Neonatal Intensive care Unit (NICU) and Special Care Nursery. NAPSS is a home visiting service for the families of infants who no longer require intensive medical and nursing treatment but still require some nursing care, support and advice at home.

As a NAPSS nurse you will require expert neonatal skills and knowledge while working in this semi-autonomous role. You will work in a small team supporting the parents/carers with the home care of their infant until the infant's needs are met by other support services in the community.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post-graduate qualifications in Neonatal Nursing and/or Paediatric Nursing and/or Maternal and Child Health.

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

Undergo a pre-employment Police check.

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

Contact Officer: Janine McEwan (02) 6142 6331 janine.mcewan@act.gov.au

Clinical Services

Clinical Support Services

Women's Youth and Children, Pharmacy Services

Senior Pharmacist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29810)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

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.

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:

Pharmacy

Biomedical Engineering

Acute Support Services

Medical Physics and Radiation Engineering

Nursing Operational Support

Overview of the work area and position: CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. 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 ACT health community" Under the direction of our highly skilled, knowledgeable and engaged Lead Women's Youth and Children Pharmacist and the eMM Lead Pharmacist, the Senior Women's Youth and Children Pharmacist for will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service to the Women's Youth and Children and the broader Canberra population.

Eligibility/Other Requirements

Mandatory:

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

Competency standards at the Consolidation Level for Advanced Pharmacy Practice

Desirable:

Previous project management and/or research experience

Publication/s within peer reviewed journals

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy

Comply with CHS credentialing 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 CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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

Contact Officer: Sheridan Briggs (02) 6244 2120 sheridan.briggs@act.gov.au

Special Purpose Accounts The Canberra Hospital

Surgery and Oral Health

Orthopaedics

Research Officer - Trauma and Orthopaedic Unit

Senior Research Officer 2 \$79,824 - \$91,356, Canberra (PN: 10314)

Gazetted: 21 February 2019

Closing Date: 28 February 2019

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 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 Canberra Hospital and Health Services which includes ensuring the delivery of Canberra Health Service'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 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.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatient surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Overview of the work area and position

The trauma and orthopaedic research unit is attached to the clinical department of orthopaedics. It functions to undertake original research as well as industry funded research into device performance. The primary roles of this appointment are to participate in research and research support by aiding in orthopaedic research design, data capture and analysis as well as grant writing and student support.

Eligibility/Other Requirements

Mandatory:

- A degree in Science or Applied Science, and preferably undertaking a higher degree.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.

Note

This is a temporary part-time position at 7.21 hours per week (one day per week) available for a period of six months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

Contact Officer: Diana Perriman (02) 6244 3701 diana.perriman@act.gov.au

Clinical Services

Medicine

Medical

Personal Assistant to Executive Director Division of Medicine

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 13141)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

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.

Overview of the work area and position

The Division of Medicine provides a range of medical specialities and allied health services. A strong emphasis is placed across all sections on acceptable 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 position is responsible for managing the daily activities of the Executive Director of the Division of Medicine, management of diaries and calendars, secretarial support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

Applicants will need to be professional and have excellent communication, organisational and time management skills while adhering to CHS confidentiality policies and procedures. The applicants must possess the ability to liaise effectively with staff at all levels.

Eligibility/Other Requirements

Desirable:

At least two year' experience working in a similar high level Personal Assistant Role.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note

This is a temporary position available for a period of 12 months with the possibility of extension or permanency.

Contact Officer: Jean Robertson (02) 6244 3659 jean.i.robertson@act.gov.au

Clinical Services

Surgery and Oral Health

Perioperative Unit

Registered Nurse - Peri-Operative Unit

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 34069, several)

Gazetted: 21 February 2019

Closing Date: 21 February 2019

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 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, 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.

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

Overview of the work area and position

The Peri-operative Unit at the Canberra Hospital consists of a Day Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of area procedural/invasive specialty areas.

The Peri-operative Registered Nurse implements a systemic and planned approach to activities associated with the provision of holistic patient care during the peri-operative experience. The nursing care associated with the provision of surgery is delivered within current standards and guidelines.

Eligibility/Other Requirements

Mandatory:

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

Prior to commencement successful candidates will be required to:

- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

- Undergo a pre-employment Police check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note

There are several permanent and temporary positions available for filling within Scrub/Scout, Anaesthetics, PACU and EDSU. Temporary positions are available for a period of three to 12 months. There are both full-time and part-time hours available. Selection may be based on application and referee reports only.

Contact Officer: Scrub/Scout - Margaret Lepper (02) 5124 2765 margaret.lepper@act.gov.au

Clinical Services

Medicine

Diabetes Service

Diabetes Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 41738)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

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.

The Canberra Health Services Diabetes Service provides acute and ambulatory outpatient services to consumers of the ACT and surrounding NSW region. The Canberra Health Services Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

Overview of the work area and position:

The Canberra Health Services Diabetes Service team are responsible for providing education and management of people at risk of and who have diabetes within acute and community health care settings.

Under the direction of Senior Diabetes Nurse Educators, you will rotate across areas within the service. This position will provide an excellent foundation in diabetes education and will compliment nurses undertaking post graduate qualifications in diabetes education through an Australian Diabetes Educators Association (ADEA) recognised tertiary course. The Registered Nurse Level 1 will be responsible professionally to the Level 2 Diabetes Educator in their area of work.

Qualifications and experience:

Mandatory:

Registration with Australian Health Practitioner Regulation Agency (APRA) as a Registered Nurse.

Must hold and maintain a current driver's licence.

Highly Desirable:

Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian Diabetes Educators Association (ADEA) credentialed Diabetes Educator or is working towards a post-graduate certificate in Diabetes Education.

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

undergo a pre-employment Police check.

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

Note:

This is a temporary position available for a period of four months and is non ongoing. This position will require rotation between multiple sites operated by Canberra Health Services.

Contact Officer: Lynelle Boisseau (02) 5124 3794 lynelle.boisseau@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Perinatal and Infant Mental Health Clinician

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 39651)

Gazetted: 21 February 2019

Closing Date: 7 March 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.

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, 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:

ACT Wide Mental Health Services (ACT Wide MHS)

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS), Perinatal Mental Health Consultation Service (PMHCS) provides mental health assessment, treatment and other services including support, advice and referrals for women from conception to 12 months after giving birth experiencing moderate to severe mental health issues. The role will require the team member to provide triage, assessment and clinical intervention to Perinatal women and their family, experiencing mental health issues.

The role will also require the individual to undertake professional development and supervision, provide support to the Health Professional Level 1 (HP1), participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

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

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's licence

For Psychology:

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

Must hold a current driver's licence

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

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Worker

Desirable:

Minimum of one year post qualification

Experience in working with children and young people

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS credentialing 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 CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Notes: This position is permanent part-time at 22:03 hours per week and the full-time salary noted above will be paid pro-rata. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise and be available for weekend and on call work when necessary. Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Bridget Dillon (02) 6205 1469 bridget.dillon@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Administrative Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 24906)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

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

A part of the Division of Women, Youth and Children, the Central Regional Team provides a variety of services for children and young people in the ACT. This includes; the School Youth Health Nurse program, Audiometry Nurse Service, Paediatric Asthma Nurse Educator Service, Healthcare Access at School (HAAS), and the School Health Team (providing the school age immunisation schedule and Kindergarten Health Checks).

Under broad direction this position is responsible for the effective coordination and set up of the Kindergarten Health Checks, Immunisation programs as well as providing high level support to the Central Team Manager and the Clinical Nurse Consultants.

Eligibility/Other Requirements:

Mandatory:

Current drivers licence

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

Desirable:

Ability to type with speed and efficiency within guidelines

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

Experience using Canberra Health Services ICT systems, ACTPAS and CRIS

Experience with using the Australian Immunisation Register

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

Note:

This is a part-time position working four days (29.40 hours) per week and the full-time salary noted above will be paid pro rata. These days can be negotiated.

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

Clinical Support Services

Clinical Records Unit

Clinical Records Officer

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 28272, several)

Gazetted: 21 February 2019

Closing Date: 28 February 2019

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

The Clinical Record Service (CRS) is primarily responsible for the management and storage of the centralised ACT Health clinical record. The community-based Clinical Records Unit (CRU) is a sub unit of the Clinical Records Service. The unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution).

The community-based Clinical Records Unit are seeking an experienced and highly motivated clinical records administration officer to join our team. The successful applicant will have demonstrated ability to work with an electronic patient information system and storage and retrieval system for clinical records, in addition to excellent communication skills, attention to detail, and the ability to work individually and as part of a team.

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

Previous experience working in a clinical record department, medical practice or similar health environment

Ability to work within a team environment as well as independently with minimal supervision

Highly motivated with strong organisational skills and excellent attention to detail

Well-developed interpersonal and communication skills

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

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

Note: This position is currently based in the Canberra CBD. An order of merit may be established from this process to fill future temporary and or permanent vacancies (full or part time) at this level over the next 12 months. Selection may be based on application and referee reports only. Incomplete or late applications will not be considered.

Contact Officer: Jodie Mackenzie (02) 5124 1837 jodie.mackenzie@act.gov.au

Adult Mental Health Unit

Mental Health, Justice Health, Alcohol and Drug Services

Canberra Hospital and Health Services

Ward Clerk

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 21838, several)

Gazetted: 21 February 2019

Closing Date: 28 February 2019

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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work.

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

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

- ACT Wide 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

MHJHADS is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services.

It is expected that in this position you will be responsible for patient records, admission and discharge procedures, provide administrative support to the clinical staff of the team, and be central to the welcome of visitors to the new unit with a focus on providing quality customer service to the consumers of MHJHADS.

Eligibility/Other Requirements

- Knowledge and experience in the use of relevant medical terminology.
- Understanding in dealing with persons affected with a Mental Illness.

Prior to commencement successful candidates will be required to:

- Comply with Canberra Health Services occupational screening requirements related to immunisation
- Have current registration issued under the *ACT Working with Vulnerable People Act 2011*
- Undergo a pre-employment Police check
- Current Passenger Vehicles Driver's Licence

Note: This is a temporary part-time position 18.5 hrs per week and involves shift work and weekends and the full-time salary noted above will be paid pro-rata. This position is available from February 2019 for 12 months with possibility of extension. We are also advertising for a temporary casual Administrative Officer 2 position in the Adult Mental Health Unit (AMHU) to provide backfill for both unplanned and planned leave coverage. Selection may be based on application and referee reports only.

Contact Officer: Tessa Sealey (02) 5124 5404 tessa.sealey@act.gov.au

Clinical Services

Medicine

Acute Support Service

Senior Social Worker/Team Leader

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 25554, several)

Gazetted: 21 February 2019

Closing Date: 7 March 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.

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 ACT Health'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: Social Work, Acute Support is responsible for the care and support of patients across a number of acute hospital settings. These include all the Medical and Surgical wards, Intensive Care, the Emergency Department, Maternity and Paediatric wards and a range of outpatient settings.

Social Workers assist patients, their families and carers to respond effectively to personal and practical concerns or issues that result from changes in the patient's health. Services are based on values that support people to make their own decisions about their circumstances.

Social Workers work as part of the health care team, to assist patients achieve their goals. Services are provided within a culturally safe environment and are efficient and flexible.

Social Work Service provides leadership in psychosocial care of patients and their families or carers. Services include crisis support, assessment and identification of issues and concerns, problem solving, counselling and linkage with specialist services, access to resources, discharge planning and advocacy.

The overall function of the position is to promote positive client outcomes through the provision of high quality clinical services, networking and liaison with service providers, health promotion activities and education. Quality improvement, research, provision of supervision and rotation across clinical areas and ability to work as part of a multidisciplinary team are expected roles of this position.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications in Social Work

Current membership or eligibility for membership of the Australian Association of Social Workers

Current driver's licence

Desirable:

Minimum eight years' experience post qualification in Social Work

Previous hospital experience

Post graduate qualifications

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS credentialing requirements for allied health professionals. If practicing 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 ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Comply with CHS Occupational Assessment, Screening and Vaccination policy

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

Note: These positions may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Fiona Holihan (02) 5124 2316 fiona.holihan@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>

Health Systems Policy and Research

Policy Partnerships and Programs Branch

Health Policy and Projects

Policy Officer - Health Policy Unit

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 24112)

Gazetted: 21 February 2019

Closing Date: 28 February 2019

Details: About us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT.

ACT Health provides a strong policy and population health capability based on a foundation of world-leading

health and medical research. ACT Health develops strategies and sets the direction to ensure services meet

community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million-dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

Overview of the work area and position: The Policy Partnership and Programs Branch is responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders. The Health Policy Unit is responsible for providing strategic advice, policy development and implementation. The Health Policy Unit leads the Branch's engagement with the policy cycle and is the first point of response for matters referred to the Branch for action and advice for the Minister for Health and Wellbeing. The Policy Unit works collaboratively with internal and external stakeholders to achieve organisational goals.

Eligibility/Other Requirements

Desirable:

Tertiary qualifications in Economics, Health Sciences, Public Policy or a related discipline would be an advantage.

Experience working in a health or human services policy setting would be an advantage.

A strong understanding of current and emerging issues in contemporary health policy and service delivery is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 10 months until December 2019.

Contact Officer: Paul Wyles (02) 5124 9751 paul.wyles@act.gov.au

Health Systems, Policy and Research

Policy Partnerships and Programs Branch

Aboriginal and Torres Strait Islander Practice Centre

Director, Aboriginal and Torres Strait Islander Practice Centre

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36625)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

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. ACT Health 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 ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Overview of the work area and position: The Policy Partnerships and Programs Branch (PPPB) is responsible for providing policy advice to ACT Health and the ACT Government to meet the health and well-being needs of the community. This includes, and is not limited to the provision of strategic health policy advice, project development and management, procurement of non-government services, and liaison with government, nongovernment and private sector stakeholders. The PPPB comprises of the Strategic Health Policy Unit, the Mental Health Policy Unit and the Aboriginal and Torres Strait Islander Practice Centre. The Aboriginal and Torres Strait Islander Practice Centre provides strategic policy advice to ACT Health, and to inform local and national Aboriginal and Torres Strait Islander health and wellbeing strategies, research, policy development and community based programs. The Aboriginal and Torres Strait Islander

Practice Centre works closely with Aboriginal and Torres Strait Islander representatives, local Aboriginal Controlled Community Organisations, health services and community to achieve collective outcomes. The manager role is focused on contributing to policy development and projects that work towards improving quality life outcomes of Aboriginal and Torres Strait Islander peoples through a range of health and well-being initiatives and provide leadership and participate in whole of government and inter-jurisdictional work programs.

Eligibility/Other Requirements: Mandatory: At least three to five years experience in management. Desirable: Comprehensive understanding and experience in meeting health needs and contemporary issues impacting on Aboriginal and Torres Strait Islander populations; and Tertiary qualifications and/or extensive experience in the areas of public health, health management or clinical health service delivery in primary health care, are desirable. 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 is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position is designated in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Contact Officer: Amber Shuhyta (02) 5124 9737 amber.shuhyta@act.gov.au

Corporate Services

Corporate and Governance

People and Culture

Assistant Director, People and Culture

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42556)

Gazetted: 21 February 2019

Closing Date: 7 March 2019

Details: About us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT and building a strong research and population health capability. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations and that the health system is innovative, effective and sustainable now and in the future.

It is responsible for (among other things):

Strategic policy and planning stewardship of the health system

Managing demand for and supply of health services across the territory

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy

Prevention of, and timely response to, potential public health incidents

Leading the health workforce and clinical training strategy including establishing and maintaining relationships with key academic institutions and training providers

The prevention of and response to public health incidents

Monitoring and enforcement of public health regulations

Providing public health advice

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.

Overview of the work area and position: Corporate Services Division is responsible for the following functions within the Health Directorate:

Financial planning, budgeting, reporting and the continuous improvement and provision of accurate and timely procurement services for ACT Health

Strategic and operational human resource management

Information and communication technology

Business performance information and decision support

The Assistant Director is a key leadership position within People and Culture and works closely with executive and management teams to deliver integrated HR and people development strategies, to assist in achieving an engaged and high performing workforce.

The Assistant Director reports to the Director, People and Culture, in leading a team of Human Resources (HR) professionals to provide business focused strategic HR advice to line managers and executives within the Directorate.

This position will take a lead role in building capability within leadership teams, implementing initiatives to support positive workplace culture; and supporting Executive Directors and managers to develop, implement and lead HR strategies within their teams, and to integrate strategic plans within their local performance planning processes. As a key leader within the People and Culture Branch, the Assistant Director will collaborate with leaders across the Directorate to drive positive workplace culture focused on performance.

This position takes a client focused approach, managing client relationships and working in partnership with managers to resolve workplace issues at the local level. The Assistant Director will balance the need for consistent, policy-based advice, and the importance of local, responsive and flexible approaches to HR services, advocating for and on behalf of the client, while representing the interests of People and Culture.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in a related field or equivalent experience in Human Resource Management roles

Prior to commencement 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 and/or permanency.

Contact Officer: Julie Nolan (02) 5124 9835 julie.nolan@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Peter Boyle 858-57643, Section 68(1), 15 February 2019

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

Bronwyn Haltiner 847-04792, Section 68(1), 15 February 2019

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

Kalon Roncon 853-50252, Section 68(1), 14 February 2019

Community Services

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

Allan Green 858-66320, Section 68(1), 18 February 2019

Education

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

Roseanne Godwin 848-79381, Section 68(1), 21 February 2019

Justice and Community Safety

Trust Officer Level 1 \$66,025 - \$75,600

Cellina Irvine 853-79397, Section 68(1), 4 March 2019

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

Daniel Luke Smith 858-67016, Section 68(1), 13 February 2019

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

Suzi Tomas 848-57844, Section 68(1), 20 February 2019

Transport Canberra and City Services

Professional Officer Class 1 \$56,359 - \$78,145

Colleen Hayes 858-55568, Section 68(1), 1 February 2019

Canberra Health Services

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

Sarah Ackland 858-63525, Section 68(1), 18 February 2019

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

Monica Arnold 857-44745, Section 68(1), 22 February 2019

Registered Midwife Level 1 \$63,548 - \$84,888

Heather Artuso 857-42379, Section 68(1), 21 February 2019

Registered Midwife Level 1 \$63,548 - \$84,888

Christine Bain 853-59548, Section 68(1), 21 February 2019

Registered Midwife Level 1 \$63,548 - \$84,888

Leah Bell 857-43267, Section 68(1), 21 February 2019

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

Teri Bickley 857-43347, Section 68(1), 21 February 2019

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

Nur Binte Mohd Roslan 856-73326, Section 68(1), 21 February 2019

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

Katelyn Birchall 857-42141, Section 68(1), 21 February 2019

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

Tina Blades 857-42168, Section 68(1), 21 February 2019

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

Nicole Bondfield 848-84965, Section 68(1), 22 February 2019

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

Rebecca Calder 857-91058, Section 68(1), 19 February 2019

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

Melissa Cantwell 857-42619, Section 68(1), 21 February 2019

Registered Nurse Level 2 \$88,249 - \$93,533

Adam Cashmere 853-51503, Section 68(1), 21 February 2019

Registered Midwife Level 1 \$63,548 - \$84,888

Alanah Christie 856-74097, Section 68(1), 21 February 2019

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

Lynette Drew 858-67497, Section 68(1), 21 February 2019

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

Rachel Fernance 741-06385, Section 68(1), 21 February 2019

Registered Midwife Level 1 \$63,548 - \$84,888

Emma Gaudron 856-73967, Section 68(1), 21 February 2019

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

Laura Godkin 857-42846, Section 68(1), 21 February 2019

Registered Midwife Level 1 \$63,548 - \$84,888

Rhiannon Gschwend 856-74281, Section 68(1), 21 February 2019

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

Evangeline Hall 857-43419, Section 68(1), 21 February 2019

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

Alissa Heise 848-85415, Section 68(1), 21 February 2019

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

Courtney Horton 858-66005, Section 68(1), 18 February 2019

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

Mary Humphrey 858-66662, Section 68(1), 18 February 2019

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

Preciousgift Ikea 833-46778, Section 68(1), 21 February 2019

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

Ryshelle Kilby 857-42862, Section 68(1), 21 February 2019

Registered Midwife Level 1 \$63,548 - \$84,888

Emily-Jane Kors 845-04053, Section 68(1), 21 February 2019

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

Elise Lilleyman 848-84404, Section 68(1), 21 February 2019

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

Alesia McCabe 857-42854, Section 68(1), 21 February 2019

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

Anisha Pokharel 845-03798, Section 68(1), 21 February 2019

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

Peta Richards 857-42539, Section 68(1), 21 February 2019

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

Sonia Sonny 858-65344, Section 68(1), 18 February 2019

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

Jennifer Starkey 857-42969, Section 68(1), 21 February 2019

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

Lucy Summers 858-67323, Section 68(1), 21 February 2019

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

Alex Taylor-Stathis 858-66814, Section 68(1), 18 February 2019

Registered Midwife Level 1 \$63,548 - \$84,888

Erin Trestrail 857-44032, Section 68(1), 21 February 2019

Allied Health Assistant \$50,040 - \$57,369

Reeba Varghese 857-91285, Section 68(1), 21 February 2019

Registered Nurse Level 2 \$88,249 - \$93,533

Catherine Windsor 816-83391, Section 68(1), 21 February 2019

Specialist Level 1- 5 \$164,470 - \$202,960

Luke Murtagh 861-31510, Section 68(1), 4 February 2019

Specialist Level 1- 5 \$164,470 - \$202,960

Thomas Michael Stackpool 8613-1481, Section 68(1), 11 February 2019

Career Medical Officer 1 \$122,913 - \$148,507

Elena Erenkova 833-59704, Section 68(1), 1 March 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Glen Bunfield: 827-32028

From: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 14423) (Gazetted 3 January 2019)

Education

Kylie Berry: 835-94683

From: Professional Officer Class 2 \$79,824 - \$91,356

Education

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

Education, Canberra (PN. 40109) (Gazetted 13 August 2018)

Justice and Community Safety

Jessica Bekavac: 835-93023

From: \$74,081 - \$78,415

Health

To: Trust Officer Level 1 \$66,025 - \$75,600

Justice and Community Safety, Canberra (PN. 37819) (Gazetted 1 November 2018)

Canberra Health Services

Kieraley Flynn: 856-74329

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 30674) (Gazetted 29 November 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Access Canberra

Regulatory Solutions and Compliance

Business Engagement, Education and Compliance

Vittorio Colosimo: 846-8643

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55508) (Gazetted 28 November 2018)

Access Canberra

Customer Coordination

Contact Centre

Jesse Elliott: 827-37451

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. 03489) (Gazetted 10 July 2018)

Access Canberra

Customer Coordination

Access Canberra Contact Centre

Michael Gallon: 844-00457

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 18911) (Gazetted 28 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.

Shared Services

Shared Services ICT

Technology Delivery Services

Peter Hawke: 846-97887

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31079) (Gazetted 8 August 2018)

Access Canberra

Regulatory Solutions and Compliance

Business Engagement, Education and Compliance

Andrew Nicholas: 836-05717

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42500) (Gazetted 28 November 2018)

Long Service Leave Authority

Operations Section

Client Service Team

Mildred Roxana Olivares: 844-7468

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
ACT Long Service Leave
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 36520) (Gazetted 11 January 2019)

**Economic Development
Finance and Business Support
Yanping Xiong: 820-81923**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Community Services
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 41477) (Gazetted 9 November 2018)

Community Services

**Housing ACT
Client Services
Gateway Services**

Michelle Lee McGaurr: 730-33516
From: Senior Officer Grade C \$100,462 - \$108,140
Community Services
To: †Senior Officer Grade B \$118,319 - \$133,197
Community Services, Canberra (PN. 34236) (Gazetted 20 November 2018)

Education

**School Performance and Improvement
Tuggeranong Network
Caroline Chisholm School**

Kim Dianne Barnett: 766-22906
From: \$64,411 - \$101,821
Education
To: †School Leader C \$117,515
Education, Canberra (PN. 03742) (Gazetted 25 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
North and Gungahlin Network
Harrison School**

Daniel Eric Breen: 755-72265
From: \$136,828
Education
To: †School Leader A \$150,276 - \$180,443
Education, Canberra (PN. 40602) (Gazetted 7 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.

**System Policy and Reform
Early Childhood Policy and Regulation
Early Childhood Policy**

Jennifer Green: 853-29867
From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Education
To: †Administrative Services Officer Class 6 \$79,824 - \$91,356

Education, Canberra (PN. 41165) (Gazetted 13 August 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 Gungahlin Network

Ngunnawal Primary School

Karrina Patterson: 817-51446

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

Education

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

Education, Canberra (PN. 36777) (Gazetted 11 September 2018)

Business Services Division

Governance and Community Liaison

Internal Audit and Risk Management

Xiaoping Zhu: 846-84170

From: Audit Band 1 \$51,579 - \$98,171

ACT Audit Office

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

Education, Canberra (PN. 38931) (Gazetted 20 December 2018)

Environment, Planning and Sustainable Development

Climate Change and Sustainability

Energy Markets and Renewables

Energy Policy

James Thomas Priestley: 846-89748

From: Senior Officer (Technical) 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. 25130) (Gazetted 13 November 2018)

Environment

Parks and Conservation Services

Biosecurity and Rural Services

Warren Schofield: 848-75284

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 41921) (Gazetted 7 December 2018)

Justice and Community Safety

ACT Corrective Services

Executive Support and Governance

Sentence Administration Board

Darah Marlene Bartlett: 791-30974

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 10427) (Gazetted 21 November 2018)

ACT Corrective Services

Corporate Services

People and Culture Unit

Natalie Kalajic: 799-89922

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

ACT Corrective Services

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

Justice and Community Safety, Canberra (PN. 43039) (Gazetted 21 February 2019)

Transport Canberra and City Services

Governance and Ministerial Services

Governance

Quality Management Services

Rebecca Butchart: 835-82148

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

Environment Planning and Sustainable Development Directorate

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

Transport Canberra and City Services, Canberra (PN. 32546) (Gazetted 6 December 2018)

Canberra Health Services

Canberra Hospital and Health Services

Paul Davies: 847-00484

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29890) (Gazetted 29 November 2018)

Canberra Hospital and Health Services

Roxanne Orford-Dunne: 844-34999

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Canberra Health Services, Canberra (PN. 25832) (Gazetted 20 December 2018)

Clinical Services

Sarah Strack: 857-42790

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 33951) (Gazetted 31 May 2018)

Canberra Hospital and Health Services

Hannah Whiting: 850-43092

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23874) (Gazetted 24 January 2019)

Canberra Hospital and Health Services

Donna Cleary: 258-66302

From: Registered Nurse Level 3.2 \$114,377

Canberra Health Services

To: Registered Nurse Level 4.3 \$130,586
Canberra Health Services, Canberra (PN: 26091) Gazetted 29/11/2018)