



ACT Government Gazette

Gazetted Notices for the week beginning 31 October 2019

VACANCIES

Calvary Health Care ACT (Public)

Medical ED

Senior Staff Specialist

Senior Staff Specialist \$222,205, Canberra (PN: LP7815)

Gazetted: 05 November 2019

Closing Date: 1 December 2019

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

Reference Number: 10988

Contact Officer: Stuart Stapleton 02 6201 6777 stuart.stapleton@calvary-act.com.au

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

Medical

Clinical Year Registrar and Senior Registrar Positions

REGISTRAR 1-4 \$98,704-138,677, Canberra (PN: LP6621)

Gazetted: 05 November 2019

Closing Date: 1 December 2019

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

Reference Number: 10986

Contact Officer: David Banfield david.banfield@calvary-act.com.au

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

Infection Control

Surveillance Nurse

Registered Nurse Level 2 \$98,728, Canberra (PN: LP7708)

Gazetted: 05 November 2019

Closing Date: 12 November 2019

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

Reference Number: 11015

Contact Officer: Sandra Roodt 02 6201 6174 Sandra.Roodt@calvary-act.com.au

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

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

Professional Services

Director, Finance and Quality - Professional Services

Senior Audit Manager \$125,048 - \$145,048, Canberra (PN: 25227)

Gazetted: 05 November 2019

Closing Date: 28 November 2019

Details: The ACT Audit Office is seeking people with demonstrated high level financial and budgetary management skills to join the Professional Services team. As a Director, you will have a key leadership role in the Professional Services team and be responsible for performing the role of Chief Finance Officer.

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 Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory.

You will receive a salary of \$125,048 to \$145,048 (plus an employer superannuation contribution). You should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles.

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

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All ACT 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.

Note: Further information may be obtained from Ms Caroline Smith, Senior Director, Professional Services on (02) 6207 7829 or via email at Caroline.Smith@act.gov.au

How to Apply: Please provide a written application against the Selection Criteria of no more than four pages.

When submitting an application, please also email a copy to the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Smith (02) 6207 7829 caroline.smith@act.gov.au

Professional Services

Director - Professional Services

Senior Audit Manager \$125,048 - \$145,048, Canberra (PN: 43819)

Gazetted: 05 November 2019

Closing Date: 28 November 2019

Details: The ACT Audit Office is seeking excellent communicators with high level analytical and problem-solving skills to join the Professional Services team. As a Director, you will have a key leadership role in the Professional Services team and be responsible for developing and managing the ACT Audit Office's Learning and Development Program and performing the role of Risk manager.

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 Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory.

You will receive a salary of \$125,048 to \$145,048 (plus an employer superannuation contribution). You should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles.

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

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All ACT 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.

Note: Further information may be obtained from Ms Caroline Smith, Senior Director, Professional Services on (02) 6207 7829 or via email at Caroline.Smith@act.gov.au

How to Apply: Please provide a written application against the Selection Criteria of no more than four pages.

When submitting an application, please also email a copy to the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Smith (02) 6207 7829 caroline.smith@act.gov.au

Canberra Institute of Technology

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

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

Technology and Design

Graphics, Entertainment, Media and Music

Music Performance/Sound Production Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 51476)

Gazetted: 04 November 2019

Closing Date: 19 November 2019

Details: Canberra Institute of Technology (CIT) Department of Graphics, Entertainment, Media and Music is seeking an enthusiastic Music Performance and Sound Production educator to teach their classroom-based programs. This position requires the development of student assessments, educational resources and materials for new and existing programs of study. You will have the ability to work collaboratively, to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and 'best practice' developments in the VET sector. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

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

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

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

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

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

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

Desirable: Advanced Diploma or Degree Qualification in Music Performance/Sound Production.

Note: This position is for temporary filling for a period of two years 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.' An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is part-time at 29.4 hours per week and the full-time salary noted above will be pro-rata. Positions may be offered on a full-time or part-time basis.

How to Apply: Applicants are required to address the Selection Criteria (maximum 2 pages) and provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Piers Douglas (02) 6207 4053 piers.douglas@cit.edu.au

Technology and Design

Graphics, Entertainment, Media and Music

Screen and Media Production Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 51331)

Gazetted: 04 November 2019

Closing Date: 19 November 2019

Details: Canberra Institute of Technology (CIT) Department of Graphics, Entertainment, Media and Music is seeking an enthusiastic Media Production educator to teach their classroom-based programs. This position requires the development of student assessments, educational resources and materials for new and existing programs of study. You will have the ability to work collaboratively, to engage with employers and students as part

of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and 'best practice' developments in the VET sector.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

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

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

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

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

Industry Experience

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

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

Desirable: Advanced Diploma or Degree Qualification in Media Production.

Note: This position is for temporary filling for a period of two years 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.' An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is part-time at 22.05 hours per week and the full-time salary noted above will be pro-rata.

How to Apply: Applicants are required to address the Selection Criteria (maximum two pages) and provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Piers Douglas (02) 6207 4053 piers.douglas@cit.edu.au

Technology and Design

Graphics, Entertainment, Media and Music

Graphic Design Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 51585)

Gazetted: 01 November 2019

Closing Date: 19 November 2019

Details: Canberra Institute of Technology (CIT) Department of Graphics, Entertainment, Media and Music is seeking an enthusiastic Graphic Design educator to teach their classroom-based and online programs. This position requires the development of student assessments, educational resource material and online resources for new and existing programs of study. You will have the ability to work collaboratively, to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and 'best practice' developments in the VET sector. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

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

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

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

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

Desirable: Advanced Diploma or Degree Qualification in Graphic Design.

Note: This position is for temporary filling for a period of two years 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.' An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is part-time at 18.22 hours per week and the full-time salary noted above will be pro-rata.

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Piers Douglas (02) 6207 4053 piers.douglas@cit.edu.au

Education and Training Services

CIT Yurauna

Administrative Assistant

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 54617, several)

Gazetted: 05 November 2019

Closing Date: 12 November 2019

Details: CIT Yurauna is looking for two highly motivated administrative staff to fill the advertised positions.

Responsibilities will include:

Plan, organise, and coordinate as well as undertake administration support for Yurauna, under general direction Team Leader or Director.

Provide high level administrative skills to monitor, support and review requirements for students.

Attend to complex enquiries from staff, students, prospective students and community and industry personnel, including provision of support services to Aboriginal and Torres Strait Islander students across CIT

Exercise judgement to interpret guidelines and procedures to seek resolution of issues arising from complex, but routine, enquiries and work tasks.

Create an environment that values Aboriginal cultural values that are inclusive of Ngunnawal Community as traditional custodians.

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

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing. Current driver's license

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.

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

Desirable: Qualifications in Business Administration would be highly regarded.

Note: These are temporary positions available immediately for 11 months. These positions are part-time at 22:03 and 14:42 hours per week and the full-time salary noted above will be pro-rata.

How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should be written in the form of a pitch, explaining how you have the Skills and Knowledge and Behavioural capabilities to perform the role, including your involvement with Aboriginal and Torres Strait Islander Communities ('what you will do and manage'). Convince us you are the right person for the job!

Applications should be submitted via the Apply Now button below

Contact Officer: Michelle Butt (02) 6207 6870 michelle.butt@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

Shared Services

Partnership Services

Shared Applications Administrator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: P23261, Several)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: An exciting opportunity is available for a highly motivated professional to assist in the management and administration of the whole of Government Electronic Document Records Management System (EDRMS).

Working as part of the Partnership Services Group within Shared Services, the Shared Applications Administrator will provide technical support, advice, guidance and training to agencies utilising Content Manager (TRIM) and Objective.

Note: The positions are available from 25 November 2019 to 31 December 2019, with possibility of extension up to 6 months. This position is available to ACT Government employees only.

How to Apply: Please submit a written Expression of Interest of no more than one page addressing the position description and outlining why you would like to take this opportunity and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Further information about the position is available from Rebecca Grame, rebecca.grame@act.gov.au, (02) 6207 7553

Commercial Services and Infrastructure

Shared Services

Partnership Services

Senior Advisor, ACTPS Digital Records Transition Project

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41862)

Gazetted: 31 October 2019

Closing Date: 14 November 2019

Details: An exciting opportunity is available for a highly motivated professional to assist the ACT Public Service to transition to a 'paper lite' digital recordkeeping environment. Working as part of the Partnership Services Group within Shared Services, the Senior Advisor will provide advice to agencies on the responsible handling of legacy paper records (i.e. digitisation, sentencing and disposal). The successful applicant will require experience in contemporary records and information management practice, highly developed interpersonal and communication skills, and the ability to manage self and others to achieve the timely completion of project activities. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 31 December 2020. 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: Applicants are asked to supply a written application of no more than two pages addressing the Position Description and outlining why you would like to take this opportunity, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager/supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Markham (02) 6207 0579 luke.markham@act.gov.au

Shared Services ICT

Technology Services

Technical Services Delivery

Cloud Specialist

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 14285)

Gazetted: 04 November 2019

Closing Date: 18 November 2019

Details: Technical Services Delivery are seeking an appropriately skilled and experienced person to join our Cloud Development team.

As part of the Cloud Services team you will be required to develop and implement cloud solutions on Microsoft Azure or Amazon Web Services (AWS) platforms for existing on premises business systems and enterprise applications used by the ACT Government directorates.

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

Eligibility/Other Requirements: Provide high level understanding of the current versions of the following products:

Microsoft Windows Server and related infrastructure (DNS, DHCP);

Microsoft Server Operating Systems 2012/2012R2/2016/2019;

Microsoft IIS, Azure WebApps;

Microsoft Systems Centre Operations Manager (SCOM);

Microsoft Systems Centre Configuration Manager (SCCM);

Azure / AWS Cloud Technologies and templating using JSON / YAML;

Programming using PowerShell, Python, .NET, Node.js; and

Configuration Management tools (Chef, Puppet, Ansible, and PowerShell DSC).

The successful applicant will be required to have or be able to attain a security clearance at the CMTEDD or AGSVA Baseline level.

Note: This is a temporary position available for 6 months with the possibility of permanency. This position

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 attached position description, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Tom Papazoglou (02) 6207 9858 tom.papazoglou@act.gov.au

Economics, Budget and Industrial Relations

Workplace Safety and Industrial Relations

Data and Analytics

Data Management Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 01659)

Gazetted: 06 November 2019

Closing Date: 20 November 2019

Details: The Data and Analytics Team is seeking a skilled officer to join our small team in the role of Data Management Officer. The successful applicant will have an eye for detail and a passion for improving the way we manage and present data. The Data Management Officer is responsible for maintaining systems and liaising with insurers to ensure they provide timely and compliant data. The officer prepares submissions for Safe Work Australia's annual publications and designs and develops informative reports for various stakeholders and committees. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: To complete your application, you must prepare a two page pitch and upload this as part of your application along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Hughes (02) 6207 8322 rachel.hughes@act.gov.au

Commercial Services and Infrastructure

Property and Venues

ACT Property Group

Executive Assistant

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 15553)

Gazetted: 01 November 2019

Closing Date: 15 November 2019

Details: ACT Property Group currently has a vacancy for a highly motivated Executive Assistant to support the Executive Branch Manager and the executive team. The Executive Assistant role is responsible for managing the executive schedule and maintaining efficient and effective office systems, while providing high quality customer service. The position also assists in coordinating corporate reporting and ministerial responses ensuring that support is provided across the branch. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in government business or administration are desirable but not essential.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Applicants are asked to please complete a response to the Selection Criteria outlined in the attached Position Description and include a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Ellis (02) 6205 9218 catherine.ellis@act.gov.au

Finance and Budget Group

Executive

Executive Assistant

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 32513)

Gazetted: 31 October 2019

Closing Date: 7 November 2019

Details: Applications are sought for an opportunity within the Finance and Budget Group, ACT Treasury for an experienced, highly motivated person to fill the role of Executive Assistant. Duties to be undertaken with minimal direction include, but are not limited to: provide high level confidential executive support to the Executive Group Manager, Executive Branch Managers and Executive Officer through management of the Executive's diaries, administrative support and oversee the workflow of the Executive Group Managers office in a fast pace environment. The applicant will require good oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders and members of the public. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position commencing immediately until 31 December 2019 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If this exciting role sounds a fit for your skills, please submit a current curriculum vitae and a two page pitch outlining your suitability against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Cameron (02) 6205 2236 susan.cameron@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

Service Assurance

Print Services Coordinator

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 38369)

Gazetted: 04 November 2019

Closing Date: 18 November 2019

Details: This position plays a key role in the operational delivery of printing and imaging as a service contract between the service provider and Shared Services ICT on behalf of the ACT Government. The successful candidate will liaise with stakeholders to ensure a fit for purpose solution is provided to the business on their print requirements and assist the Print Manager with the progression of service and incident requests and with the provider. The successful occupant is required to develop effective relationships with all business areas and Shared Service ICT that contribute to a successful Whole of Government print project and be responsible for delivering customer satisfaction in the resolution of issues. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a written response of up to two pages addressing all "What you require" Skills, Experience and Qualifications. Please also include your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Larissa Wurzer (02) 6207 5929 larissa.wurzer@act.gov.au

Access Canberra

Licensing and Registrations

Licensing Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 42496, several expected vacancies)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: Do you have the desire and drive to deliver outcomes? If you enjoy working in a small team and being challenged, then this job is for you! Access Canberra's Licensing and Registrations Branch is seeking a highly motivated Licensing Officer. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. The Licensing Officer will process applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission. You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: To be successful in this role you will need to possess sound organisational skills, be capable of managing multiple tasks and display a consistent commitment to providing exceptional customer service. You will communicate with all levels of management while contributing collaboratively as part of a multi-disciplinary team.

Notes: This is a temporary position available immediately for up to 12 months with the possibility of permanency. Selection may be based on application and referee reports only. An order of merit will be established from this

selection process and may be used to fill future identical permanent and short-term vacancies over the next 12 months.

How to Apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity and providing examples to demonstrate how your Skills, Knowledge, Behavioural capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Miles (02) 6207 9364 matthew.miles@act.gov.au

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

Shared Services

Partnership Services

HR/Finance Shared Service Desk Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 36220)

Gazetted: 05 November 2019

Closing Date: 12 November 2019

Details: The Shared Services Service Desk is seeking a part-time customer service professional to join our team two days per week. The role covers a wide variety of areas and is responsible for providing front line customer support to ACT Government directorates. As a HR/Finance Service Desk Officer you will; Provide a high level of customer service in responding to customer enquiries on the telephone and via email, actively contributing to achievement of key performance indicators; Provide expert advice and guidance on HR legislation, policies and ACT conditions of service to customers and Shared Services colleagues; Provide advice on financial policies and procedures, including APIAS (Invoice Automation), invoices and payments; Create and maintain records by inputting data into Service Desk systems accurately, within agreed time frames and in accordance with Service Desk processes, and contribute to the maintenance of effective personnel records by inputting data into HR systems. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

This position requires an ACT Government baseline security clearance which will be completed as part of the induction process if not already obtained.

Eligibility/Other Requirements: To be eligible for temporary employment with the ACT Public Service you must hold a valid work visa, be an Australian citizen or a permanent resident.

Notes: This is a temporary part-time position at (14.7) hours per week available for a period of six months with the possibility of extension. The full-time salary noted above will be pro-rata. Please note that selection may be based on written application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the position description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. Please submit a written response of up to two pages, two referee reports using the template located in the online application form, and a current curriculum vitae. The response should be written in the form of a pitch, by providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Corey Stinson 6205 4618 corey.stinson@act.gov.au

Access Canberra

Customer Coordination

Working with Vulnerable People

Customer Service Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 31780)

Gazetted: 06 November 2019

Closing Date: 20 November 2019

Details: Would you like to make a real difference in the community and contribute to the protection of vulnerable people? If you can provide great customer service in a regulatory environment, maintain a high level of confidentiality, have a keen eye for detail and enjoy working in a small supportive team then this position may suit you. Access Canberra is a dynamic workplace with a changing workforce and the preparedness to adapt through ongoing personal and professional development is a desirable quality of prospective candidates. Chief Minister, Treasury and Economic Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: By applying for this position, you indicate that you are willing to attend counselling and other support services to manage your ongoing health in relation to graphic, sensitive and distressing information. The successful applicant must be eligible to hold a general registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Notes: A merit pool will be established from this recruitment process that may be used to fill future vacancies over the next 12 months. Selection may be based on application and references only.

How to Apply: Your application should be written in the form of a pitch, no longer than two pages, explaining how you are the right person for this opportunity and providing examples to demonstrate how your Skills, Knowledge, Behavioural capabilities and Experience are suitable to the role. Applicants are also required to provide the contact details of two referees (including a current supervisor/manager or a previous one if you do not work currently).

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Wynants (02) 6205 2478 nicole.wynants@act.gov.au

Treasury

Commercial Services and Infrastructure

National Arboretum Canberra

Arboriculture Supervisor

General Service Officer Level 7 \$62,521 - \$66,023, Canberra (PN: 45503)

Gazetted: 04 November 2019

Closing Date: 25 November 2019

Details: The National Arboretum Canberra is seeking experienced and highly motivated candidates to fill a new supervisor role within its dynamic Horticulture team, based at the Arboretum. The Horticulture Team will operate in two streams, requiring a Horticultural Supervisor and an Arboriculture Supervisor. The Arboriculture Supervisor will report directly to the Arboretum's Senior Horticulturalist, and will be responsible for directly supervising, training, coordinating and overseeing horticultural field officers, apprentices, volunteers and other stakeholder groups working within the Arboretum on arboriculture projects. With limited supervision, the supervisor will be required to conduct regular inspections of their relevant areas, including forests, gardens and turf areas; develop comprehensive weekly work programs and contribute to the development of seasonal work programs; and maintain accurate records for planned and reactive works. Good communication skills and digital aptitude are important in this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout the Government whilst maintaining a high degree of professionalism. The candidates will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. If you are an experienced and passionate arboriculturalist, who takes pride in your work and your ability to unite and motivate your team members, we want to hear from you.

Eligibility/Other Requirements: Relevant tertiary qualifications in Horticulture/Arboriculture; ChemCert accreditation; and a current driver's licence.

Note: This is a permanent full-time position. Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Owen Bolitho (02) 6207 7994 owen.bolitho@act.gov.au

Treasury

Commercial Services and Infrastructure

National Arboretum Canberra

Horticultural Supervisor

General Service Officer Level 7 \$62,521 - \$66,023, Canberra (PN: 30924)

Gazetted: 04 November 2019

Closing Date: 25 November 2019

Details: The National Arboretum Canberra is seeking experienced and highly motivated candidates to fill a new supervisor role within its dynamic Horticulture team, based at the Arboretum. The Horticulture Team will operate in two streams, requiring a Horticultural Supervisor and an Arboriculture Supervisor. The Horticultural Supervisor will report directly to the Arboretum's Senior Horticulturalist, and will be responsible for directly supervising, training, coordinating and overseeing horticultural field officers, apprentices, volunteers and other stakeholder groups working within the Arboretum on horticultural projects. With limited supervision, the supervisor will be required to conduct regular inspections of their relevant areas, including forests, gardens and turf areas; develop comprehensive weekly work programs and contribute to the development of seasonal work programs; and maintain accurate records for planned and reactive works. Good communication skills and digital aptitude are important in this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout the Government whilst maintaining a high degree of professionalism. The candidates will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. If you are an experienced and passionate horticulturalist, who takes pride in your work and your ability to unite and motivate your team members, we want to hear from you.

Eligibility/Other Requirements: Relevant tertiary qualifications in Horticulture/Arboriculture; ChemCert accreditation; and a current driver's licence.

Note: This is a permanent full-time position. Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Owen Bolitho (02) 6207 7994 owen.bolitho@act.gov.au

Communications and Engagement

Executive Branch Manager, Whole of Government Communications and Engagement

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1095)

Gazetted: 31 October 2019

Closing Date: 14 November 2019

Details: Working in ACT Government Communications and Engagement (C&E), you will play a key role ensuring the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. Working with us, you will ensure the right information is provided to the right audience, at the right time.

We are looking for an outstanding C&E professional to lead the whole of government C&E branch to deliver an efficient, effective, educated and coordinated service. You will work collaboratively with all Ministers' offices, Directors-General, Executives and officers across the ACTPS, and key government and non-government stakeholders.

You will have:

An established track record in providing advice and implementing contemporary and emerging C&E services;

Significant experience in leadership roles in C&E, leading high performing teams;

A strong focus on maintaining effective working relationships with stakeholders;

Relevant tertiary qualifications; and

Thrive working flexibly, in a fast-paced environment.

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

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

How to Apply: Interested candidates should submit an application of no more than two pages addressing the executive capabilities, details of two referees and a current curriculum vitae through the apply now button.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Anita Perkins, Executive Group Manager Communications and Engagement, anita.perkins@act.gov.au, (02) 6205 0035.

Property and Venues

Executive Branch Manager, Government Accommodation Projects

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E570)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: The Government accommodation projects team will manage the delivery phase of the new Civic Office (Block 10 Section 20) and Dickson offices (Block 3 Section 20). The team will be responsible for managing the project, including undertaking the role of client representative to the landlord and site developers, and working with stakeholders within government including future tenants and other relevant policy and service delivery agencies.

The role will also manage accommodation fit outs for those staff not going into either of the Civic or Dickson Buildings (up to another 8000m² of fitout).

The Executive Branch Manager, Government Accommodation Projects:

Provide support to the Executive Group Manager, Property & Venues;

Develop strong relationships within the Directorate, across Government and provide high level property advice to Ministers, Directors General and staff;

High level project management skills and the ability to lead the project team in delivering the aims and objective identified in its role as described above;

Strong liaison skills and the ability to work with the Workforce Transformation Committee to deliver the ACT Government property policy in relation to Activity Based Working; and

Successfully commission the new office fit outs and ensure a smooth transition for ACTPS moving into them.

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

Contract: The successful applicant will be engaged under a temporary performance based contract from 20 January 2020 to 19 February 2021 with the possibility of extension.

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

How to apply: Expressions of interest should be no more than two pages addressing the Executive Capabilities, details of two Referees and a current Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Daniel Bailey, Daniel.bailey@act.gov.au, (02) 6207 9458

Economic Development

Strategic Co-ordination and Governance

Senior Director

Senior Officer Grade A \$145,048, Canberra (PN: 45450)

Gazetted: 05 November 2019

Closing Date: 21 November 2019

Details: The Economic Development Division within Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking applications for a Senior Director within the Strategic Coordination and Governance team. The successful applicant will deliver an efficient, effective and educated communications and engagement function for the division. Strong communication skills are essential to the Senior Director role which provides timely, high level advice to Minister's Offices and Executives across the division. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available immediately until 30 June 2020 with the possibility of permanency. A merit pool will be established to fill future similar 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 a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Morgan Campbell (02) 6205 0931 morgan.campbell@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Corporate Governance

Senior Director, Corporate Governance

Senior Officer Grade A \$145,048, Canberra (PN: 45630)

Gazetted: 06 November 2019

Closing Date: 21 November 2019

Details: ACT Property Group are seeking an experienced senior manager with expertise in corporate governance and corporate communications. This role drives the corporate governance, communications, human resource (including recruitment and professional development), quality management, workplace health and safety, risk, records and compliance aspects of the business. The person will work closely with other members of the senior management team to ensure good practice and a strong focus on customer driven service delivery is in place across the organisation. The person in this role will lead a team of professionals who will undertake the day to day management of these areas. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the senior management team leading implementation of the new arrangements and ensuring improved delivery of services to customers and stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Applicants should have management experience in driving high quality business and corporate activities and a good understanding of these functions in a government setting. Applicants should hold relevant professional qualifications and membership of a relevant professional association (or have the ability to obtain). Applicants must hold (or have the capacity to obtain) a current driver's licence.

Notes: This is a temporary position available from 2 December 2019 until 1 December 2020 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit the following: 1. A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: a. Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. B. Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past. C. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. 2. A current Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and 3. Contact details of at least two referees.

Contact Officer: Liz Clarke (02) 6205 9218 liz.clarke@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Integrated Facilities Management

Director, Property Maintenance and Upgrades

Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 45634)

Gazetted: 05 November 2019

Closing Date: 21 November 2019

Details: ACT Property Group are seeking an experienced leader of trades and project professionals to lead a team responsible for providing maintenance and upgrades services across ACT Government owned buildings and properties. This is a dynamic job where no day is ever the same. The role is both a manager and a leader of the team providing professional guidance and direction, programming work responsibilities, liaising and problem solving with clients, ensuring Human Resource matters are addressed and setting the strategic agenda with the team.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the management group team leading implementation of the new arrangements and ensuring improved delivery of services to customers and stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Applicants need to have demonstrated knowledge and experience in managing programs of building maintenance, property management and project management of property upgrades in a commercial or government setting. Relevant qualifications are also required in project management, property management or similar, or significant equivalent experience with a trade's certification. Applicants must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current driver's licence (car). Additional qualifications in management, WHS and procurement/contract management are highly desirable.

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

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

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should:

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

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

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

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

3. Contact details of at least two referees.

Contact Officer: Liz Clarke (02) 6205 9218 liz.clarke@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Corporate and Governance - Quality, Risk, Compliance and Safety

Director, Quality, Risk, Compliance and Safety

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45631)

Gazetted: 06 November 2019

Closing Date: 18 November 2019

Details: ACT Property Group are seeking an experienced leader to drive implementation of the quality management system throughout the business and manage implementation of our work health and safety responsibilities with staff and contractors. ACT Property Group holds quality assurance accreditation encompassing all aspects of the business. Our goal is that staff, contractors and people in and around our buildings and work sites get home safe and unharmed. This person is responsible for working with staff across the organisation to deliver high quality outcomes in these areas. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Government's delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the management group leading implementation of the new arrangements and ensuring improved delivery of services to customers and stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A knowledge and understanding of Workplace Health and Safety, and quality management systems is required for this position. Qualifications in quality assurance, Work Health and Safety and/or risk management along with a current driver's licence (car) are required for the position.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit the following: 1. A two page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities; Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past; Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. 2. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and 3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Clarke (02) 6205 9218 liz.clarke@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Corporate and Governance - Governance, Business and Corporate Management

Director, Governance, Communications, Training and Corporate Management

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 13952)

Gazetted: 06 November 2019

Closing Date: 18 November 2019

Details: ACT Property Group are seeking someone with relevant experience to drive the corporate governance, government business, communications and human resource aspects of the business. The person in this role needs a good eye for detail, the ability to work with others to write or contribute to reports, customer and stakeholder communications and corporate documents in a timely manner. Ensuring ACT Property Group meets its legal and corporate responsibilities are part of this role's responsibilities. Ensuring that we have the right people with the right skills will be part of this person's responsibilities, with the relevant business unit, as they coordinate human resource activities for the group ensuring that we can deliver great services to our customers and stakeholders. ACT Property Group provides expert property management and maintenance services to the ACT Government and

the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the management group leading implementation of the new arrangements and ensuring improved delivery of services to customers and stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in a government environment would be highly regarded and relevant professional qualifications are highly desirable. Applicants must hold a current driver's licence (car).

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

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

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit the following: 1. A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities; Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past; Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. 2. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and 3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Clarke (02) 6205 9218 liz.clarke@act.gov.au

Policy and Cabinet

Social Policy and Commonwealth-State Relations Branch

Director

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45610)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: Policy and Cabinet Division provide advice to the Chief Minister and Cabinet on the future direction of Canberra across all functions of the ACT Government. This recruitment process is to appoint a Director to a permanent position. We are looking for applicants who can demonstrate their ability to critically analyse problems and develop practical solutions. The position leads a small team so past management experience will be highly regarded. If you are interested in working for an organisation that achieve real impact for the local Canberra community then we encourage you to apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 written application that addresses the Selection Criteria in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Slobodian (02) 6205 5461 alexandra.slobodian@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Customer and Tenancy Management

Director, Customer Relationship Management

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 15032)

Gazetted: 06 November 2019

Closing Date: 18 November 2019

Details: ACT Property Group are seeking an experienced property and customer management professional to lead the Customer Relationship team. This position leads the team with a primary role of understanding and delivering our services to meet or exceed customer expectations where possible. The team provides a key point of contact for customers as the tenancy manager for owned and leased properties. The team also coordinates and liaises with other areas in ACT Property Group and Government to manage the identified properties and respond to customer needs. The team provides day to day management of buildings under management or lease, liaison with building owners and advises on service improvements. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the team leading implementation of the new arrangements and ensuring improved delivery of services to customers and stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Applicants need experience in property and tenancy management, preferably in a government or commercial setting. Qualifications in property management, commercial leasing, commercial real estate or similar are required and membership of a relevant professional organisation is desirable. Applicants must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current driver's licence (car).

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit the following: 1. A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities; Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past: Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. 2. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and 3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Clarke (02) 6205 9218 liz.clarke@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Estate and Procurement Management

Director, Strategic Procurement, Projects and Contracts

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45633)

Gazetted: 05 November 2019

Closing Date: 20 November 2019

Details: ACT Property Group are seeking an experienced professional to ensure that procurement activities occur in a compliant and timely manner, there is strategic oversight and coordination of property related procurement

and contract activities and that staff in the organisation have the right skills, policies and processes in place. This role is a blend of strategic oversight and coordination, and hands on procurement and contract management. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

ACT Property Group has recently updated its structure. This position will be part of the management group leading implementation of the new arrangements and ensuring improved delivery of services to customers and stakeholders.

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

Eligibility/Other Requirements: Applicants need demonstrated experience and qualifications in procurement, contract management and project management. Qualifications in property or a related discipline are highly desirable. Membership of a related professional association (or the commitment and capacity to obtain this) is desirable. Applicants must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current driver's licence (car).

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

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

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

Please submit the following:

1. A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:
 - Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
 - Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.
 - Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.
2. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and
3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Clarke (02) 6205 9218 liz.clarke@act.gov.au

Shared Services

Partnership Services

Customer Communications

Assistant Director Communications

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 08255)

Gazetted: 06 November 2019

Closing Date: 13 November 2019

Details: Do you have a passion for communications and stakeholder engagement? Shared Services is looking for a dedicated and enthusiastic communications professional to be our Assistant Director Communications. You will be responsible for supporting our ongoing commitment to further enhance the quality and consistency of our communications to our directorate customers. We need someone who understands that different customers and situations require different approaches and you should be able to demonstrate that through careful communications planning and execution. A proven ability and desire to work alongside people is a must in this role. Excellent communication, forward planning and creative problem solving will serve you well. Chief Minister,

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

Eligibility/Other Requirements: Tertiary qualifications in communications, marketing or related field will be highly regarded.

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

How to Apply: Please submit a two page 'pitch' that demonstrates how your experiences will enable you to succeed in this role, along with a short curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanna Lewis (02) 6207 5507 joanna.lewis@act.gov.au

Access Canberra

Construction and Utilities Branch

Building Investigations Team

Assistant Director, Building Investigations Team

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 40367)

Gazetted: 06 November 2019

Closing Date: 20 November 2019

Details: Access Canberra is a one stop shop for a variety of government services. Access Canberra is home to a dedicated team who investigate complaints under building and planning legislation. Access Canberra is looking for a strong leader to head up the Building Investigations Team. Access Canberra is looking for a person who is able to undertake investigations, be able to represent Access Canberra at a variety of forums and draft complex legal briefings and instruments. You would also need to have high emotional intelligence and be seasoned juggler of shifting priorities. This leader would also have to have a keen understanding of responding to and contributing to Government business and governance processes. This person also needs to have solid understanding of best practice principles in relation to government investigations and complaint management. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience or qualifications in tackling complex and protracted investigations is highly desirable.

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

How to Apply: Send through a two-page pitch on why you believe Access Canberra needs you for this role, a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Lhuede (02) 6207 8606 nick.lhuede@act.gov.au

Policy and Cabinet

Economic and Regional Policy

Assistant Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45611)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: Policy and Cabinet Division provide advice to the Chief Minister and Cabinet on the future direction of Canberra across all functions of the ACT Government. This recruitment process is to employ an Assistant Director to a permanent position. We are looking for applicants who can demonstrate their ability to critically analyse problems and develop practical solutions. If you are interested in working for an organisation that achieve real impact for the local Canberra community then we encourage you to apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 written application that addresses the Selection Criteria in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Slobodian (02) 6205 5461 alexandra.slobodian@act.gov.au

Shared Services

Strategic Finance

Internal Assurance Audit

Senior Internal Auditor

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 17571)

Gazetted: 01 November 2019

Closing Date: 19 November 2019

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. You will be a motivated and experienced Internal Auditor responsible for managing and performing individual internal assurance audits, as part of the total internal assurance plan. This responsibility includes developing internal audit scope, performing internal audit procedures, and preparing internal audit reports reflecting the results of the work performed. Work performed will include coverage of functional and operating business areas activities focusing on financial and operational processes. The senior internal auditor will review the work performed by other internal assurance audit personnel. Additionally, the role will perform follow-up on the status of outstanding internal assurance audit issues and assist the audit manager with periodic reporting to the audit committee, development of the annual internal audit plan, and championing internal control and corporate governance concepts throughout the business of Shared Services. The successful applicant will have a proven capacity to organise priorities, meet deadlines, display initiative and flexibility and to work both independently and as a member of a small team. You will be a self-starter with exceptional verbal and written communication skills, being able to successfully develop relationships with stakeholders at all levels, including your managers, working in a dynamic and complex environment. We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities providing improvements. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage a small team and prioritise workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available immediately up until the 18 May 2020 with the possibility of permanency. Selection of suitable candidate will be based on application, interview process and referee report. 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. To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx,.doc) or Rich Text Format (.rft). Other formats may not be readable on ACTPS computers and will not be accepted.

How to Apply: The online application form requires a curriculum vitae, copies of qualifications and a two page written response demonstrating your suitability against What You Will Do, Professional/Technical Skills and Knowledge, and Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process.

Contact Officer: Savita Cooke (02) 6207 9406 savita.cooke@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

Housing ACT

Infrastructure and Contracts

Strategic Finance

Finance Clerk

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 10984)

Gazetted: 04 November 2019

Closing Date: 18 November 2019

Details: Community Services Directorate (CSD) is seeking a highly motivated person to fill a position of Finance Clerk within Housing ACT, Strategic Finance Section. The Finance Clerk will work in a team responsible for processing account adjustments, requesting payments for rental bond loan recipients and management of debt relating to bond loans and vacated accounts. Debt recovery actions will involve resolving disputes and negotiating payments. To be successful, you will require good communication skills. Attention to detail is essential along with the ability to accurately interpret information as you will be processing financial transactions. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, people with disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Working knowledge of Oracle is desirable but not essential.

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

How to Apply: Applicants are required to submit 1) their statement of claims against Selection Criteria (maximum 2 pages); 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cara Cannon (02) 6205 8404 cara.cannon@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.

Inclusion and Participation

Assistant Project Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: P36577)

Gazetted: 05 November 2019

Closing Date: 12 November 2019

Details: Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution.

We are seeking an Assistant Project Officer to join the Inclusion and Participation Division. You will support the ACT Government's Youth Engagement team and Social Recovery team as well as provide general and finance support to other teams in the Division.

As the position supports several teams, we are seeking applicants with a demonstrated ability to manage competing tasks and deadlines. You will enjoy working with people as you will regularly liaise with government, community and emergency services stakeholders. You will have the opportunity to support interesting community events and ceremonies. The successful applicant will be rewarded with a flexible work environment.

This position may be required to work afterhours, on-call and on weekends in accordance with Enterprise Agreement provisions.

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: Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to

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

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

This is a temporary position available until 15 April 2020 with the possibility of extension and/or permanency.

How to Apply: Please provide a written statement of no more than two pages outlining your experience and/or abilities in relation to the selection criteria. A current curriculum vitae and contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Jenny Wells, jenny.wells@act.gov.au, (02) 6207 9432

Office of the Director-General

Organisational Governance

Ministerial and Executive Governance Unit

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 55632)

Gazetted: 31 October 2019

Closing Date: 7 November 2019

Details: Community Services Directorate (CSD) is seeking a Ministerial Liaison Officer (MLO) for a period of 12 months. The MLO is responsible for monitoring all in-going and out-going correspondence and briefs for the five CSD portfolio Ministers, including tracking and follow up and assisting with the distribution and handling of these documents throughout the Directorate. The successful applicant will have strong interpersonal and liaison skills and have the capacity to work to tight deadlines. Experience in using an Electronic Document and Records Management System (EDRMS) is an advantage. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, trans-gender, intersex and queer (LGBTIQ) people. Eligibility/Other Requirements: Experience with Electronic Document and Records Management System (EDRMS) is highly desirable.

Note: This is a temporary position available for 12 months with the possibility of permanency. Applicant may be selected from 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-three pages outlining their experience and/or ability against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Children Youth and Families

Child and Youth Protection Services

Operations

Child and Youth Protection Professional - Case Manager

Child and Youth Protection Professional Level 2 \$70,216 - \$94,528, Canberra (PN: 23724)

Gazetted: 31 October 2019

Closing Date: 22 October 2020

The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. Children, Youth and Families also works with key stakeholders in government and the community sector to provide child protection and youth justice services to children, young people, their families and their carers. Children, Youth and Families works to support vulnerable children and young people to be safe, strong and connected.

Business Unit Overview: The Child and Youth Protection Services (CYPS) has a statutory responsibility to support children, young people and families requiring a care or justice response. CYPS works in partnership with families, carers and community agencies to ensure children and young people are safe and achieve the best possible life outcomes.

The functions of CYPS Operations, Case Management and Support include:

Delivering best practices in statutory service provision to children and young people.

Providing child centred case management and co-ordination functions including facilitating case conferences.

Preparing children, young people and their support network for transition from care. Conducting child protection appraisals.

Supervising young people on community supervision orders.

Supporting court processes: prepare reports, applications and represent the Director General.

Ensuring compliance with legislation and policy.

Making decisions in accordance with principles and statutory obligations.

Supporting children and young people to have permanent and stable homes, including adoption.

Position Objective: The CYPP2 Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements

Essential:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

One (1) years' experience working with children, youth and/or families in a social work/case management role.

Current driver's licence.

Additional Information:

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 Educational, suitability and professional qualification checks may be carried out prior to employment. 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. Permanent and temporary opportunities available. For more information on this position and how to apply, please see the attached position description.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Pentreath (02) 6207 2431 cassandra.pentreath@act.gov.au

Education

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

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

Service Delivery and Design

Student Engagement

Network Student Engagement Teams

HP3 Occupational Therapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 45543, several)

Gazetted: 01 November 2019

Closing Date: 19 November 2019

Details: This position is to provide occupational therapy supports within ACT Public Schools, including the provision of information, advice and professional learning to school staff. HP3 Occupational therapists will work with schools, in an inter-professional practice model, building school capacity to benefit students who are experiencing difficulty connecting to school and engaging with education. In this position, there is the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are participating in and accessing learning activities as part of the school curriculum. The applicants for this position should have experience in providing occupational therapy supports in a school-based team.

Eligibility/Other Requirements:

Tertiary qualification or equivalent in Occupational Therapy.

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

Eligibility for Membership with the Australian Occupational Therapy Association. 5. Current drivers licence essential.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will 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

Highly desirable: A minimum of five years' experience as an occupational therapist is highly desirable.

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

How to Apply: Please submit your curriculum vitae and written response to the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teresa Carr 0466 468 041 or 6207 5430 teresa.carr@ed.act.edu.au

Business Services

People and Performance

HR Officer Learning, Development and HR Programs

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43070)

Gazetted: 04 November 2019

Closing Date: 20 November 2019

Details: The HR Officer Learning, Development and HR Programs will assist in the implementation of HR initiatives to support a high performing Directorate and a leading learning organisation, where our people know they matter. The HR Strategy Team sits within People and Performance Branch and is responsible for providing programs and initiatives that support capability and engagement of our employees. The team also manages all entry level programs, supporting talent attraction and partners with our stakeholders to deliver user centred initiatives, programs and resources. 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 solid understanding of the HR context or relevant qualifications/experience in a similar role would be highly advantageous.

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

How to Apply: Please provide a 'two-page pitch' explaining how your skills and experience are a good match for the role. Please refer to the professional and technical skills and knowledge and behavioural capabilities outlined in the position documentation in your response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lowri Grice (02) 6205 7258 lowri.grice@act.gov.au

Business Services

Strategic Finance

School Resourcing and Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 00296)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: Applications are sought by the Schools Resourcing and Finance team for a Senior Finance Officer within their team. You will assist in the preparation of financial and management accounting reports for ACT Government Schools, internal and external clients, including monthly reports and advice, statistical returns and acquittals, and annual financial statements. You will also provide high quality financial advice and support to all ACT government schools, particularly in relation to school financial management strategies. 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: Accounting qualifications are highly desirable.

Notes: This is a temporary position available until 1 May 2020 with the possibility of permanency. 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: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.
Applications should be submitted via the Apply Now button below.
Contact Officer: Karen Jones (02) 6205 4528 karen.jones@act.gov.au

Business Services

People and Performance

HR Strategy

Senior Data Analytics Advisor

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42215)

Gazetted: 04 November 2019

Closing Date: 20 November 2019

Details: Do you like numbers, can you make data tell a story, well this is the job for you! The Data Analytics Advisor, will support the delivery of data and reporting to support the HR Data Analytics team, the People and Performance branch and the Directorate. The Data Analytics Advisor will be responsible for workforce reporting, data analysis, as well as support strategic workforce data initiatives such as Workforce Planning. There will be variety in your role as you will be responsible for regular reporting requirements as well as ad-hoc requests. Analytical, flexible and efficient is what best describes our suitable candidate. You will be supported with development and opportunities for career growth including the opportunity to contribute to change initiatives to improve data and reporting outcomes. You will be mentored in your role, have exposure to Power BI dashboards and access to free parking. The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience working with Power BI dashboards to support data reporting and trend analysis is desirable. As well as Excel and data reporting skills.

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

How to Apply: Applicants are asked to provide a two page pitch addressing both professional and behavioural capabilities, as well as provide a copy of their curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alec Forbes (02) 6205 2022 alec.forbes@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Calwell Primary School

Business Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 35614)

Gazetted: 31 October 2019

Closing Date: 14 November 2019

Details: Calwell Primary School is seeking a highly experienced officer for the position of Business Manager. The successful candidate will be expected to manage a busy work environment with high level competing demands including but not limited to Human Resources, Finance, Risk and Directorate Compliance Management. The ideal candidate will have demonstrated high level management skills, ability to communicate effectively with colleagues, executive teams and major client groups and external stakeholders ensuring high quality customer service is delivered. The position is required to liaise with the Principal to ensure continuity in the delivery of key programs across the school. Participate as a member of the executive team, respond to and provide current, accurate and detailed reporting to both the Principal and school board. Further duties include developing policies and procedures relating to facilities management, responsibility for the preparation of budgets, expenditure reviews, statements and; monitor estimates and financial returns. The Business Manager has supervision responsibility for administrative support officers engaged in various designated roles. The successful candidate will be required to plan, direct and supervise overall duties. Assisting each with personal performance and professional development.

Eligibility/Other Requirements: This position requires a high understanding of financial and Human Resource (HR) management, computer systems and an understanding of the school environment. Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. 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. A working knowledge of the MAZE and SAS management systems and a current First Aid certificate or willingness to undertake appropriate training is desirable.

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

How to Apply: Applicants are required to submit a current curriculum vitae, an application addressing the Selection Criteria, and a written referee report. Applicants are strongly encouraged to contact the Principal for further information regarding this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Neeson (02) 6142 1900 linda.neeson@ed.act.edu.au

Business Services

People and Performance

HR Strategy

Data Analytics Advisor

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 42351)

Gazetted: 05 November 2019

Closing Date: 21 November 2019

Details: Do you like numbers, can you make data tell a story, well this is the job for you! The Data Analytics Advisor, will support the delivery of data and reporting to support the HR Data Analytics team, the People and Performance branch and the Directorate. The Data Analyst will be responsible for workforce reporting, data analysis, as well as support strategic workforce data initiatives such as Workforce Planning. There will be variety in your role as you will be responsible for regular reporting requirements as well as ad-hoc requests. Analytical, flexible and efficient is what best describes our suitable candidate. You will be supported with development and opportunities for career growth including the opportunity to contribute to change initiatives to improve data and reporting outcomes. The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours. 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: Excel and data reporting skills would be desirable.

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

Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to provide a two page pitch addressing both Professional and Behavioural capabilities, as well as provide a copy of their curriculum vitae.

Contact Officer: Alec Forbes (02) 620 52022 alec.forbes@ed.act.edu.au

Business Services

Governance and Community Liaison

Legal Liaison

Administration and Claims Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 03079)

Gazetted: 04 November 2019

Closing Date: 25 November 2019

Details: The Legal Liaison team is seeking a motivated professional with brilliant organisational skills to undertake a range of administrative functions. In this role you'll be required to manage the Governance and Legal Liaison inbox and manage and maintain a range of databases and registers relating to legal advice, student accident/injury reports, court orders, family law matters, human rights complaints and personal injury claims. You will also need to answer the initial inquiries from staff in schools and the Education Support Office and redirect their inquiries as needed. Additionally, you'll manage a workload of personal injury claims and assist with other supporting work as

required including liaising with schools regarding the retrieval of information in support of these claims and other research as required, such as for documents sought under the National Redress Scheme. You will also be required to assist with the management and administration of the team's workflow via SharePoint. The work requires someone with great organisational and administration skills who is capable and confident with a suite of IT software, has a great phone manner, an ability to liaise sensitively with staff and if you've also got a cracking sense of humour, to cope in periods of high demand, this will be an asset. The role requires someone who has a good mix of operational skills and a willingness and capacity to find solutions, and who is able to work closely with other staff in a small team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: All applications should include a written response to the selection criteria (limited to two pages in total), curriculum vitae and the contact details of two referees.

Applications should be submitted by the Apply Now button below.

Contact Officer: Camille Carroll (02) 6207 7662 camille.carroll@act.gov.au

School Performance and Improvement

Tuggeranong Network

Namadgi School

Executive Assistant/Staffing Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 45640)

Gazetted: 06 November 2019

Closing Date: 20 November 2019

Details: Namadgi School is seeking a highly motivated individual to work as Executive Assistant and Staffing Officer across Namadgi School's P-10 site. The successful applicant will work closely within the leadership team and show a considerable degree of independence and consistently exercise sound judgment and confidentiality. Further duties include working on the school's communication and marketing strategies. The applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: This position is required to work during stand down periods between school terms to undertake duties as directed, for example, records management, program preparation. This will be subject to negotiation with the principal/business manager. 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.

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

How to Apply: Applicants are asked to submit an application addressing the Selection Criteria along with a current curriculum vitae (maximum three pages) and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maddie Mackay (02) 6142 0900 maddie.mackay@ed.act.edu.au

Service Delivery and Design

Student Engagement

Network Student Engagement Teams

HP2 Occupational Therapist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 37201)

Gazetted: 01 November 2019

Closing Date: 19 November 2019

Details: This position is to provide occupational therapy supports within ACT Public Schools, including the provision of information, advice and professional learning to school staff. HP2 Occupational Therapists, with support and supervision, will work with schools, building school capacity to benefit students who are experiencing difficulty connecting to school and engaging with education. In this position, there is the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are participating in and accessing learning activities as part of the school curriculum.

Eligibility/Other Requirements:

Tertiary qualification or equivalent in Occupational Therapy

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

Eligibility for Membership with the Australian Occupational Therapy Association.

Current drivers licence essential.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will 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

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

How to Apply: Please submit your curriculum vitae and written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teresa Carr 0466 468 041 or 6207 5430 teresa.carr@ed.act.edu.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Aboriginal and Torres Strait Islander Education

Aboriginal and Torres Strait Islander Education Officer

School Assistant 4 \$64,615 - \$69,965, Canberra (PN: 30414)

Gazetted: 01 November 2019

Closing Date: 15 November 2019

Details: The role of the Aboriginal and Torres Strait Islander Education Officer (IEO) is to support schools to build their Cultural Integrity to meet the needs and aspirations of all Aboriginal and Torres Strait Islander students. IEOs do this by: Supporting schools to engage with families and community; Supporting teachers to embed Aboriginal and Torres Strait Islander perspectives across the curriculum; Providing advice and leadership to schools on celebrating significant events and milestones for Aboriginal and Torres Strait Islander peoples; Supporting schools to grow a culture of high expectations for Aboriginal and Torres Strait Islander students; Facilitating successful student transitions between year levels, between schools and to post school study or work; and Supporting schools to meet Cultural Integrity accountability responsibilities. The day-to-day work of the IEO in general terms, involves building strong collaborative relationships, supporting school leaders and classroom teachers to improve their skills and practice, and developing and sourcing teaching and learning resources. IEOs also support schools to build relationships and understanding between Aboriginal and Torres Strait Islander and non-Indigenous students. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable: First Aid Certificate or a willingness to undertake appropriate training. Desirable: Certificate IV or equivalent e.g. Business Administration, Government (School Support Services), Government.

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

How to Apply: Applicants are asked to submit an application addressing the Selection Criteria (maximum four pages) along with a current curriculum vitae and the contact details for three referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben Johnston (02) 6207 4782 benn.johnston@act.gov.au

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School

Deputy Principal

School Leader B \$143,046, Canberra (PN: 37659)

Gazetted: 01 November 2019

Closing Date: 15 November 2019

Details: Caroline Chisholm School is a P-10 School seeking a dynamic and flexible leader to strategically and operationally lead services 7-10. Duties include, but are not limited to: Lead the development and achievement of whole school strategic goals including the quality improvement plan. Lead quality pedagogical and curriculum practices through coaching and mentoring processes. Lead a team of executive to implement Professional Learning Teams through the provision of action research cycles in the high years; with a specific focus on the analysis of data, focused on learner need and progress. Lead multidisciplinary teams who support students displaying complex and challenging behaviours. Lead the school inclusion processes and response to intervention protocols in the high school years.

Eligibility/Other Requirement: 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*. Accreditation as a Highly Accomplished/Lead Teacher and/or HALT Assessor would be highly desirable.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Howard (02) 6142 3550 jennifer.howard@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Deputy Principal - Secondary

School Leader B \$143,046, Canberra (PN: 15350)

Gazetted: 31 October 2019

Closing Date: 14 November 2019

Details: Kingsford Smith School is seeking an eligible candidate to fill the role of Deputy Principal – Secondary. The role is responsible for:

Work with the Principal to manage the human, financial and physical resources of the school/section to achieve optimal social and educational outcomes for all students.

Work with the Principal to develop and achieve whole school strategic goals and implement the new school improvement plan.

Work with the Principal to establish and maintain positive and collaborative relationships with students, staff, parents/carers and stakeholder groups in the wider community.

Shape the positive image of the school in the broader community and ensure that the school values are embedded in school culture and celebrated.

Play a leading role in the Executive team and cultivate productive working relationships within the school community on a day to day basis.

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

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Branson (02) 6142 3399 paul.branson@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Calwell Primary School

School Leader

School Leader C \$122,856, Canberra (PN: 03764)

Gazetted: 04 November 2019

Closing Date: 18 November 2019

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

As a member of the leadership team within a Professional Learning Community (PLC) support the achievement of school and system priorities

Lead a collaborative teaching team/PLC to use data to plan effective teaching and learning programs that meet the needs of all students

Provide student management support

Support the implementation and development of whole school curriculum focus areas and initiatives

Teach an appropriate load and undertake teaching tasks and other duties as determined by the Principal.

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 from 27 January 2020 until 18 December 2020 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Eligibility/Other Requirements: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the Position Description (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Neeson (02) 6142 1900 linda.neeson@ed.act.edu.au

School Performance and Improvement Division

Belconnen Network

Belconnen High School

School Leader C Professional Practice

School Leader C \$122,856, Canberra (PN: 02571)

Gazetted: 06 November 2019

Closing Date: 20 November 2019

Details: At Belconnen High School we cater to students from Year Seven to Year 10 and we have built our school on five foundations. Belconnen High School is proudly connected to the local community. We value our close links to our local primary schools and senior college. Our Parent and Citizens conduct parent forums, which are open to all families to work with us on important issues. Belconnen High School strives to cater for all of our students with a traditional comprehensive curriculum and successful enrichment and learning support programs. Our respectful learning environment means our staff and students work together on the business of learning respectfully.

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

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

Notes: This is a temporary position available from 28 January 2020 until 26 January 2021.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Pearce (02) 61421690 rebecca.pearce@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Calwell Primary School

School Leader

School Leader C \$122,856, Canberra (PN: 45605)

Gazetted: 04 November 2019

Closing Date: 18 November 2019

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

As a member of the leadership team within a Professional Learning Community (PLC) support the achievement of school and system priorities

Lead a collaborative teaching team/PLC to use data to plan effective teaching and learning programs that meet the needs of all students

Provide student management support

Support the implementation and development of whole school curriculum focus areas and initiatives

Teach an appropriate load and undertake teaching tasks and other duties as determined by the Principal.

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

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the Position Description (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Neeson (02) 6142 1900 linda.neeson@ed.act.edu.au

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

Business Services

People and Performance

Assistant Director – Learning, Development and HR Programs

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42212)

Gazetted: 04 November 2019

Closing Date: 20 November 2019

Details: The Assistant Director – Learning, Development and HR Programs is responsible for implementation of HR initiatives to support a high performing Directorate and a leading learning organisation, where our people know they matter. The HR Programs Team sits within the People and Performance Branch and is responsible for providing programs and initiatives that support capability and engagement of our employees. The team also manages all entry level programs, supporting talent attraction and partners with our stakeholders to deliver user centred initiatives, programs and resources. The Assistant Director will form part of our Senior Officer Team and work together to deliver a proactive and collaborative approach to HR. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres

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

Eligibility/Other Requirements:

Relevant HR tertiary qualifications or extensive HR experience in a similar role would be advantageous.

Professional memberships or accreditation relevant to HR would be an advantage.

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

How to Apply: Please provide a 'two-page pitch' explaining how your skills and experience are a good match for the role. Please refer to the professional and technical skills and knowledge and behavioural capabilities outlined in the position documentation in your response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lowri Grice (02) 6205 7258 lowri.grice@act.gov.au

Business Services

Governance and Community Liaison

Governance, Policy and Procedures

Assistant Director - Governance, Policy and Procedures

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45326)

Gazetted: 01 November 2019

Closing Date: 15 November 2019

Details: This position will play a key role in a range of governance projects, with particular emphasis on agreements and MOUs, including developing management systems and resources to support line areas and schools. The role will also contribute to projects relating to delegations, authorised persons appointments and policy reviews.

Eligibility/Other Requirements: The successful applicant will contribute skills and experience in dealing with legislation and agreements, demonstrating project management experience, IT solutions capability and ability to work with a range of people from different contexts. Applicants should have legal qualifications or comparable experience with a proven track record of success.

Note: This is a temporary position available immediately until 30 June 2019. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide their written response to the Selection Criteria (not exceeding two pages), curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paula Murray (02) 6205 9691 paula.murray@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

Executive Assistant

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 31441)

Gazetted: 04 November 2019

Closing Date: 21 November 2019

Details: Do you enjoy a fast paced and diverse role supporting a large unit? Are you interested in how the Environment division contributes to the ACT? Do you have exceptional time management skills? Are you ready for a new challenge? The Executive Director, Environment is looking for an Executive Assistant to provide high level administrative and small projects support to the Executive Director and the broader Environment business unit.

The position:

Duties of the role include, but are not limited to, providing a high level of support in a range of administrative activities such as the Executive Director's diary management, liaison with internal and external stakeholders,

coordination of Government reporting, Ministerial and briefing coordination and review and providing support and advice to the broader environment team.

As the central contact point staff, you will need to have a strong sense of initiative, have a practical can-do attitude and be able to manage competing priorities and deadlines.

You will be responsible for liaising with the Executive Director's senior management team and assist with the management of business on a day to day basis. There may also be opportunities to assist with project work under the supervision of the Executive Director or senior management team.

This position also responsible for travel arrangements for the whole of the Environment division. You will be required to assist staff with the travel forms, facilitate clearance processes, book accommodation and flights and ensure all records are kept up to date.

The successful applicant must possess the following skills:

Well-developed administrative and secretarial skills including an ability to handle classified material and sensitive issues with discretion and with minimal supervision.

Ability to coordinate responses to official correspondence including the ability to display initiative and work cooperatively across line areas to achieve shared goals.

Well-developed organisational skills and an ability to effectively manage a range of tasks and meet tight deadlines.

Well-developed interpersonal and liaison skills and the ability to prepare general correspondence and reports.

Demonstrated capacity to display high quality customer service principles practices and attributes.

Proven well developed competencies in a variety of computer applications including Microsoft office and Objective.

A demonstrated understanding of and commitment to the principles of Respect, Equity and Diversity (RED), participative work practices and workplace health and safety.

Eligibility/Other Requirements: Experience in disciplines such as office management, finance/accounting, book keeping highly desirable. Manual vehicle driver's licence is desirable.

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: Please submit a written application of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button.

Contact Officer: IanS Walker (02) 6205 9027 ians.walker@act.gov.au

Environment, Planning and Sustainable Development

Climate Change and Sustainability

Program Officer Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 37011)

Gazetted: 7 November 2019

Closing Date: 22 November 2019

Details: Sustainability Programs is seeking to employ a Program Officer in the Household Team to manage and expand the Actsmart Sustainable Home Advice program. The advice provided through this program addresses a range of residential energy efficiency and sustainability subjects, including solar and battery systems, energy and water conservation, heating and cooling, and draught proofing. The successful applicant will provide energy advice to ACT householders by preparing and delivering over 20 workshops a year, responding to phone and email inquiries and attending community events. The role may also include occasional delivery of in-home advice or energy assessments. The role also includes ongoing development of educational resources, including fact sheets and online information and collaboration with other teams in the Division. Other duties include managing program budgets and external contractors, writing Ministerial and liaising with external stakeholders. After hours and weekend work is required to deliver workshops and attend events.

Eligibility/Other Requirements: Relevant experience and qualifications in the delivery of domestic energy conservation and solar advice is desirable. A current driver's license is required. Some after hours and weekend work will be required. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than two pages, addressing the selection criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eliza Hopkins (02) 6207 2078 eliza.hopkins@act.gov.au

Environment

Nature Conservation Policy

Conservation Plan and Research

Senior Director, Conservation Research

Senior Professional Officer Grade A \$145,048, Canberra (PN: 00489)

Gazetted: 04 November 2019

Closing Date: 18 November 2019

Details: We are looking for a committed, enthusiastic person to lead the delivery of the Environment Divisions' Science Plan, lead and manage the Research and Evaluation branch of Environment, Planning and Sustainable Development Directorate (EPSDD) and partner with the community to conserve and enhance the biodiversity of the ACT. A key part of the role will be to manage the people and directions of the Research and Evidence branch. This also includes providing scientific oversight, advice and high quality products from the research and monitoring programs, to assist environmental policy, land management and planning.

With minimum direction, lead and manage the Research and Evidence branch to deliver programs and projects to timeframes and budget.

Provide leadership in the delivery of the EPSDD Environment Divisions' Science Plan in conjunction with stakeholders and partners both within and external to Government.

As a member of the Senior Management Team, contribute to the strategic management of the Division and delivery of strategic objectives.

Coordinate high quality, timely and professional scientific input into key environmental programs and operations associated with: threatened species and endangered communities research and monitoring, related environmental assessment, nature conservation programs and policies and park management.

Communicate scientific information, including outputs of research and monitoring undertaken by ACT Government, through a range of engagement tools. This will include undertaking media and presentations at public forums.

Represent the ACT Government in forums on threatened species, natural resource management and related conservation matters to provide subject matter and technical expertise. This will include maintaining positive relationships with key stakeholder and external bodies, including other ACT Government Directorates, the community and interstate counterparts, and providing information to the ACT Scientific Committee.

Undertake delegated responsibilities as a Conservation Officer pursuant to the *Nature Conservation Act 2014*.

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

Eligibility/Other Requirements: A tertiary qualification is required in a field of environmental management or biological science, preferably including studies in ecology and conservation of terrestrial fauna and ecosystems.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: IanS Walker (02) 6205 9027 ians.walker@act.gov.au

Planning, Land and Building Policy

Strategic Planning

Assistant Director, Strategic Planning

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45274)

Gazetted: 06 November 2019

Closing Date: 20 November 2019

Details: An exciting opportunity exists in the Strategic Planning and Policy branch for a motivated self-starter to fill the role of Assistant Director. The successful applicant will work in a dynamic multi-disciplinary team undertaking strategic planning and policy projects including the implementation of the ACT Planning Strategy 2018. This will require an individual with a demonstrated understanding of contemporary best-practice approaches to planning including their application in a Canberra context; demonstrated aptitude for research and analysis; well-developed oral and written communication skills; and the ability to meet deadlines, manage competing priorities, and support strong working relationships with internal and external stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in urban planning or another relevant professional areas are highly desired.

Notes: This is a temporary position available immediately up until 30 June 2020 with the possibility of extension. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Gianakis (02) 6207 1741 steven.gianakis@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 Corrective Services

Community Corrections and Release Planning

Programs and Reintegration

Programs Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: P47899)

Gazetted: 05 November 2019

Closing Date: 20 November 2019

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Programs Officer (ASO6).

This position is based at the Alexander Maconochie Centre (AMC), in a highly skilled team committed to effective program delivery for offenders and detainees in both the community and in custody.

Working closely with other Programs Officers, under the direction of a Team Leader, you will deliver therapeutic and psycho educational programs to detainees in the Alexander Maconochie Centre and offenders engaged with Community Corrections. This is a unique opportunity for the right candidates to work with challenging clients in facilitating high quality programs with a strong focus on reducing risk and encouraging rehabilitation.

You will deliver programs in line with national best practice and further, you will provide professional advice, input and support in relation to all aspects of program planning and delivery within the AMC and Community Corrections. To be successful in this role you will be able to demonstrate an understanding of and commitment to, contemporary best practice in relation to program facilitation. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in trauma informed practice, research, planning, as well as well-developed group facilitation skills. You will have a proactive approach to detainee and offender management including ability to liaise with internal stakeholders and professional supervisors and be able to demonstrate an ability to compile and contribute verbal and written reports.

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: Tertiary qualifications in the Psychological, Education, Social Work or Behavioural Sciences are highly desirable. The successful candidate will be required to undergo a police criminal history check Applicants may be required to undertake psychological aptitude testing as part of the assessment process. Current registration issued under the Working with Vulnerable People (Background Check) Act 2011 is essential. The successful candidate may have the opportunity to perform some weekend work. A current driver's licence is essential.

How to Apply: Applicants are required to submit four items: (1) statement of claims against specified selection criteria; (2) a current curriculum vitae; (3) the names and contact details of two referees; and (4) a copy of your Driver's licence. Please ensure you submit all four items. One of the referees should be a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Sally Fitzmaurice, sally.fitzmaurice@act.gov.au, (02) 6205 4890

ACT Corrective Services

Custodial Operations

Correctional Officer

Correctional Officer Class 2 \$75,888 - \$81,291, Canberra (PN: 35365, several)

Gazetted: 04 November 2019

Closing Date: 21 November 2019

Details: ACT Corrective Services (ACTCS) is pleased to announce exceptional career opportunities for individuals interested in becoming Area Supervisors (Correctional Officer Class 2). We would like to hear from people who are interested in:

Community safety;

Leading a team to promote and maintain safety and security in a custodial environment; and

Supporting improved rehabilitative outcomes amongst individuals and groups of individuals in custody.

In this role you will assist with the day to day operations of ACT correctional facilities, including supervision and management of Correctional Officers (Class 1), allocation of resources, case loads and monitoring work flow. You will also participate in case management, promoting rehabilitation by encouraging participation and pro social activities amongst detainees. To be successful, you will demonstrate an understanding of and commitment to best practice detainee management. You will also be able to demonstrate exceptional communication and interpersonal skills. As this is a supervisory position, you will possess a demonstrable capacity to effectively and efficiently manage staff and resources. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

Eligibility/Other Requirements:

Relevant custodial experience or Certificate III in Correctional Practice (Custodial) are essential.

If Certificate III in Correctional Practice (Custodial) is not held it must be attained within 12 months of date of entry to service.

Relevant tertiary qualifications or equivalent experience are desirable.

Current unrestricted manual driver's licence and Senior First Aid Certificate are essential requirements.

Eligible applicants may be required to undergo pre-employment psychological and medical testing and a National Police check.

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

Note: Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process except the psychometric assessment and the medical assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). These positions are based in Canberra, ACT.

How to Apply: applicants are required to submit four items: 1) statement of claims against specified selection criteria; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of their driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Johnston (02) 6207 2858 anthony.johnston@act.gov.au

Public Trustee and Guardian

Office Services Unit

Receptionist

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 00219)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community. We have a vacancy for a receptionist with strong client and administrative support skills who enjoys working in a collaborative team environment. The position is part of a team which delivers high quality business support services in a busy environment, including reception, courier, banking, mail and warehouse duties. The key tasks of this position are to provide administrative and reception support to the 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.

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

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

How to Apply: Applicants should submit a two-page written statement of claims, outlining how you meet the Professional/Technical skills and the Behavioural Capabilities outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

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

Inspectorate Custodial Services

Deputy Inspector - Correctional Services

Senior Officer Grade A \$145,048, Canberra (PN: 22312)

Gazetted: 04 November 2019

Closing Date: 18 November 2019

Details: The Office of the Inspector of Correctional Services (OICS) is an independent body formed pursuant to the *Inspector of Correctional Services Act 2017 (ACT)*. The OICS is led by the Inspector of Correctional Services with the Inspector reporting only to the ACT Legislative Assembly. The OICS provides a comprehensive agenda and a whole of system focus, for overall improvement of correctional services, leading sustainable change towards achievement and maintenance of best practice in the ACT. This includes the conduct of systematic and regular reviews of correctional centres and services, including the Alexander Maconochie Centre (AMC), Justice and Community Safety Directorate, and later in 2019, the Bimberi Youth Justice Centre (Bimberi), Community Services Directorate. The OICS also conducts reviews of critical incidents as defined in the *Act*. As the Deputy Inspector you will manage the daily business of the office, supervise staff and provide advice and support to the Inspector and exercise all necessary financial delegations to manage the office and in the absence of the Inspector. The Deputy Inspector has delegated authority to exercise the powers of the Inspector under Sections 19, 22, 23, 24 of the *Inspector of Correctional Services Act 2017*. In the absence of the Inspector, the Deputy Inspector will represent the Office at ACT Legislative Assembly Hearings, meetings with Minister and Directors-General, AMC and Bimberi Oversight Agencies', and stakeholder forums and conferences.

Eligibility/Other Requirements: Being female is a genuine occupational qualification for this position under s 34(2)(i) of the *Discrimination Act 1991 (ACT)* as the duties of the role will involve conducting interviews about sensitive issues with female detainees, and these investigative services can be most effectively undertaken by a person of the same sex. Post-graduate tertiary qualifications in a relevant discipline such as law, human rights or criminology are highly desirable.

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

How to Apply: Interested applicants should submit a current curriculum vitae, name and contact details of two referees and a 'pitch' of no more than three (3) pages addressing how your Knowledge and Experience meet the Professional/Technical Skills and Knowledge and Behavioural Capabilities for the role.

Applications should be submitted via the Apply Now button.

Contact Officer: Neil McAllister (02) 6205 9062 neil.mcallister@act.gov.au

Emergency Services Agency

ACT Ambulance Service

SouthCare

Aeromedical and Retrieval Operations Manager

Ambulance Manager Level 2 \$124,057 - \$130,659, Canberra (PN: 09192)

Gazetted: 01 November 2019

Closing Date: 19 November 2019

Details: The Aeromedical and Retrieval Operations Manager provides strategic vision and day to day direction of the operational management of the ACT helicopter and road rescue and retrieval service on behalf of ACTAS and the operating company. This position involves oversight and responsibility for a team consisting of flight paramedics and doctors in the operational and training setting. This position has frequent after hours on-call requirements which is remunerated in addition to the position's salary. 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:

Professional/Technical Skills and Knowledge

Current qualifications and experience as an Intensive Care Flight Paramedic with a minimum of five years' experience at this level

Comprehensive understanding of aviation operations, training and clinical safety management within the aeromedical retrieval network operating within NSW and the ACT.

Compliance Requirements/Qualifications

Registration as a paramedic with Australian Health Practitioner Regulation Agency.

ACT Light Rigid driver's licence or interstate equivalent.

All applicants will be required to undertake a pre-employment medical examination.

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

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

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the capabilities outlined in the Position Description, contact details of at least two referees, a current curriculum vitae, evidence supporting your professional qualifications, AHPRA registration number and a colour copy of your current driver's licence (front and back).

Applications should be submitted via the Apply Now button below.

Contact Officer: Howard Wren (02) 6207 0490 howard.wren@act.gov.au

ACT Courts and Tribunal

Magistrates Court Registrar

Alternative Dispute Resolution

Conferencing Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: C08986, several)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: The Conferencing Officer at the Magistrates Court is responsible for conducting shuttle, mediation style preliminary conferences in: Family Violence, Personal Violence and Workplace Order matters. The object of the conference is to facilitate settlement of proceedings by consent of the parties or alternatively to ensure that the application for a final protection order is ready for hearing as soon as practicable. The Conferencing Officer's role includes explaining and providing guidance on the conference process to parties and informing them about available support services. Accurate recording of any agreement reached by the parties in the conference is essential. The role has limited delegations as a Deputy Registrar of the Court and authorisation under the Court Procedures Rules 2006 for the exercise of some statutory powers including making consent orders.

Eligibility/Other Requirements: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory. Three years post admission experience. Accreditation under the National Mediation Accreditation System or interest in obtaining.

Note: These roles are casual roster positions. Working hours are usually between 9am and 1pm on any business day. It would be expected that the Conferencing Officer has reasonable availability during those hours. An order of

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

How to Apply: Interested applicants should provide a supporting statement of no more than two pages outlining practical experience and addressing the capabilities for the role, together with contact details of two referees and a current curriculum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mary Burt (02) 6205 3273 mary.burt@act.gov.au

ACT Corrective Services

Executive Services

Intelligence and Integrity Unit

Team Leader, Intelligence

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 11324)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: ACT Corrective Services (ACTCS) is looking for a highly-motivated and conscientious person to fill the position of Team Leader, Intelligence (Senior Officer Grade C), within the Intelligence and Integrity Unit. The successful applicant will contribute to an intelligence-led, risk-based intelligence capability for ACTCS through the conduct of sound research and high level analysis. You will also be responsible for proactively collecting, collating and analysing information to produce intelligence that informs and influences decision-making. In addition, you will apply sound research methodologies into contemporary issues and trends to inform operational outcomes, policy development and organisational strategy and prepare complex written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements. Further to this, the successful applicant will prepare and deliver intelligence specific training to employees across ACTCS, foster, model and contribute to an information sharing culture and represent the ACTCS Intelligence and Integrity Unit in internal and external meetings and forums as required. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents. 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 position holder must obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. The successful candidate may be required to undergo a National Police check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

How to Apply: To apply, applicants are required to submit three items: (1) statement of claims against specified Selection Criteria; (2) a current curriculum vitae and (3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

Contact Officer: Michael O'Leary (02) 6207 2529 michael.oleary@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Programs and Reintegration

Team Leader, Specialist Interventions

Senior Professional Officer Grade C \$106,043 - \$114,146, Canberra (PN: 14398)

Gazetted: 01 November 2019

Closing Date: 15 November 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated, suitably qualified and experienced person to fill the position of Team Leader, Specialist Interventions (SPOGC), Community Corrections and Release Planning, at the Alexander Maconochie Centre (AMC). The successful applicant will manage and support staff in the delivery 1:1 therapeutic interventions for detainees with identified needs in the AMC, the management and support of the

detainee Peer Mentor Program, and provide critical incident responses as required. In addition, through collaborative engagement, you will manage and support staff to actively promote community connections and reintegration, contributing to reducing recidivism through the provision of interventions for detainees within the AMC. Further to this, you will assist with the planning, developing and facilitation of relevant and appropriate psychological service programs in the centre. You will also maintain monitoring systems to enable evaluation of effectiveness of treatment options in accordance with best practice guidelines. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications or equivalent experience would be desirable. Minimum four-year qualification in psychology or relevant mental health discipline is essential. Minimum five years unconditional registration with the appropriate scheme (for example, the Australian Health Practitioner Regulation Agency [AHPRA]) is essential, registration as a supervisor is desirable but not essential. Clinical or psychological intervention experience is essential; experience within a forensic setting is desirable but not essential. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current unencumbered driver's licence is essential. All eligible applicants will be subject to a National Police Check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply: Applicants are required to submit four items: (1) statement of claims against specified Selection Criteria; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your current driver's licence. Please ensure you submit all four items. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Anna Kirkham (02) 6205 4818 anna.kirkham@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning Programs and Reintegration

Team Leader, Specialist Communities

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45564)

Gazetted: 01 November 2019

Closing Date: 15 November 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Team Leader, Specialist Communities (SOGC), Community Corrections and Release Planning, at the Alexander Maconochie Centre (AMC). The successful applicant will manage and support staff in the delivery of programs and services within discrete communities with complex needs within the AMC, through sound knowledge of trauma informed practice and the principles of therapeutic intervention. This includes managing the day to day operations of the Assisted Care Unit (ACU) and Women's Area, working closely with and managing a team, and facilitating the provision of programs, interventions and services with detainees in the unit. The occupant of this role will manage and support staff to engage with female detainees using trauma informed practices to actively promote rehabilitation, community connections and reintegration. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Demonstrated experience in working with offenders with complex needs would be a distinct advantage. Experience within a forensic setting is desirable but not essential. Relevant tertiary qualifications or management experience would be an advantage. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current unencumbered driver's licence is essential. All eligible applicants will be subject to a National Police Check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For

further information on Working with Vulnerable People registration refer to -

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Kirkham (02) 6205 4818 anna.kirkham@act.gov.au

Corporate

Office of the Director-General

Executive Officer to the Director-General

Senior Officer Grade C - Senior Officer Grade A \$106,043 - \$145,048, Canberra (PN: 13047)

Gazetted: 01 November 2019

Closing Date: 15 November 2019

Details: Applications are sought for a suitably experienced officer to support the Director-General of JACS. The successful applicant will be engaged at either the Senior Officer Grade C, B or A level (or equivalent) – depending on their current level, skills and experience. The position is initially for one year, with the possibility of permanency. The Executive Officer role involves providing high-level executive support to the Office of the Director-General (including Deputies) on priority matters including responding flexibly to emerging priorities and the preparation or coordination of briefings and correspondence for the Director-General. A key task is developing papers for a range of board meetings, and executive level committees. The successful applicant will be required to identify issues requiring the Director-General's early attention and provide timely strategic and procedural advice on directorate and government matters. The Executive Officer will undertake duties on behalf of the Director-General, including direct liaison with Minister's Offices, other Directors-General and their agencies, and Directorate and executives and Business Unit heads, and will prepare speeches and talking points for the Director-General's participation at events. The successful applicant should have a good knowledge, or capacity to quickly gain good knowledge, of the functions of the directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Strong communication abilities, attention to detail and commitment to working as part of a small team are also important attributes for undertaking the role. The position also requires the highest degree of integrity and trust due to exposure to highly sensitive materials and classified documents.

Eligibility/Other Requirements: This is a security assessed position and the successful applicant must be able to acquire and retain and Negative Vetting 1 national security clearance.

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

How to Apply: Please provide a written one to two page pitch outlining the Professional/Technical Skills and Knowledge and Behavioural Capabilities, a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dumbrell (02) 6205 3366 vanessa.dumbrell@act.gov.au

Office of the Legislative Assembly

Business Support

Security and Building Services

Principal Attendant

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 372)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

The ACT Legislative Assembly is seeking an experienced security and customer service professional to fill the role of Principal Attendant. This role manages the Attendant operations of the Assembly including the supervision of a team of full time, part time and casual Attendants. As the first point of contact, Assembly Attendants play a pivotal role in ensuring that Members, their staff, officials, visitors and public are welcomed and assisted. Under the

direction of the Manager, Security and Building Services, the Principal Attendant will also coordinate Attendant operations for sitting days as well as manage the operations of the sub-table office. The duties of the position require a limited degree of manual activity and applicants should possess an appropriate level of physical fitness. Applicants should have a high-level knowledge of protective security, supervisory/leadership experience, and the ability to follow and implement policies and procedures.

Note: Please provide a curriculum vitae, responses to the Selection Criteria outlining experiences and or ability and the contact details of two referees.

Contact Officer: Marcus Clough 6205 0441 Marcus.Clough@parliament.act.gov.au Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Transport Canberra and City Services

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

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

City Services

Domestic Animal Services

Investigator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44938)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: Domestic Animal Services (DAS) is seeking applications from highly motivated, resilient and committed people to fill the role of investigator. As an investigator within the DAS team you will be responsible for providing investigative services to support rangers responding to reports of dog attacks and animal welfare incidents including attacks, roaming dogs, dogs within prohibited areas and animal nuisance complaints within the ACT. You will be required to review complaints, conduct detailed and complex investigations and prepare court level reports and documents for the Deputy Registrar and ACAT. You will also be able to review and mentor Rangers and others DAS staff in investigation process and practice and compliance activities in accordance with the relevant legislation administered by DAS. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Mandatory: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Certificate IV in Government Investigation. Desirable: Minimum two years' experience working within an investigation or regulatory environment. Ability to work on call and after hours as required

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

How to Apply: Applicants are asked to supply a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Morgan 0419268382 jamie.morgan@act.gov.au

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

City Presentation

Licensing and Compliance

Domestic Animal Services

Senior Ranger

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 09804)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: Domestic Animal Services (DAS) is seeking applications from highly motivated, resilient and committed people to fill the role of a Senior Ranger. The Senior Ranger will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for investigating alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, and the enforcement of regulatory actions. This will involve responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas and animal nuisance complaints. The Senior Ranger will have responsibility for mentoring and supporting rangers to ensure regulatory and public safety matters are dealt with appropriately. 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 http://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.

How to Apply: Applicants are asked to supply a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Morgan (02) 6205 6253 jamie.morgan@act.gov.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.

Territory and Business Services

Libraries ACT

Disability Inclusion and Learning Coordinator

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 22197)

Gazetted: 05 November 2019

Closing Date: 5 December 2019

Details: Libraries ACT provides public library services for the community over nine sites, online and through a range of programs as well as the ACT Heritage Library and the Home Library Service. This role will work with the community to identify literacy, social and access needs and facilitate the provision of services, facilities and programs relevant to people with a disability. The role will work with community partners, government agencies and people with a disability to deliver equity of access and inclusion.

Act as a central point of contact, liaison and key knowledge for enquiries and activities related to services for people with a disability.

Conduct audits of services, programs and information and develop recommendations for ongoing continuous improvement to encourage and support library usage for people with a disability.

Work collaboratively with library staff and key stakeholders to broker, develop and implement enriching literacy and learning programs which meet the needs of the ACT community.

Provide input into development of appropriate policies and strategies to meet identified needs of people with a disability and demonstrate understanding of the diversity of needs.

Contribute to the delivery of best practice literacy and learning programs and services by monitoring and responding to current and future trends, and develop creative and innovative ways of providing services tailored to service users in disability.

Facilitate networking opportunities and develop partnerships across ACT Government, community, not for profit, business and professional library sectors

With a focus on customers with a disability, provide excellent, pro-active customer service, taking ownership of the end-to-end customer experience and resolution of customer queries.

Eligibility/Other Requirements: This is an Identified position for People with a disability.

Tertiary qualifications and demonstrated experience in community development and/or disability services or similar are desirable.

Demonstrated ability to engage with people with a disability and the organisations that represent them and implement projects that support inclusion

Ability and willingness to work weekday and weekend shifts, and the ability to meet physical requirements of the job.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Steed (02) 6207 5156 sarah.steed@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.

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

City Presentation

Licensing and Compliance

Domestic Animal Services

Ranger

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 43915)

Gazetted: 05 November 2019

Closing Date: 19 November 2019

Details: Domestic Animal Services (DAS) is seeking applications from highly motivated, resilient and committed people to fill the role of Ranger. As a DAS ranger you will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for investigating alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, and the enforcement of regulatory actions. This will involve responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas and animal nuisance complaints. 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.

Certificate IV in Government (Investigation) and or willingness to obtain (Desirable)

Current non restricted drivers license (Mandatory)

Animal Husbandry/Handling experience (Desirable)

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Morgan (02) 6205 6253 jamie.morgan@act.gov.au

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

City Services

Roads ACT

Automotive, Metals and Logistics

Permits and Approvals Administration Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: P36465)

Gazetted: 04 November 2019

Closing Date: 19 November 2019

Details: Roads ACT is seeking candidates for the position of Permits and Approvals Administration Officer (ASO3) within the Traffic Management and Safety team. The position will undertake a range of administrative tasks related to: enquiries and requests about traffic movement and safety; Traffic Management approvals; and fees and charges. Please see the Position Description for further details.

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: Driver's licence (C-class). Relevant tertiary qualifications. Computer Aided Design (CAD) / GIS capability preferred.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is temporary until June 2020 with the possibility of extension and/or permanency.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Neil Pincombe, neil.pincombe@act.gov.au, (02) 6205 7067

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

City Services

Roads ACT

Road Maintenance

Assistant Director Environmental Services

Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 31556)

Gazetted: 06 November 2019

Closing Date: 20 November 2019

Details: Roads ACT is seeking candidates for the position of Assistant Director, Environmental Services within the Road Maintenance team. As a senior leader within Transport Canberra City Services (TCCS), this role requires a person who can inspire, energise and positively influence team and individual outcome. The role plans, prioritises and optimises the operation of stormwater drainage, quality improvement and re-use assets. The position provides strategic and technical advice on the management of environmental issues including stormwater management and streetlight management. Please see the Position Description for further details. 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: Bachelor Degree in Environmental Science or Environmental Engineering or related (mandatory). Relevant experience (desirable). Driver's licence C class is essential.

Notes: This is a temporary position available immediately until November 2020 with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Noreen Vu (02) 6205 0746 noreen.vu@act.gov.au

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

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Project Manager/ Landscape Architect/ Architect

Infrastructure Officer 3/Infrastructure Officer 4 \$106,288 - \$143,118, Canberra (PN: 37062, several)

Gazetted: 06 November 2019

Closing Date: 20 November 2019

Details: The Project Officer is responsible for the planning, design scope, procurement and execution of key capital projects for Transport Canberra and City Services (TCCS). The role is responsible for ensuring allocation of

appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community. The primary tasks required to be undertaken with a general level of direction include:

Develop and effectively project manage multiple capital works projects through the engagement of ACT Government delivery agencies, consultancies and / or contractors.

Perform a supervisory and mentoring role to junior officers in the delivery of capital works projects.

Develop and maintain positive relationships and communications with stakeholders, both internal to TCCS, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

Application of well-developed skills in project management to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within ID.

These skills will include, project planning, project budget management and legislative approvals. 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 Project Manager, Landscape Architect, Architecture, similar University Degree/Diploma or relevant technical and project management qualifications.

Note: This is a temporary position available for six months with the possibility of extension up to 12 months. This position will be filled at either the Infrastructure Officer 3 or Infrastructure Officer 4 level, dependant on the skills and experience of the successful applicant. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit a two page written response to the Selection Criteria and a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

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

Infrastructure and Waste

NoWaste

Business Analytics and Support

Data and Business Intelligence Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45551)

Gazetted: 01 November 2019

Closing Date: 19 November 2019

Details: ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at several facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations. The Data and Business Intelligence Officer works within a small team and reports to the Director, Business Analytics. The role is responsible for managing the data sources, reporting and performance management services of ACT NoWaste. The position requires attention to detail, excellent communication and organisational skills (oral, written, interpersonal and negotiation) and a focus on continuous improvement, aiming for best practice in the execution of the duties. 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: Proven working experience as a data analyst or business data analyst. Technical expertise regarding data models, database design development, data mining and segmentation techniques. Strong knowledge of and experience with reporting packages and databases (SQL, Oracle, etc). Knowledge of statistics and experience using statistical packages for analysing datasets (Excel, PowerBI, etc) Strong analytical skills with the ability to collect, organize, analyse, and disseminate significant amounts of information with attention to detail and accuracy. Adept at queries, report writing and presenting findings. BS in Mathematics, Economics, Computer Science, Information Management or Statistics ideal.

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

How to Apply: Please review the attached Position Description and submit your current curriculum vitae along with a written application, detailing your Skills and Experience against the Selection Criteria. Please limit your response to a maximum of three pages for the Selection Criteria.

Contact Officer: Valerie Papin (02) 6207 0342 valerie.papin@act.gov.au

Suburban Land Agency

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

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

Program Solutions

Community Development and Engagement

Marketing and Events Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 17114)

Gazetted: 06 November 2019

Closing Date: 20 November 2019

Details: We're on the hunt for an experienced, proactive, creative and organised Marketing and Events Officer to join our busy and growing team.

In this role you will:

Assist with the development and implementation of marketing, event and sales activities and campaigns.

Support the team in coordinating marketing deliverables and content for the following: social media, press, digital, television, radio, signage, videos, corporate publications, promotional items, events and community development activities.

Coordinate community newsletters including drafting content and showing creativity and innovation in messaging and design ideas.

Coordinate and track messages into the team via email inboxes, social media and phone.

Manage stock/merchandise for marketing and events and ensure items are current and complete. This includes individual event kit preparation and maintenance.

Conduct regular site inspections for future events and site presentation. Report back to team and coordinate any maintenance as required.

Provide event logistics support through the planning and coordination of key activities and events such as ballots, auctions, customer information sessions and community development activities. This can include venue bookings, catering, site visits, transport coordination and guest management.

Liaise and negotiate with suppliers and stakeholders to achieve outcomes. This includes sourcing quotes, assisting with artwork/design requirements and coordinating print projects.

Assist with preparation of briefs, correspondence, procedures, reports and guidelines relevant to the branch activities and project requirements. Continue to ensure that these materials are updated and always relevant to the market.

See position description for further details.

We're looking for someone who:

Loves working on events.

Is willing to be 100% part of the team, active during key event times (i.e. some evenings and weekends).

Has proven experience in a similar role.

Enjoys working with local communities and understanding residents needs and ideas.

Has a good understanding of community engagement.

Is genuinely passionate about providing an amazing customer experience.

Has close attention to detail, can multi-task and is extremely organised.

Can pick up new things quickly and enjoys a fast-paced working environment.

Is exceptionally resourceful (if you don't have the answer you go and find it!).

Loves brainstorming, thrives on variety and enjoys a challenge.

Eligibility/Other Requirements:

Qualifications in event management or significant experience in a similar role

Minimum of two years of events coordination experience

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.

Full driver's licence

First Aid Certificate (or willingness to undertake training)

Ability to regularly work after standard hours and on weekends

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Reahn Aitchison (02) 6207 4805 reahn.aitchison@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

Medicine

Clinical Forensic Medicine Services

Forensic Medical Officer

Career Medical Officer \$154,221 - \$183,145, Canberra (PN: 18670)

Gazetted: 07 November 2019

Closing Date: 15 November 2019

Overview of the work area and position: The Canberra Health Services Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Clinical Forensic Medical Services (CFMS) is a locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas. CFMS comprises of Clinical Forensics ACT (CFACT), a contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the ACT Health based sexual assault service, and 'Fitness To Drive Medical Clinic' (FTDMC). CFMS is a medical unit within Canberra Hospital and Health Services, with requirements and support for ongoing professional development of all staff. Under the direction of the CFMS Medical Director, the Forensic Medical Officer role is responsible for the provision of a comprehensive range of medical forensic care services for individuals affected by sexual assault and/or domestic violence, persons in custody, police officers, and assessing a patient's medical ability and/or capacity to drive within the Medical Standards for Licensing and Clinical Management Guidelines. Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Current Drivers Licence. Must be eligible to pass an AFP security clearance or the ability to maintain such (i.e no previous criminal history). Desirable: o Experience in providing forensic medical services and expert opinions. Previous experience in assessing capacity to drive against the Medical Standards for Licensing and Clinical Management Guidelines. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance

Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This position is temporary part time at 2 hours per week for 3 years. Selection maybe based on application and referee reports only. This position will be required to participate in afterhours, on call and/or rotation roster. Contact Officer: Anna Brkic, Office Manager (02) 5124 2185 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606.

Clinical Services

Critical Care

Critical Care Executive

Director of Nursing | Critical Care

Registered Nurse Level 5.5 \$164,734, Canberra (PN: 15573)

Gazetted: 07 November 2019

Closing Date: 20 November 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the Work Area and Position

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit (ICU), Emergency Department (ED), Medical Emergency Team (MET) and the medical outreach team, Early Recognition of the Deteriorating Patient (ERDP) program, Trauma Services, the Capital Region Retrieval Service (CRRS) and the Research and Service Development Unit.

The Director of Nursing reports to the Executive Director for Critical Care and has a professional reporting line to the Executive Director for Nursing and Midwifery and Patient Support Services.

The Director of Nursing holds responsibility for the nursing staff within the Division of Critical Care. There is an expectation that the successful applicant will maintain accountability for their own practice standards, education and the guidance and the professional development of critical care nursing staff.

The Emergency Department has 75 treatment spaces with 90,000 presentations in 2018 -2019. The ED is a major adult and paediatric tertiary referral hospital which includes trauma services. The ED has unlimited accreditation with the Australasian College for Emergency medicine (ACEM).

The Capital Region Retrieval Service – provides the Territory and the NSW region with a road and aeromedical retrieval services. The CRRS is accredited with the ACEM for Retrieval Medicine.

The Intensive Care Unit has 31 beds and is a level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic care and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

The Medical Emergency Team (MET), nursing staff work in collaboration with the Intensive Care Medical Outreach team to respond to inpatient and hospital campus medical emergencies.

The Early Recognition of the Deteriorating Patient Program (ERDP) The aim of the COMPASS program is to improve the early recognition and timely management of deteriorating patients. The idea behind the name “COMPASS” is about pointing the clinician in the right direction.

The Trauma Service provides a physician and nursing led trauma focused service with specialist skills in emergency trauma care, trauma surgery, trauma intensive care and trauma rehabilitation.

Eligibility/Other Requirements:

Mandatory:

Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency.

Demonstrated experience working as a senior leader at an executive/management level.

Desirable:

Relevant Tertiary post graduate qualification.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with the CHS Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Lisa Gilmore (02) 5124 7135 lisa.gilmore@act.gov.au

Medical Services

Pathology

Pathology Administration

Principal Scientist

Health Professional Level 6 \$145,048, Canberra (PN: 28492)

Gazetted: 07 November 2019

Closing Date: 14 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

The Principal Scientist supports and works collaboratively with the Pathology Executive Director, other department Directors and the Director of Operations. The role provides guidance, leadership and mentoring to all ACT Pathology chief scientists in management, scientific knowledge, staffing matters, procurement, quality and education.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Medical Laboratory Science

Minimum 10 years' experience in a leadership role within a Pathology Diagnostic Laboratory

Desirable:

Qualifications in a higher degree would be desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Provide proof of vaccination status

Note:

This is a temporary position available for 18 months with possibility of extension. Applicant may be selected on written response to selection criteria and referee reports only.

Contact Officer: Tracey Farrar (02) 5124 2893 tracey.farrar@act.gov.au

Clinical Services

Division of Rehabilitation, Aged and Community Service

Community Care Program

Assistant Director of Nursing, Community Care Program

Registered Nurse Level 5.3 \$137,840, Canberra (PN: 20304)

Gazetted: 07 November 2019

Closing Date: 18 November 2019

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region. CHS administers a range of publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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

CHS is a partner in teaching with the Australian National University, Canberra Institute of Technology the University of Canberra and the Australian Catholic University. The Rehabilitation, Aged and Community Services (RACS) Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broad range of sites throughout the ACT, including hospitals, community health centres and the homes of clients.

Overview of the Work Area and Position

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT. These services include direct nursing care in areas of wound, continence, stoma, post-acute support, palliative care and the delivery of the Self-Management of Chronic Conditions program. Services are delivered in a clinic or domiciliary setting.

The Assistant Director of Nursing (ADON) provides overarching leadership for the delivery of nursing services by the regional teams and after hours Link team across the ACT. As a senior manager, the ADON works with the Program Director on strategic input and support for Divisional and organisational goals. The ADON is responsible for professional leadership for nurses working within multidisciplinary teams and for the operational management of nursing services within CCP. The ADON ensures the effective and efficient delivery of nursing care.

Eligibility/Other Requirements

Mandatory:

- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current driver's licence.

Desirable:

- Holding or working towards a higher degree in Health Services Management is highly desirable.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Maxine Scicluna (02) 5124 1576 maxine.scicluna@act.gov.au

People and Culture

Staff Development

Transition to Practice Program Coordinator

Registered Nurse Level 3.2 \$120,730, Canberra (PN: 22143)

Gazetted: 07 November 2019

Closing Date: 14 November 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

This position reports to the Assistant Director and Director of SDU and works in partnership with clinical teams from across the health service to ensure the delivery safe and effective care to health care consumers.

Staff Development Unit (SDU) is located on the Canberra Hospital campus and reports to the Executive Group Manager, People and Culture. SDU provides a key coordination role for Learning and Development (L&D) in CHS and provides education, including eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the National Quality and Safety Health Service Standards and needs of the organisation. SDU manages the systems, reporting and policies for education/training in CHS.

Eligibility/Other Requirements:

Mandatory:

Current un-conditional registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Extensive diverse clinical and leadership experience.

Sound understanding of education and adult learning.

Desirable:

Commitment and accountability to own learning, development and practice with postgraduate qualifications in a nursing specialty /or education.

Certificate IV Training and Assessment or equivalent competency units with extensive experience in teaching.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

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

Contact Officer: Karen O'Brien (02) 6244 2437 karen.obrien@act.gov.au

Clinical Services

Women Youth and Children

Department of Nursing and Midwifery

Women Youth and Children Recruitment Officer

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 34015)

Gazetted: 07 November 2019

Closing Date: 20 November 2019

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Recruitment Officer position is responsible for the coordination of recruitment processes for nursing and midwifery across the Division of Women, Youth and Children with the aim to ensure that all departments within the Division are fully recruited at all times. Working within the team of Clinical Support and Projects the area is responsible for providing clinical leadership, advice and the operational implementation of human resource strategies relating to staffing, patient flow and recruitment functions across Women, Youth and Children. The role requires an in depth understanding of the governing Agreements and Acts surrounding Human Resources within Nursing and Midwifery, along with a sound knowledge of ICT Systems and e-recruitment programs. Working closely with Senior Management, the recruitment officer provides high level advice for the Clinical Nurse/Midwifery Managers on all matters related to recruitment and staff On-boarding including the management of resignations, development of position descriptions and monthly reporting. As a central point of contact for external and internal recruitment queries the applicant will have a high level understanding of the role and responsibilities of Nursing and Midwifery staff to ensure the delivery of high-quality person and family centred, safe and high quality patient care.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Knowledge or experience with e-recruitment systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note

This is a part-time permanent position available at 20 hours per week (five days per fortnight) and the full-time salary noted above will be paid pro-rata.

Contact Officer: Donna Cleary (02) 5124 7575 donna.cleary@act.gov.au

Clinical Services

Medicine

Cardiology

Cardiology Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 14403, several)

Gazetted: 07 November 2019

Closing Date: 22 November 2019

Details: Our Vision: creating exceptional health care together

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

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

which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

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

Overview of the work area and position:

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

Eligibility/Other Requirements:

Mandatory:

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

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

Or

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

Desirable

A registered nurse with a minimum of three years full time equivalent post registration experience, in the relevant field. Holds or is working towards a post basic qualification relevant to this field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

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

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

Notes:

These are temporary positions available for eight months with possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. There may be part time and/or full-time vacancies. Working within a Monday to Friday roster with varied morning shift commencement times including 0700hrs, 0800 and 0830hrs.

Contact Officer: Michelle Lander (02) 5124 7216 michelle.lander@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse Bimberi Youth Justice Centre

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 17964)

Gazetted: 07 November 2019

Closing Date: 21 November 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

Overview of the work area and position:

The Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations.

The services provided range from prevention and treatment to recovery, maintenance and harm minimisation.

Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Rehabilitation and Specialty Mental Health Services
- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services
- Dhulwa Mental Health Unit

The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

At this level you will provide clinical care for adults and young people in custody in the ACT. This role requires a high level of clinical skills, reasoning, critical thinking and knowledge. The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group.

This position works collaboratively with all staff including ACT Correctives Services and Child and Youth Protection services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The position holder will work within the Custodial Health nursing team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes

This role will predominantly be based at the Bimberi Youth Justice Centre but you will also be required to work at other Justice Health facilities.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Post graduate qualifications (or working towards) in relevant field.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Contact Officer: Rory Maguire (02) 5124 2523 rory.maguire@act.gov.au

Allied Health

Acute Allied Health Support

Audiology

Audiologist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 19245)

Gazetted: 07 November 2019

Closing Date: 18 November 2019

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. Acute Support Audiology provides tertiary level services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Services include specialist diagnostic assessment of a range of acute hearing disorders. Acute Support Audiology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students.

Overview of the work area and position:

The Acute Allied Health Support Speech Pathology and Audiology team is seeking to find a suitably qualified Senior Audiologist to manage the adult and paediatric hospital caseloads at Canberra Health Services for a twelve month period in 2020. This position is primarily based at The Canberra Hospital, working part-time (18 hours and 22 mins per week) and is managed by the Manager of Speech Pathology and Audiology. Acute Support Audiology provides expert audiology services to a range of eligible inpatient and outpatients at Canberra Health Services. Service includes comprehensive diagnostic audiological assessment within adult and paediatric populations (including ABR testing). This position works closely with speech pathology, Ear, Nose and Throat doctors and the Newborn Hearing Screening (NBHS) program. This position will be responsible for delivery of clinical audiology services and will be actively engaged in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology, audiology and wider multidisciplinary teams. On the job training will be available to the successful applicant(s) in specific Audiology testing protocols as required.

Eligibility/Other Requirements

A Degree in Audiology from a recognised tertiary institution.

Eligibility for full practicing membership with Audiology Australia.

Highly Desirable:

Experience with ABR testing.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing requirements for allied health.

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

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position is part-time at (18.6) hours per week and the full-time salary noted above will be pro-rata. Working days and hours will be negotiated with the successful applicant(s). Job share may be considered if requested by the successful applicant(s).

Contact Officer: Tim Tooke (02) 5124 2230 tim.tooke@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Rehabilitation Allied Health

Social Worker

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 14913)

Gazetted: 07 November 2019

Closing Date: 22 November 2019

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position:

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post-acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Social Work

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

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

A minimum of three years (desirable 5 years) experience post qualification in Social Work

Current driver's licence.

Desirable:

Previous hospital or health experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health. 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, (OMU).

Note:

This position(s) 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. From this recruitment round an order of merit list may be established to fill permanent, temporary and casual positions over the next 12 months. This position is a permanent part-time position and the full-time salary noted above will be pro-rata. Selection may be made on written applications alone.

Note:

This position(s) 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. From this recruitment round an order of merit list may be established to fill permanent, temporary and casual positions over the next 12 months. This position is a permanent part-time position. Selection may be made on written applications alone.

Contact Officer: Patrice Higgins (02) 5124 0075 patrice.higgins@act.gov.au

Medical Services

Pathology

Haematology

Senior Scientist Immunophenotyping, Haematology

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 21259)

Gazetted: 07 November 2019

Closing Date: 18 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

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

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities. The Immunophenotyping section of the laboratory performs flow cytometry for the investigation of haematological malignancy, and immunological disorders.

Under the Direction from the Haematology Laboratory Manager/Chief Scientist you will be responsible for the provision of the department's Immunophenotyping services. This includes day to day supervision, instrument trouble shooting, KPI monitoring, Investigation of difficult and complex cases, quality control monitoring,

maintaining manuals and training programs for staff in the Immunophenotyping area. The role requires some experience in autologous peripheral blood stem cell and bone marrow transplant procedures. The role also requires a current working knowledge of haematology, morphology and continuing accreditation requirements is essential.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualification (or equivalent) in Medical Science, Pathology or alternate relevant field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Desirable:

A post graduate qualification (or equivalent) in a relevant field.

Minimum five years' experience in this discipline.

Note:

This is a temporary position available for seven months appointment with a possibility of permanency. There is a requirement to work on-call, occasional nights, weekends and public holidays.

Contact Officer: Kerrie Andriolo (02) 5124 2835 kerrie.andriolo@act.gov.au

Medical Services

Imaging

Imaging Services Administration

Medical Imaging Administration Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 20957)

Gazetted: 07 November 2019

Closing Date: 18 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

The Office of the Director of Medical Services (DMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOS CETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

Medical Imaging provides state of the art diagnostic imaging and interventional radiology services for patients in Canberra and the South East Region of NSW, with over 100,000 imaging procedures performed each year. The administration team often provide the first point of contact for patients having X-ray, MRI, CT, Ultrasound, Nuclear Medicine, PET or Angiography procedures. Our service is committed to providing patients with easily accessible, timely and cost-effective access to these expert services, and in advancing the use of imaging for the diagnosis and treatment of disease.

Applications are sought to fill a permanent full time vacancy as the Medical Imaging Administration Manager. With a team consisting of approximately 20 administration officers, the section is responsible for booking patient appointments, distributing results, managing waiting lists and tracking billing and revenue from the procedures performed. Administration staff in medical imaging are frequently required to communicate with internal and external stakeholders including patients, carers, referrers, medical, nursing and allied health staff.

To be successful in this role you will need to possess a strong work ethic and demonstrate ability to adapt and lead in a changing environment. The successful applicant will be committed to achieving positive outcomes for our patients, referrers and the department by continually applying critical thinking, using initiative and demonstrating sound judgement with excellent attention to detail.

Eligibility/Other Requirements:

Desirable:

Previous experience as a manager or supervisor in a healthcare setting.

Knowledge of and experience with health information management systems, including Patient Administration Systems (PAS), Radiology Information Systems (RIS), Billing and Revenue Systems.

Experience with medical terminology and/or holds a Medical Terminology Certificate.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This position was previously advertised. Potential applicants should reapply and note changes to the duties and selection criteria. An order of merit list may be established to fill future vacancies at level over the next 12 months. Appointment to this position may be made based on written application and referee reports only.

Contact Officer: Ross Bevan (02) 5124 7254 ross.bevan@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Occupational Therapist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 45530)

Gazetted: 07 November 2019

Closing Date: 22 November 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

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

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

Adult Acute Mental Health Services
Adult Community Mental Health Services
Alcohol and Drug Services
Child and Adolescent Mental Health Services (CAMHS)
Dhulwa Mental Health Unit
Justice Health Services, and
Rehabilitation and Specialty Mental Health Services

Overview of the Work Area and Position

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

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

The position will report operationally to the Allied Health Manager of AMHU. Professional governance of this position will come from the Discipline Principal Social Work (MHJHADS).

Eligibility/Other Requirements:

Mandatory:

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

Eligible for professional membership of Occupational Therapy Australia.

Have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service
Current driver's licence.

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Professionals

Comply with Canberra Health Services occupational screening requirements related to immunization.

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

Note:

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

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

Medical Imaging

Imaging

Radiography

Radiographer

Medical Imaging Level 2 \$65,216 - \$89,528, Canberra (PN: 19784)

Gazetted: 07 November 2019

Closing Date: 18 November 2019

Our Vision: creating exceptional health care together

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

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.

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

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

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

Overview of the work area and position:

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

The Office of the Director of Medical Services (DMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Radiographer position is a clinical role and will be responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography.

Eligibility/Other Requirements:

Mandatory:

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

Be eligible for an ACT Radiation licence.

Tertiary qualifications or equivalent in Medical Radiation Science (Radiography).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

There are various permanent, temporary and casual positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only. The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

Graduates eligible for AHPRA registration within the next three months are welcome to apply.

Contact Officer: Kate Saunder (02) 5124 2111 kate.saunder@act.gov.au

Infrastructure and Health Support Services

Business Support

Supply Services

Relief Pool Backfill

Health Service Officer Level 4/5 \$52,732 - \$58,287, Canberra (PN: 15795)

Gazetted: 07 November 2019

Closing Date: 12 November 2019

Details: Our Vision: creating exceptional health care together

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

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region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the Work Area and Position

Logistic Support Services is a section within Infrastructure and Health Support Services (I&HSS). The function of the Logistic Support Services includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply.

Supply Services provides clinical products to the Health Services in ACT, primarily being Canberra Hospital, as well as warehousing and distribution of the products.

The position reports to the Store Supervisor of Canberra Health Services Supply Services.

To be successful in this position, you will need to have proven experience in all aspects of stores management (i.e. issues, receipts, picking, stock-taking, etc.) in a large and busy warehouse environment operating in a computerised purchasing and inventory control system.

Eligibility/Other Requirements:

- Relevant work experience highly desired.
- Current driver's licence.

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

- Strong organisational skills with a high degree of drive,
- Understanding of supply chain processes within a warehouse environment,
- Adaptability and flexibility to accommodate change and provide responsive services.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for 12 months. Applicants will be required to backfill vacancies as required. This position is rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital.

Contact Officer: Jacqueline Williams (02) 51243109 jacqueline.williams@act.gov.au

Infrastructure and Health Support Services

Business Support

Food Services

Delivery Attendant

Health Service Officer Level 3 \$51,072 - \$52,732, Canberra (PN: 23324, several)

Gazetted: 07 November 2019

Closing Date: 11 November 2019

Details: Our Vision: creating exceptional health care together

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

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:

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- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.

- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the Work Area and Position

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

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

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

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

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

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Desirable:

Food Industry recognized qualification.

Current class C driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a permanent part-time position available at 21 hours per week. The salary noted will be paid pro rata.

Contact Officer: Elizabeth Suarez (02) 5124 3932 elizabeth.suarez@act.gov.au

Medical Services

Pharmacy

Lead Pharmacist Cancer Services

Pharmacist Level 4 \$112,334 - \$120,933, Canberra (PN: 24088)

Gazetted: 07 November 2019

Closing Date: 29 November 2019

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

Overview of the work area and position:

The Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP

Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services. The Canberra Health Services (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 department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the broad direction of the Deputy Director of Pharmacy (Clinical), the Lead Pharmacist for Cancer Services will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide leadership, management, and coordination of the clinical pharmacy services to the Cancer Services provided through Canberra Health Services including the Canberra Region Cancer Centre and The Canberra Hospital. This position will also include advanced clinical, education, research and quality improvement roles. This will be done in alignment with the SHPA Standard of Practice in Oncology and Haematology for Pharmacy Services. The position holder will also integrate into the CHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call. 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".

Eligibility/Other Requirements

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

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (preferably supported by the development of an Advance Pharmacist Practice Portfolio).

Significant experience of working within the area of haematology/oncology.

Highly Desirable:

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Membership of a professional organisation linked to the area of specialty (e.g. Clinical Oncology Society of Australia (COSA), ISOP, HOPA etc)

Research experience and/or publication in peer reviewed journals.

Project management and management experience.

Current Driver's licence.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment Police check.

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

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

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

Note: This position may involve working across multiple Canberra Health Services sites.

Contact Officer: Hameda Lane 02 5124 2121 hameda.lane@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Mental Health Consultation Liaison Clinician

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 39851)

Gazetted: 07 November 2019

Closing Date: 18 November 2019

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Overview of the Work Area and Position

Adult Acute Mental Health Services provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies.

All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in nursing with current unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Post graduate mental health nursing qualifications are highly desirable.

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention

A minimum of three years paid post qualifying work experience in a related/relevant organisation/service.

Prior to commencement successful candidates will be required to:

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

Have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and

Undergo a pre-employment National Police check.

Note: This is a permanent part-time position working 20 hours per week. The salary noted will be paid pro rata.

This position works on a seven day roster including Night shifts, weekends and public holidays as required.

Contact Officer: Philip Hoyle (02) 6205 2782 Philip.A.Hoyle@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Clinical Nurse Consultant, Wound Management

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 33203)

Gazetted: 07 November 2019

Closing Date: 20 November 2019

Details: 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 ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework.

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

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

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

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

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity.

Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population.

RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

Overview of the work area and position:

This full time consultancy role provides high level clinical leadership in the specialty of wound management to staff managing patients with complex wound care needs. The position is physically based at the Belconnen Community Health Centre.

Eligibility/Other Requirements:

Mandatory:

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

Hold current driver's licence.

Desirable:

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings applicable to the position

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

Note This is a temporary position available for 12 months.

Contact Officer: Libby Coates (02) 5124 1276 libby.coates@act.gov.au

Medical Services

Medical Imaging

Nuclear Medicine

Nuclear Medicine Scientist

Medical Imaging Level 3 \$101,314 - \$106,754 (up to \$112,047 on achieving a personal upgrade), Canberra (PN: 28505)

Gazetted: 07 November 2019

Closing Date: 19 November 2019

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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 Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, a GE Hawkeye SPECT/CT and a Siemens single head eCam). The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department.

A comprehensive range of diagnostic and therapeutic procedures are offered, including paediatric, oncology and cardiac studies making the work both challenging and rewarding. This position will suit an enthusiastic Nuclear Medicine clinician with experience in developing and promoting standards in a professional team.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine) or equivalent.

Be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).

Possess an appropriate ACT Radiation Licence.

Desirable:

Five years' experience as a Nuclear Medicine Scientist including BMD and PET experience.

Experience performing diagnostic CT and eligible to obtain a diagnostic CT radiation licence.

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

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment Police check.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be made based on written application and referee reports only.

Contact Officer: James Green (02) 5124 4345 james.green@act.gov.au

Medical Imaging

Imaging

Radiography

Radiographer

Medical Imaging Level 3 \$101,314 - \$106,754 (up to \$112,047 on achieving a personal upgrade), Canberra (PN: 28811)

Gazetted: 07 November 2019

Closing Date: 18 November 2019

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Overview of the work area and position:

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

The Office of the Director of Medical Services (DMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Radiographer position is a clinical role and will be responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography.

Eligibility/Other Requirements

Mandatory

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

Be eligible for an ACT Radiation licence.

Tertiary qualifications or equivalent in Medical Radiation Science (Radiography).

Desirable:

Three years post-graduate experience.

Angiography, CT, Mammography and/or MRI experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

This is a temporary position available until 31 July 2020 with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only. The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

Contact Officer: Kate Saunder (02) 5124 2111 kate.saunder@act.gov.au

ACT Health

Medical Services

Executive Director of Medical Services

Executive Director of Medical Services

Pre-vocational Medical Education Officer

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 45707, several)

Gazetted: 07 November 2019

Closing Date: 14 November 2019

Overview of the work area and position: The CHS Medical Services Group (MSG) includes Medical Imaging, ACT Pathology, Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library. The PMEO reports to the Director Prevocational Education and Training and has direct line management through the Director of MOSCETU. The position is responsible for supporting the training and clinical supervision of Junior Medical Officers (JMOs) in their first two years following graduation (Post Graduate Year (PGY) 1 and

2). Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). o Fellowship of a Specialist Medical College is highly desirable or equivalent specialist qualifications. o Post graduate qualifications in medical education will be highly regarded. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This position is temporary part time at 8 hours per week for up to 3 years. Contact Officer: Dr Michael Hall, Director Prevocational Education and Training (02) 5124 2009 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

**Health Systems, Policy and Research
Centre for Health and Medical Research
Ethics and Site Governance**

Senior Director - Ethics and Site Governance Senior Officer Grade A \$145,048 , Canberra (PN: 45495)

Gazetted: 6 November 2019

Closing date: 13 November 2019

Details: The Centre for Health and Medical Research leads strategic development and stewardship of ACT Government health research, collaborating with Clinical Health Services and academic institutions in the conduct and translation of research into practice. Our vision is to have world-class sustainable teaching and learning organisations that deliver cutting edge evidence-informed healthcare driven by research that maximises health outcomes and well-being for patients and communities. With the Canberra Health Services and Academic Partners, our five key initiatives are; 1. Effective translation from fundamental science to the clinic; 2. Grow, support and maintain the next generation of health and medical researchers; 3. Innovation and improvement of the health system through high quality health service and clinical research; 4. Growing and unlocking the health opportunities with data science and 5. Improve the investment opportunities for ACT Health innovations. As the Director of Research Ethics and Site Governance, you will be a highly motivated, strategic thinker with the proven ability to set a strong direction and achieve results. We are looking for an experienced person who has the demonstrated ability to lead and manage a team to continue the development of ethics and governance relating to human research and clinical trials across the ACT; the ability to shape strategic thinking and provide high level advice on ethics and governance issues, work collaboratively with a range of partners and research, analyse and interpret information in the preparation of correspondence, briefs and reports as required including submissions and documents for senior delegates and committee considerations.

Eligibility/Other Requirements: Mandatory: Pre-Employment National Police check. Highly Desirable: At least five years' experience in Ethics Management within a Health Research environment. Degree or equivalent with a significant Ethics component. Experience with inter-jurisdictional liaison and contract negotiations

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce Shadbolt (02) 5124 4288 bruce.shadbolt@act.gov.au

**Health Systems, Policy and Research
Preventative and Population Health
Health Improvement**

Senior Director Senior Officer Grade A \$145,048, Canberra (PN: 18730)

Gazetted: 1 November 2019

Closing Date: 15 November 2019

Details: The Health Improvement Projects Section is responsible for providing public health advice both internally and external to the division and undertaking high-level project and policy work and responding to emerging and novel policy issues. Key policy priority areas include alcohol and other drugs; nutrition and healthy eating; chronic disease and injury prevention and reduction; organ and tissue donation; gene technology; cancer screening; and the health effects of climate change. Under the broad direction of the Executive Group Manager, Preventive and Population Health Branch, this position will lead the Health Improvement Projects Section in undertaking high-level project and policy work and providing strategic advice to support the work of the Branch

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

How to Apply: Interested candidates are requested to provide a written application that addresses the Selection Criteria in a two-page pitch detailing how you are the right person for this opportunity. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alan Philp (02) 6205 1854 alan.philp@act.gov.au

ACT Health

Corporate and Governance

Unit Freedom of Information Coordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 39813)

Gazetted: 7 November 2019

Closing Date: 15 November 2019

Details: Seeking a dynamic and motivated professional to join our Freedom of Information Team. The team is an integral part of the Governance and Risk branch within the Corporate and Governance Division. The successful applicants will demonstrate an understanding of and commitment to providing support to line areas in both the ACT Health Directorate and Canberra Health Services in response to FOI access applications within legislated timeframes. Interested applicants will demonstrate their well-developed relationship management skills and a high degree of attention to detail. You have the opportunity to demonstrate your ability to work in a fast paced environment, managing competing priorities to meet deadlines. 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: Knowledge of the *Freedom of Information Act 2016* and other related legislation including the *Health Records (Privacy and Access) Act 1997* is highly desirable.

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

Contact Officer: Jonas Allen (02) 5124 9833 jonas.allen@act.gov.au

ACT Health

Corporate Services

Strategic Infrastructure

Accommodation Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 39084)

Gazetted: 7 November 2019

Closing Date: 12 November 2019

Details: The Strategic Infrastructure division within ACT Health is looking for a can-do person who shows initiative and a commitment to quality work. You will live the ACT public service values of respect, integrity, innovation and collaboration and bring with you to work a positive attitude and a high level of professionalism. We are looking for a team player who values and respects others' contributions to the workplace and in turn contributes knowledge and skills for the greater good. You will be a process driven Officer with strong communication skills including the ability to liaise and negotiate effectively with a broad range of stakeholders. You will have the proven ability to quickly learn and acquire new skills and learn and grow in the role of Accommodation Officer.

Eligibility/Other requirements: The following are desirable but not essential attributes;

Experience in or knowledge of ACT Government procurement

Experience in or knowledge in the administration and coordination of workforce and facility accommodation
Experience in or knowledge of vehicle fleet management administration and coordination.

Notes: This is a temporary position available from the 2 December 2019 until 29 November 2020.

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

Contact Officer: Claire Wallace (02) 5124 9670 claire.wallace@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Executive Group Manager, Project Development and Support

Executive Level 2.4 \$327,547 - \$340,747 depending on current superannuation arrangements, Canberra (PN: E1110)

Gazetted: 05 November 2019

Closing Date: 22 November 2019

Executive Group Manager – Project Development and Support

Commercial

Strategic Planning

Corporate Governance

Project Systems and Processes

HR

Work Health and Safety

Business Solutions

Financial

Probity

Procurement

Whole of Government

Major Projects Canberra is an ACT Government directorate which has responsibility for directing and managing all aspects major projects invested in by the ACT Government. Some of these major projects currently underway is the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project and Light Rail.

The Executive Group Manager, Project Development and Support, will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The position requires a person with exceptional executive management skills to provide leadership and direction in the business case development and planning of major projects, business management, governance, risk management, financial control, community engagement and collaborative partnerships inside and out of Government to implement policies and projects that support achievement of Major Project Canberra's performance goals. Strong strategic, program management and negotiation skills are also necessary. Knowledge of the Territory Government is also required.

The role will assist the Chief Projects Officer with ensuring Major Projects Canberra (MPC) operates in a professional manner that satisfies the requirements of the governing legislation.

Remuneration: The position attracts a remuneration package ranging from \$327,547 to \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

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

Enquiries and requests for an information pack on the can be made to Nikki Pulford on (02) 6205 5466 or email nikki.pulford@act.gov.au.

How to apply: Complete a two page pitch against the criteria and provide two referees. All applications must be sent to matthew.smee@hudson.com.

Applications close on cob 22 November 2019.

Your application will be treated in the strictest of confidence.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

SPIRE

Executive Branch Manager, Commercial SPIRE

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1113)

Gazetted: 06 November 2019

Closing Date: 15 November 2019

Executive Branch Manager –Commercial – SPIRE

Leadership and stakeholder engagement

Commercial, Procurement and Contracts Management

Harness expertise to achieve effective project delivery outcomes

Major Projects Canberra is an ACT Government directorate which has responsibility for directing and managing all aspects major projects invested in by the ACT Government. One of these major projects is the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project. Major Projects Canberra leads a whole of government effort in delivering the project.

The SPIRE project team is responsible for the planning and delivery of a new acute services building on the Canberra Hospital campus. At over \$500 million, the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project represents the largest single investment in the Canberra Hospital and will create a future-proofed acute services building around which future developments on the campus will be planned. The SPIRE Project Team will lead, in close consultation with Canberra Health Services and other key stakeholders, the planning, procurement and delivery of this significant project.

The Executive Branch Manager, Commercial, is one of the key executive leadership roles within the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) project team. This person will be responsible, in liaison with the Chief Projects Officer and Project Director, for all aspects of the SPIRE project's commercial, legal, financial and risk management including project controls, records management and procurement.

The role will require building and owning strategic relationships with industry, advisers, suppliers and contractors through the procurement and delivery stages of the project. In addition, the Executive Branch Manager, Commercial will work collaboratively with multiple branches of the ACT Government and provide advice at the highest levels of government including Cabinet, Ministers, Directors-General, senior ACTPS executives and the SPIRE Project Board.

The Executive Branch Manager, Commercial will represent Major Projects Canberra and the ACT Government in significant and complex commercial negotiations, the evaluation of private sector project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. He/she will provide strategic, commercial and technical leadership within a dynamic, high profile and high-pressure working environment. Reporting to the Project Director, the Executive Branch Manager, Commercial, will directly manage a team of personnel (staff and contractors) and will support and act for the SPIRE Project Director as required.

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

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

Enquiries and requests for an information pack can be made to Matthew Smee – Managing Consultant - Hudson Global Resources Canberra on 02 6229 1522 or email matthew.smee@hudson.com.

Applications close on cob 15 November 2019.

Your application will be treated in the strictest of confidence.

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$78,197 - \$82,771

Sarah Christian 863-40400, Section 68(1), 4 November 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Michelle Connors 858-74494, Section 68(1), 1 November 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Jane Guo 863-42211, Section 68(1), 7 November 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Charlotte Hempenstall 858-66312, Section 68(1), 7 November 2019

Senior Officer Grade A \$145,048

Milton O'Brien 858-71218, Section 68(1), 24 October 2019

Community Services

Youth Worker 1 \$63,374 - \$68,204

Reece Robinson 863-40339, Section 68(1), 1 November 2019

Youth Worker 1 \$63,374 - \$68,204

Tolutasi Suisuiki 853-80208, Section 68(1), 1 November 2019

Education

Administrative Services Officer Class 5 \$78,197 - \$82,771

Tracey Smith 863-14317, Section 68(1), 28 October 2019

Environment, Planning and Sustainable Development

Senior Officer Grade C \$106,043 - \$114,146

Damien Anderson 858-56835, Section 68(1), 1 November 2019

Senior Officer Grade C \$106,043 - \$114,146

Stephen Mossfield 858-62565, Section 68(1), 1 November 2019

Park Ranger 1 \$63,374 - \$68,204

Nicholas Thorne 858-76908, Section 68(1), 7 November 2019

Senior Officer Grade C \$106,043 - \$114,146

Su Wild-River 846-88382, Section 68(1), 5 November 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Bronwyn Wrigley 858-71728, Section 68(1), 5 November 2019

Justice and Community Safety

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

Amy Bascomb 858-62573, Section 68(1), 1 November 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Jamie Crabb 858-63795, Section 68(1), 1 November 2019

Senior Officer Grade C \$106,043 - \$114,146

Iwona Bronislawka Pala 856-51813, Section 68(1), 4 November 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Zarah Plummer 848-13622, Section 68(1), 5 November 2019

Transport Canberra and City Services

General Service Officer Level 3/4 \$49,702 - \$54,276

Tyson Powell 858-76385, Section 68(1), 4 November 2019

General Service Officer Level 5/6 \$55,097 - \$60,637

Micah Stevenson 858-74996, Section 68(1), 4 November 2019

Suburban Land Agency

Administrative Services Officer Class 5 \$78,197 - \$82,771

Matthew Keighley 863-14288, Section 68(1), 5 November 2019

City Renewal Authority

Senior Officer Grade B \$124,891 - \$140,596

Thomas Gordon 835-82252, Section 68(1), 30 October 2019

Canberra Health Services

Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Chloe Allen 857-44358, Section 68(1), 31 October 2019

Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Divya Bagga 863-14456, Section 68(1), 4 November 2019

Technical Officer Level 1 \$57,759 - \$60,556

Emma Beacher 862-09074, Section 68(1), 4 November 2019

Enrolled Nurse Level 1 \$60,837 - \$64,999

Percianita De Ryck 829-68647, Section 68(1), 31 October 2019

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Sarah Gosper 859-54005, Section 68(1), 6 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Melissa Grambauer 863-41710, Section 68(1), 31 October 2019

Pharmacist Level 1 \$69,410 - \$80,129

Kim (Kate) Hyun Jung 863-41884, Section 68(1), 4 November 2019

Enrolled Nurse Level 1 \$60,837 - \$64,999

Christina Kirkwood 863-41825, Section 68(1), 4 November 2019

Pharmacist Level 1 \$69,410 - \$80,129

Helen Phillips 863-40611, Section 68(1), 4 November 2019

Health Professional Level 2 \$65,216 - \$89,528

Sally Rowlinson 862-10067, Section 68(1), 31 October 2019

Health Professional Level 2 \$65,216 - \$89,528

Lisa Schmierer 862-64698, Section 68(1), 31 October 2019

ACT Health

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

Anindita Das, 86210315 Section 68(1), 4 November 2019

Administrative Services Officer Class 2 \$55,934 - \$61,764

Sarah Berry 863-41593, Section 68(1), 4 November 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Prince George 853-48152, Section 68(1), 31 October 2019

Senior Officer Grade B \$124,891 - \$140,596

Katrina Keep 863-14042, Section 68(1), 4 November 2019

Health Professional Level 6 \$145,048

Jade Redfern-Podger 863-13568, Section 68(1), 7 November 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Bianca Trapani 848-81561, Section 68(1), 31 October 2019

Major Projects Canberra

Administrative Services Officer Class 6 \$84,257 - \$96,430

Antonia Ligeros 858-61140, Section 68(1), 31 October 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Ellen Somerville: 834-25943

From: Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development, Canberra (PN. 39281) (Gazetted 3 September 2019)

Environment, Planning and Sustainable Development

Esther Duffy: 820-98928

From: Senior Officer Grade C \$106,043 - \$114,146

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$106,043 - \$114,146

Environment, Planning and Sustainable Development, Canberra (PN. 33901) (Gazetted 23 August 2019)

Justice and Community Safety

Joanne Holmes: 785-38265

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Justice and Community Safety

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Justice and Community Safety, Canberra (PN. 19719) (Gazetted 27 September 2019)

Canberra Health Services

Veronica Bui: 765-87768

From: \$97,103 - \$102,049 (up to \$106,862 on achieving a personal upgrade)

Community Services

To: Health Professional Level 2 \$65,216 - \$89,528

Canberra Health Services, Canberra (PN. 44691) (Gazetted 22 August 2019)

Alexandra Durrant: 848-19936

From: Health Professional Level 3 \$92,103 (up to \$101,862 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 45175) (Gazetted 29 August 2019)

Amanda McCarthy: 820-90088

From: Registered Nurse Level 3.2 \$120,730

Canberra Health Services

To: Registered Nurse Level 3.2 \$120,730

Canberra Health Services, Canberra (PN. 19373) (Gazetted 12 September 2019)

PROMOTIONS

ACT Audit Office

Financial Audit

Weiran Huang: 846-84162

From: Audit Manager \$109,329 - \$117,880

ACT Audit Office

To: †Senior Audit Manager \$125,048 - \$145,048

ACT Audit Office, Canberra (PN. 43819) (Gazetted 16 August 2019)

Chief Minister, Treasury and Economic Development

Enterprise Canberra

Innovate Canberra

Investment and Enterprise Development

Brent Chick: 795-59869

From: Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development, Canberra (PN. 34430) (Gazetted 16 September 2019)

Access Canberra

Licensing and Registrations

Transport

Katrina Fleck: 820-70941

From: Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development, Canberra (PN. 00867) (Gazetted 11 September 2019)

Revenue Management Group

Business Systems

Steven Harrison: 527-77823

From: Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$145,048

Chief Minister, Treasury and Economic Development, Canberra (PN. 03664) (Gazetted 9 September 2019)

Property and Venues

Venues Canberra

National Arboretum Canberra

Amalie Shawcross: 817-48204

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development, Canberra (PN. 30915) (Gazetted 1 October 2019)

Partnership Services Group

Shared Services

ICT Service Desk

Brett Whalan: 853-74975

From: General Service Officer Level 3/4 \$49,702 - \$54,276

Transport Canberra and City Services

To: Information Technology Officer Class 1 \$68,204 - \$77,639

Chief Minister, Treasury and Economic Development, Canberra (PN. 14328) (Gazetted 10 September 2019)

Community Services

Corporate

People Management

Adrian Davidson: 858-59868

From: Administrative Services Officer Class 2 \$55,934 - \$61,764

Community Services

To: Administrative Services Officer Class 3 \$63,374 - \$68,204

Community Services, Canberra (PN. 41516) (Gazetted 1 November 2019)

This promotion is made in accordance with the ACT Public Sector Administrative and related classifications Enterprise Agreement 2018-2021, under selection C6.3 (e) section 106 of the Public Sector Management Act 1994 Part 5 Division 5.7 Section 106 (5) Training Offices and section 22 of the Public Sector Management Standards. This promotion will be Non-Appealable.

Housing ACT

Infrastructure and Contracts

Contract Management Team

Bianca Lehtonen: 858-55875

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Community Services

To: †Administrative Services Officer Class 6 \$84,257 - \$96,430

Community Services, Canberra (PN. 20024) (Gazetted 2 September 2019)

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.

Housing ACT

Executive Government and Engagement

Sharni Silver: 836-13266

From: Senior Officer Grade C \$106,043 - \$114,146

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$124,891 - \$140,596

Community Services, Canberra (PN. 43983) (Gazetted 22 August 2019)

Education

Service Design and Delivery

Occupational Violence and Complex Case Management Section

Rebecca Kathleen Smith: 858-18177

From: Senior Officer Grade C \$106,043 - \$114,146

Education

To: †Senior Officer Grade B \$124,891 - \$140,596

Education, Canberra (PN. 42271) (Gazetted 18 January 2019)

Environment, Planning and Sustainable Development

Environment

Parks and Conservation Service

Fire, Forests and Roads

Bethany Dunne: 844-75272

From: General Service Officer Level 5/6 \$55,097 - \$60,637

Environment, Planning and Sustainable Development

To: Technical Officer Level 3 \$72,989 - \$82,486

Environment, Planning and Sustainable Development, Canberra (PN. 11667) (Gazetted 26 July 2019)

Planning Delivery

Development Assessment

Planning Support

Matthew Forman: 858-52316

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Environment, Planning and Sustainable Development, Canberra (PN. 17665) (Gazetted 28 May 2019)

Environment

Parks and Conservation Service

Forestry and Fire Management

Christopher Troth: 799-99506

From: Technical Officer Level 3 \$72,989 - \$82,486

Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$84,257 - \$96,430

Environment, Planning and Sustainable Development, Canberra (PN. 44679) (Gazetted 20 August 2019)

Engagement and Executive Support

Government Services

Cara Weekes: 835-88961

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Environment, Planning and Sustainable Development, Canberra (PN. 45430) (Gazetted 14 October 2019)

Justice and Community Safety

ACT Corrective Services

Community Corrections and Release Planning

Programs and Reintegration

Catherine Garrington: 821-09957

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Justice and Community Safety

To: †Senior Officer Grade B \$124,891 - \$140,596

Justice and Community Safety, Canberra (PN. 15604) (Gazetted 3 April 2019)

Corrective Services

Custodial Operations

AMC Administration

Carly Hayes: 853-69615

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Justice and Community Safety

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Justice and Community Safety, Canberra (PN. 38287) (Gazetted 29 May 2019)

Public Trustee and Guardian

Guardianship

Jodie Travis: 853-47125

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Justice and Community Safety

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Justice and Community Safety, Canberra (PN. 03720) (Gazetted 27 September 2019)

Transport Canberra and City Services

Roads and Public Transport

Transport Canberra

Belconnen Depot

Timothy Lewis: 836-15130

From: Bus Operator \$76,496

Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$100,490

Transport Canberra and City Services, Canberra (PN. A11755) (Gazetted 15 August 2019)

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.

Client Services

Roads ACT

Business Support

Karen Morse: 844-84128

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Transport Canberra and City Services

To: †Administrative Services Officer Class 4 \$70,359 - \$76,184

Transport Canberra and City Services, Canberra (PN. 45352) (Gazetted 23 September 2019)

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.

Canberra Health Services

Clinical Services

Joseph Cherian: 827-82981

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 26400) (Gazetted 26 September 2019)

Canberra Hospital and Health Services

Celia Hindmarsh: 835-92098

From: Registered Midwife Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Midwife Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 44712) (Gazetted 26 September 2019)

Canberra Hospital and Health Services

Andrew Horne: 848-79314

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Justice and Community Safety

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Health Services, Canberra (PN. 45148) (Gazetted 26 September 2019)

Clinical Services

Terrin Nadar: 848-85343

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 26408) (Gazetted 26 September 2019)

Canberra Hospital and Health Services

Nicole Shiels: 821-06879

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 22594) (Gazetted 23 August 2019)

Aedon Talsma: 848-79162

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 21153) (Gazetted 21 March 2019)

Canberra Hospital and Health Services

Ann Tharaniyil: 853-58502

From: Assistant in Nursing \$51,603 - \$53,350

Canberra Health Services

To: Administrative Services Officer Class 2/3 \$55,934 - \$68,204
Canberra Health Services, Canberra (PN. 25730) (Gazetted 19 September 2019)

Canberra Hospital and Health Services

Jillian Wade: 847-26852

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

To: Registered Midwife Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 42915) (Gazetted 12 September 2019)

Canberra Hospital and Health Services

Sashika Maddock: 859-53715

From: Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Canberra Health Services

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Health Services, Canberra (PN. 17367) (Gazetted 5 September 2019)

ACT Health

Office of the Director General

Communications and Government Relations

Ministerial and Government Services

Morgan Potter: 835-33362

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 29643) (Gazetted 28 August 2019)