



ACT Government Gazette

Gazetted Notices for the week beginning 14 November 2019

VACANCIES

Calvary Health Care ACT (Public)

Medical

Emergency Department

Registered Nurse 1

RN 1.1-1.8 \$67,078-\$89,604, Canberra (PN: LP6785)

Gazetted: 18 November 2019

Closing Date: 24 November 2019

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

Reference Number: 10895

Contact Officer: Katherine Faupula (02) 6201 6093 katherine.faupula@calvary-act.com.au

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

Medical

Emergency Department

Enrolled Nurse

EN 1.1 - 1.5 \$60,837 - \$64,999, Canberra (PN: LP7021)

Gazetted: 18 November 2019

Closing Date: 24 November 2019

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

Reference Number: 10884

Contact Officer: Katherine Faupula (02) 6201 6093 katherine.faupula@calvary-act.com.au

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

Medical

Emergency Department

Clinical Development Nurse

RN 2.1-2.4 \$93,151-\$98,728, Canberra (PN: LP7482)

Gazetted: 18 November 2019

Closing Date: 26 November 2019

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

Reference Number: 10882

Contact Officer: Katherine Faupula (02) 6201 6111 katherine.faupula@calvary-act.com.au

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

Medical

Physiotherapy

Administration Officer

Registered Nurse 3.1 \$63,374-\$68,204, Canberra (PN: LP8262)

Gazetted: 20 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: 11080

Contact Officer: Elizabeth Webb elizabeth.webb@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Electrical Trades and Skills

Trade Skills

Electrical Trades

Administration Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 37517)

Gazetted: 18 November 2019

Closing Date: 25 November 2019

Details: The Canberra Institute of Technology (CIT) Electrical Trades Department is seeking a highly motivated and professional individual to provide a wide range of high level administrative support to staff, students and employers in the department. Duties will include attending to inquiries from staff, students and the community; supporting program delivery; maintaining student records; providing support with student enrolments, student tracking and records and student compliance checks; and maintaining local information management systems. The successful candidate will need to work as a team member and autonomously to support and promote the department/college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential.

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: Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards 2016, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to Apply: Please submit no more than three pages addressing the selection criteria. Your suitability will be assessed based on your skills and knowledge in relation to the selection criteria outlined in the position description. Please provide two referee reports along with a current curriculum vitae.

Contact Officer: Further information about the position is available from Kathryn Druce, kathryn.druce@cit.edu.au, (02) 6207 4345

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.

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

Economic Development

VisitCanberra

Senior Digital Development Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43456)

Gazetted: 14 November 2019

Closing Date: 29 November 2019

Details: VisitCanberra is looking to fill the role of Senior Digital Development Officer.

The successful candidate will be responsible for leading the design, development and maintenance of Canberra city, tourism and events websites including, but not limited to visitcanberra.com.au, floriadeaustralia.com and enlightencanberra.com.

If you love to write quality code, if you'd prefer to create a WordPress template from scratch rather than using a third-party template, if you strive to keep up-to-date with the latest web development tools and practices then this role might be for you.

As a member of a small and dynamic team they will exhibit and promote values and behaviours essential for a high performing team.

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.

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

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

How to apply: If you are interested in this role, please submit an expression of interest of no more than 500 words outlining why you are interested in the role in addition to your experience and/or abilities against the Selection Criteria outlined in the attached Position Description along with a current curriculum vitae (CV) and contact details of two referees.

Applicants are also encouraged to include links to websites which you have either developed yourself, or played a significant role in the development of.

Contact Officer: Further information about the position is available from Peter Dean peter.dean@act.gov.au (02) 6205 0662

Shared Services

Partnership Services

Customer Communications

Communications Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 40764)

Gazetted: 20 November 2019

Closing Date: 27 November 2019

Details: Shared Services is looking for a collaborative and driven Communications Officer with well-developed organisational skills to join the Customer Communications team in Partnership Services. You will have the opportunity to work on communication strategy development and execution, event management and provide communication support to Shared Services business units. 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 January 2020 with the possibility of extension for up to six months. This position is available to ACT Government officers and employees only. Selection may be based on application and referee reports only.

How to Apply: Please review the current Position Description and provide a supporting statement of no more than two pages, outlining practical experience and examples related to the duties and responsibilities as outlined. A current curriculum vitae and the name and contact details of two referees will also be required.

Applications should be sent to the Contact Officer.

Contact Officer: Erin Emery (02) 6207 8462 erin.emery@act.gov.au

Access Canberra

Projects, Governance and Support

Workforce Capability Team

Project Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 05514)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: The Access Canberra Workforce Capability team is looking for a person who can collect, analyse and report on data; efficiently organise the delivery of training programs across multiple sites for a diverse workforce and calmly troubleshoot the inevitable complications that will arise. The successful applicant will also be a team player; value inclusion and diversity; have excellent communication skills, sound judgement, commitment to continuous improvement and the ability to work with limited direction. The Workforce Capability team works with managers and staff to identify the training and development needs of our agency. We facilitate access to training solutions

and support initiatives and strategies for talent management to ensure Access Canberra continues as a vibrant, innovative and rewarding place to work. The 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 is based in a workplace designed for Activity Based Working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: To apply please submit a two-page pitch addressing the selection criteria demonstrating your experience and suitability to perform the duties and responsibilities of the role. Please submit your pitch with a current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Dianne Clare (02) 6205 9829 dianne.clare@act.gov.au

Shared Services

Partnership Services Group

Service Centre - ICT Service Desk

Service Delivery Officer

Information Technology Officer Class 1 \$68,204 - \$77,639, Canberra (PN: 14334, several)

Gazetted: 15 November 2019

Closing Date: 29 November 2019

Details: Are you looking for part-time work, have a passion for great customer service and an interest to help customers with IT issues? Shared Services Service Centre is currently looking for highly motivated individuals with experience/interest in providing first level technical support. You will be responsible for providing support to a number of ACT Government Directorates. You will have a strong customer focus, and a willingness to be part of a dynamic team is essential. Successful applicants may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles as required. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current driver's licence is essential. Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous. Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

Note: These are temporary positions commencing immediately for a period of three months with the possibility of extension and/or permanency. These positions are part-time at 15 hours per week, days and hours can be negotiated. The full-time salary noted above will be paid pro rata. An order of merit will be established for filling identical vacancies within the next 12 months from this process.

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 no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities as listed under the sections "What you will do" and "What you require" in the Position Description. 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: Lucy Martiniello (02) 6207 6060 lucy.martiniello@act.gov.au

Enterprise Canberra

Finance and Business Support

Senior Director, Finance and Business Services

Senior Officer Grade A \$145,048, Canberra (PN: 15105)

Gazetted: 18 November 2019

Closing Date: 25 November 2019

Details: Expressions of interest (EOI) are sought for the position of Senior Director, Finance and Business Services.

The successful applicant will manage the Finance and Business Services team and be responsible for the efficient management and coordination of financial, human resource, grants, procurement, systems and People Safety functions across the division. Sound financial knowledge and strong collaboration skills are essential to the Senior Director role which provides high level advice and support across all functions to the Deputy Director General, and all business units within Economic Development.

The 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 the period 5 December 2019 to 21 January 2020.

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

How to apply: Interested candidates should submit a one page Expression of Interest and current curriculum vitae (including the contact details of two referees) to the Contact Officer.

Contact Officer: Further information about the position is available from Deb Clayton-Baker Deb.Clayton-Baker@act.gov.au, (02) 6207 1339

Enterprise Canberra

Strategic Coordination and Governance

Senior Director, Strategic Coordination and Governance

Senior Officer Grade A \$145,048, Canberra (PN: 39364)

Gazetted: 20 November 2019

Closing Date: 27 November 2019

Details: The Economic Development Division within Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking applications for the role of Senior Director, Strategic Coordination and Governance within the Office of the Deputy Director-General. The successful applicant will manage the Strategic Coordination and Governance team and be responsible for the efficient management of executive coordination functions across 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. The 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 from 6 December 2019 to 30 November 2020 with the possibility of extension and/or permanency. A merit pool may be established from this selection process and may be used to fill future similar vacancies over the next 12 months. Selection may be based on application and referee reports only.

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; and your Curriculum Vitae.

Applications should be submitted by the Apply Now button below.

Contact Officer: Kate Starick (02) 6205 9828 kate.starick@act.gov.au

Policy and Cabinet

Social Policy and Commonwealth State Relations

Social Inclusion

Senior Director

Senior Officer Grade A \$145,048, Canberra (PN: 17019)

Gazetted: 18 November 2019

Closing Date: 2 December 2019

Details: Are you committed to a safe and inclusive city for Canberrans? Are you skilled at working with both government and community stakeholders to get things done? Then this may be the job for you.

The Social Inclusion and Equality Team is responsible for progressing initiatives that support a safe and inclusive city for all Canberrans. Examples of these initiatives currently include the Office for LGBTIQ+ Affairs, Social Inclusion Grants, the Chief Minister's Charitable Fund and coordination of the ACT Government response to the Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission).

This is a temporary position to provide additional senior leadership alongside the existing Senior Director. The new position will mainly focus on projects relating to the Royal Commission, Child Safe Standards and Reportable

Conduct Scheme matters. Additional opportunities across the Social Inclusion and Equality work program will be negotiated with the successful applicant.

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. 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. CMTEDD also supports flexible work conditions and this position is being offered either full time or four days per week.

How to Apply: A 1,000 word statement of claims, outlining their skills and experience, taking into account the above criteria. Each criteria does not have to be individually addressed, but the overall statement should give the panel a good understanding of your claims in each area as well as a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Barnard (02) 6207 7525 belinda.barnard@act.gov.au

Shared Services

Payroll and HR Systems

Payroll

Payroll Operations Manager

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 37170, several)

Gazetted: 18 November 2019

Closing Date: 29 November 2019

Details: The Payroll Operations Manager oversees several large operational teams responsible for the timely and accurate processing of fortnightly payroll to ACT Government employees. The Operations Manager works closely with the Executive Branch Manager and Senior Director, multiple directorate HR units, key stakeholders and customers to achieve quality service delivery outcomes.

To be successful in this role you need to be a team player, value inclusion and diversity, and have excellent communication skills, sound judgement and a commitment to continuous improvement. You will also be confident in resolving problems and providing clear, constructive and timely advice.

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: The Payroll Operations Manager must have extensive knowledge of payroll operations and systems, including risk awareness and process controls, and a demonstrated ability to work in a complex and high pressured environment. The ability to interpret relevant compliance and legislative resources and contemporary Human Resources policies and practices is also essential. An ACT Government CMTEDD Baseline clearance is required for this position. Driver's licence is 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.

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: Amanda Wilson (02) 6207 1446 amandal.wilson@act.gov.au

Commercial Services and Infrastructure

Shared Services

Financial Services

Director - Financial programs and Initiatives

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45664)

Gazetted: 18 November 2019

Closing Date: 25 November 2019

Details: What you will do: the successful candidate will join the Shared Services Financial Applications Support business unit to manage and deliver a program of business initiatives and projects undertaken by Shared Services Finance including but not limited to the Financial Management Information System (FMIS) Feasibility Study project. You will also manage strategic relationships between internal program areas and other external

stakeholders as well as deliver the sections program of work, ensuring relevance of content, continuous progress, tangible outcomes, and developing strategic plans that consider work in the context of future priorities. This position may supervise staff and will report directly to the Senior Director, Finance Applications Support. What we require: the position requires demonstrated experience, knowledge and skills in Oracle FMIS, procurement, project management, business analysis and change and communication management to support the delivery of strategic initiatives across Government. Stakeholder management is also a critical skill for the role as Shared Services Finance delivers a number of Whole of ACT Government projects. 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 and experience in Project Management or Accounting/Finance is highly desirable.

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

How to Apply: Suitability for this position will be assessed based on the Skills, Knowledge and Behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the Position Description. If you believe you have the required skills, sense of humour and 'what it takes' to be a success in this leadership role, please take the time to send us a copy of your curriculum vitae including the contact details of two referees, along with a 'pitch' of no more than two pages structured as a response to the following question: What are your greatest achievements over the last five years and how do these achievements demonstrate application of the Skills, Knowledge and Behaviours required for this position as documented in the Position Description?

Applications should be submitted via the Apply Now button below.

Contact Officer: Vivien Tran (02) 6205 2522 vivien.tran@act.gov.au

Commercial Services and Infrastructure

Office of the Deputy Under Treasurer

Business Manager

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 38965)

Gazetted: 18 November 2019

Closing Date: 2 December 2019

Details: The Office of the Deputy Under Treasurer, Commercial Services and Infrastructure is seeking Expressions of Interest for the position of Business Manager.

This position reports directly to the Deputy Under Treasurer and is responsible for coordinating workflow through the Office of the Deputy Under Treasurer, Commercial Services and Infrastructure in relation to briefs, correspondence, Cabinet and Legislative Assembly documents, as well as preparing strategic and complex submissions, reports, briefs and correspondence in relation to a diverse range of matters on behalf of the Deputy Under Treasurer, Commercial Services and Infrastructure.

Note: This is a temporary position available from 19 December 2019 to 7 February 2020.

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

How to apply: Expressions of Interest are sought from candidates and should include a two page statement outlining their relevant experience against the selection criteria, contact details of two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Further information about the position is available from Shannon Rowe, shannon.rowe@act.gov.au, (02) 6207 5759

Finance and Budget

Budget and Infrastructure Coordination

Director

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 33582)

Gazetted: 19 November 2019

Closing Date: 26 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 Director with the Budget and Infrastructure Coordination Branch. Duties to be undertaken with minimal direction include but are not limited to: undertaking complex

research and analysis, preparing legislation, formulating strategic policy on infrastructure investment, preparing complex reports, briefs, cabinet submissions, budget papers, infrastructure planning and providing responses to select committee reports. The applicant will require excellent 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.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in business, journalism, law, accounting, economics, finance or similar field are highly 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: Suitability for this position will be assessed based on the Skills, Knowledge and Behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the Position Description. If you believe you have the required skills and qualifications, please send us a copy of your curriculum vitae including the contact details of two referees, along with a statement of claims against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Norman Fraser (02) 6205 3176 norman.fraser@act.gov.au

Access Canberra

Policy, Governance and Support

Operation Bedrock

Administrative and Governance Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 55661)

Gazetted: 18 November 2019

Closing Date: 2 December 2019

Details: Are you a go-getter with a 'can do' attitude that thrives in a busy and diverse team? Are you a problem solver, do you have analytical mindset? Then this is a great opportunity for you!

Access Canberra is working to set a new benchmark for service delivery in the ACT and is changing the way we do business, for the better! To support this objective Access Canberra's governance needs to be both robust and flexible if it is to meet the needs of the organisation into the future and continue to provide a sound platform that supports the variety of regulatory services and functions we provide.

The Operation Bedrock team is a fast-paced team within the Projects, Governance and Support Branch, responsible for delivering governance assurance, accommodation and facilities management to the agency. We are seeking new officers to help us on our journey to good governance and business improvement. These people will have experience in administrative and business support, customer service, a broad understanding of government operations, including compliance and governance frameworks and their linkages to government priorities; and have experience or interest in facilities management and strategic accommodation.

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 Governance, Facilities or Accommodation and high level communication skills are desirable. A current driver's licence is essential.

Note: This position may involve direct supervision of staff. Access Canberra has adopted activity-based working (ABW) and the successful applicant(s) will not have a designated desk so must have a flexible work approach and be comfortable getting out across our sites.

How to Apply: Interested? Tell us all about yourself and why you would be the perfect candidate for the job by including a statement of no more than two pages addressing the Selection Criteria in the attached Position Description, a current curriculum vitae and contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Andres (02) 5124 9224 daniel.andres@act.gov.au

Shared Services ICT

Technology Services Branch

Technical Services Delivery

Senior Storage and Backup Specialist

Senior Information Technology Officer Grade C \$106,043 - \$114,146, Canberra (PN: 14286)

Gazetted: 18 November 2019

Closing Date: 2 December 2019

Details: Shared Services are seeking an appropriately skilled and experienced person to join the Storage and Backup Team in the role of Senior Storage and Backup Specialist. The successful applicant will be required to provide technical team leadership of the Shared Services Storage and Backup environments. They will, as part of a small team be responsible for the day-to-day management, administration, monitoring and maintenance of the storage and backup infrastructure for the ACT Whole of Government (WhOG) environment. Advanced knowledge of and experience with:

Commvault Simpana V11

Hitachi data storage arrays and fibre channel storage area networks

TCP/IP NAS storage systems including Hitachi, EMC, NETAPP storage systems

Brocade Fibre Channel switching and multi-blade directors, and associated fibre technologies

General storage provisioning and backup and recovery procedures for Microsoft clusters, VMWare snapshot

integration, Active Directory, Microsoft SQL and Oracle database application servers and Azure / AWS Cloud

Technologies would also be highly advantageous. 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: The successful applicant will be required to have or be able to attain a security clearance at the Negative Vetting 1 level.

Notes: This is a temporary position available immediately until 30 June 2020 with the possibility of permanency.

Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

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

Commercial Services and Infrastructure

Shared Services

Partnership Services

Shared Applications Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 14680)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: Partnership Services is seeking highly motivated individuals to manage a team providing high level system administration, business as usual and project support to the ACT Government's Electronic Document Records Management Systems (EDRMS). The successful applicant will also lead the team in the provision of support to the ICT change management processes, technical resourcing requirements involved in system upgrades; and provides strategic direction for the growth and development of these 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.

Eligibility/Other Requirements: An ACT Government CMTEDD Baseline clearance is required for this position.

Driver's license class C preferred.

Note: This is a temporary position available from 6 January 2020 for six months with the possibility for 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. 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 please complete a response to the Selection Criteria outlined in the attached Position Description, 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.

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

Policy and Cabinet

Social Policy and Commonwealth State Relations

Office for LGBTIQ Affairs

Assistant Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 33924, several)

Gazetted: 14 November 2019

Closing Date: 29 November 2019

Details: An exciting opportunity exists to join a team at the forefront of advancing LGBTIQ+ rights. The Office for LGBTIQ+ Affairs exists to make Canberra the most LGBTIQ+ welcoming and inclusive city in Australia. Our vision is for a fair and inclusive Canberra – which we work towards by focusing on equality for all LGBTIQ+ Canberrans, their families and communities. As part of the Capital of Equality action plan, we are taking action on several urgent priorities in the next 12 months to protect LGBTIQ+ people from discrimination and harm. This includes leading work to ban conversion therapies and protect the human rights of intersex people in the context of medical interventions. We are looking to match the right candidates in both permanent and temporary opportunities. As Assistant Director, you'll assist with the day to day management of the Office and have the opportunity to directly influence the broader work of a small, committed and highly effective team. We require people who are passionate about LGBTIQ+ rights and who will contribute energy, enthusiasm, adaptability and lots of good ideas to the team.

Eligibility/Other requirements: Qualifications and/or experience in law, public policy and research, and/or LGBTIQ+ interests are highly desirable.

Note: Permanent and temporary opportunities available.

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.

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.

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: 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.

Contact Officer: Further information about the position is available from David Momcilovic, david.momcilovic@act.gov.au, (02) 6205 0743

Shared Services ICT

Customer Engagement Services

CIT ICT

Senior Applications Administrator

Senior Information Technology Officer Grade C \$106,043 - \$114,146, Canberra (PN: 05456)

Gazetted: 19 November 2019

Closing Date: 5 December 2019

Details: The Shared Services ICT- Canberra Institute of Technology (CIT) ICT team administer the business systems servicing the administrative and operational needs of the CIT. In this role, you will provide second-level and third-level support for the institute's Student Management System - Banner.

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

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

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

Eligibility/Other Requirements: You should be highly experienced with contemporary web development languages, Java/Java Enterprise, JavaScript, Oracle Reports, Spring Framework, PL/SQL and Linux-based server hosting environments. Experience in Groovy, Grails, Apache Tomcat and the Banner suite of applications is highly desirable. You should also be proficient in software configuration management using version control tools such as Git or Microsoft Team Foundation Server.

How to apply: Interested eligible candidates should review the attached Position Description and provide a curriculum vitae of no more than three pages, supported by a two page written application or "pitch" to support their application. This should contain evidence of their suitability for the role by including examples that clearly demonstrate relevant skills, knowledge and behavioural capabilities as required. Please also provide the names and contact details of two referees.

Contact Officer: Further information about the position is available from Baldev Mandhan
baldev.mandhan@act.gov.au, (02) 6207 5167

Economic Development

Skills Canberra

Executive Branch Manager's Office

Executive Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 02388)

Gazetted: 20 November 2019

Closing Date: 4 December 2019

Details: The Skills Canberra business unit is looking to backfill the Executive Officer position. Skills Canberra is responsible and accountable for the provision of strategic advice and overall management of Vocational Education and Training (VET). Skills Canberra also manages Commonwealth and ACT funding directed to VET programs in the ACT. This includes administering territory and national funds for a variety of programs addressing skills development for entry level and existing workers, as well as adult community education. The VET system in the ACT responds to the demands and requirements of industry and the community. Skills Canberra gathers advice from research and industry stakeholders to predict industry trends and identify the future training requirements of the ACT.

The Executive Branch Manager's Office works closely with all Skills Canberra business units to support the provision of timely, high quality information and advice for the Branch, Directorate and Minister. This includes the management of VET-related ACT Legislative Assembly, Cabinet and government reporting commitments, and oversight and management of Skills Canberra's involvement in national and ACT VET-related 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.

Eligibility/Other Requirements: The successful occupant will demonstrate the following:

High level written and oral communication skills, together with research, negotiation, liaison and representational abilities.

Proven ability to interpret policies, regulations, instructions or other guideline materials and undertake analysis of a complex or specific nature to provide high quality, strategic advice to the senior executive and Ministers.

Excellent administrative and organisational skills, and a demonstrated ability to plan, prioritise, co-ordinate, and manage workflows associated with a busy business environment.

Capacity to work under pressure and tight timeframes and operate effectively with minimal supervision.

Proven ability to consistently display commitment and leadership with high quality customer service practices and attributes.

Demonstrated ability to cultivate productive working relations and develop and enhance client service. This position requires a comprehensive working knowledge of WIRE/TRIM.

Note: This is a temporary position available for 10 months, with a possibility of extension or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the attached Position Description along with contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josephine Andersen (02) 6207 4791 josephine.andersen@act.gov.au

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

Manager, Training and Workforce Development

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45734)

Gazetted: 15 November 2019

Closing Date: 2 December 2019

Details: The Manager, Training and Workforce Development role is responsible for the delivery of a cohesive and structured approach to the design, development and delivery of Child and Youth Protection Services (CYPS) operational training programs and projects. The position is responsible for delivering training, resources, tools and processes that embed organisation policy into practice. The role will provide strong leadership and implement improvement strategies to enable CYPS to continue to grow capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other Requirements:

Essential:

Relevant tertiary qualifications and/or experience in adult training and development.

Experience in preparation and delivery of online and face to face training modules.

Expertise in the use of ICT business systems and applications used to develop training modules.

Desirable:

Relevant tertiary qualifications and experience in project management change management or related discipline.

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 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: Jodie Robinson (02) 620 74732 cypsrecruitment@act.gov.au

Education

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

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

Service Design and Delivery

Student Engagement

Network Student Engagement Team

HP3 Physiotherapy

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 45773)

Gazetted: 20 November 2019

Closing Date: 6 December 2019

Details: This position is to provide physiotherapy supports within ACT Public Schools, including the provision of information, advice and professional learning to school staff. The applicants for this position should have experience in providing physiotherapy supports in a school-based team. HP3 Physiotherapists 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.

Eligibility /Other Requirements:

Tertiary qualifications or equivalent in Physiotherapy. Tertiary qualification or equivalent in Physiotherapy. Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for membership with the Australian Physiotherapy Association.

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.

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

Current driver's licence essential.

A minimum of at least five years' experience as a physiotherapist is highly desirable.

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 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: Teresa Carr 0466468041 or 62027 5430 teresa.carr@ed.act.edu.au

School Performance and Improvement Division

North Gungahlin

Dickson College

Classroom Teacher

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 08898)

Gazetted: 18 November 2019

Closing Date: 2 December 2019

Details: Dickson College is seeking a highly motivated, dynamic and innovative classroom teacher who will work within the Support Programs faculty to deliver quality learning outcomes to students in the Learning Support Unit (LSU), Learning Support Centre (LSC) and Inclusion Support. The successful applicant should have experience supporting students with complex needs and have a second teaching area. Potential applicants should possess a proven ability to establish an inclusive and flexible school environment. They will possess a deep understanding of how to support the academic, social and emotional development of students with a range of complex needs and challenging behaviours. The successful applicant needs to be able to be self-directed while also working closely in a small team to achieve faculty priorities.

Eligibility/Other Requirements:

Mandatory

Registration or eligibility for registration with the ACT Teacher Quality Institute.

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.

Highly Desirable

Qualifications and/or significant experience in teaching students with disability, complex needs and/or a trauma background.

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Demonstrated high level interpersonal and communication skills with the ability to work collaboratively to build positive relationships with students, staff and the community.

Demonstrated ability to understand, communicate with and effectively interact with people across cultures.

A deep understanding of and commitment to the principles and practices of inclusive education.

How to Apply: Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers. Your two-page statement does not need to address each individual standard, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Applications should be submitted via the Apply Now button.

Contact Officer: Michelle Morthorpe (02) 6142 0140 michelle.morthorpe@ed.act.edu.au

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

Service Design and Delivery

Student Engagement

Jervis Bay Primary School (Network Student Engagement Team)

Speech Language Pathologist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 44925)

Gazetted: 18 November 2019

Closing Date: 4 December 2019

About Jervis Bay and Jervis Bay Primary School

Jervis Bay is in the Shoalhaven region of New South Wales, approximately three hours' drive south of Sydney and north east of Canberra. Jervis Bay Primary school is a vibrant school community committed to maximising opportunities for every student to learn and play in a friendly and safe environment.

Details: This position is to provide speech language pathology supports to the Jervis Bay Primary School community including the provision of information, advice and professional learning to school staff. As a member of the ACT Education Directorate Speech Language Pathology team based in Jervis Bay, you will work full-time at the school building school capacity and providing targeted intervention to benefit students who require speech language pathology support to access the curriculum. In this position, there is the opportunity to contribute to the development, implementation and evaluation of programs and to support the school team to make reasonable adjustments to assist students with additional speech, language and communication needs access learning opportunities. Regular support and supervision will be provided along with opportunities to travel to Canberra to attend professional learning and to network with the NSET SLP and interprofessional team. Remote access to consultation with a wider team of professionals' i.e. occupational therapy, inclusion officers, social workers, will also be available.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Speech Pathology. Eligibility for membership or registration with the appropriate professional body/bodies, refer to duty statement. Current driver's licence.

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

Note: This is a temporary position available commencing January 2020 for 12 months with the possibility of extension and/or permanency. Full-time or part-time applications may be considered. Full-time salary noted above will be pro-rata for any part-time work. 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. HP2 Speech Language Pathologists with relevant skills and experience may be considered for this HP3 position.

How to Apply: Please provide a covering letter that briefly introduces yourself along with your response to the following two questions (letter should be no more than two A4 pages, Font size 11)

Describe a time you have worked within a school as a speech language pathologist, how did you know your contribution was adding value?

As a member of the school team, tell us why you would be successful in this role?

Please do not reduplicate information from your curriculum vitae in your responses.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Piper 0466 852 573 tania.piper@ed.act.edu.au

Director-General

Executive Support Officer to the Director-General

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 10022)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: This is an opportunity to work in a fast-paced office, providing direct, strategic support to the Director-General of Education. The position occupant will require excellent oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders and members of the public. The successful applicant will get to work directly with senior executives, gaining valuable experience in an 88 school education system with over 49,000 students from early childhood through to college. The position requires a flexible and adaptable approach to tasking to ensure the work of the Director-General progresses in a timely and efficient manner. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants are asked to prepare a maximum two-page Expression of Interest addressing the selection criteria. For more information about the position, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Madeleine Finch (02) 6205 9156 madeleine.finch@act.gov.au

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Investigation Officer

Professional Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 36490)

Gazetted: 18 November 2019

Closing Date: 29 November 2019

Details: Early Childhood Policy and Regulation is seeking an experienced Investigation Officer to work with an Investigation Team that is responsible for the assessment and investigation of notifications and complaints under the *Education and Care Services National Law (ACT) Act 2011* (National Law) and the *Children and Young People Act 2008* (CYP Act). Children's Education and Care Assurance (CECA), is a team within the Early Childhood Policy and Regulation (ECPR) branch of the ACT Education Directorate. CECA is staffed by professionals with experience and qualifications in either or both Children's Education and Care and/or Government Investigations. ECPR is the ACT Regulatory Authority administering legislation covering approved early childhood education and care services and licensed childcare services in the ACT. ECPR is responsible for issuing approvals for providers, services and certified supervisors and assessing, monitoring and enforcing compliance with the National Law. CECA comprises three teams; Quality Assessment and Rating, Audit and Risk Management and Investigations. The Investigation Officer will assess and investigate notifications and complaints made to CECA pursuant to the National Law and the CYP Act. They will conduct inspections, interview relevant parties, and draft witness statements relevant to investigations. The successful candidate will have well developed interpersonal communication and leadership skills, including the ability to liaise, consult and negotiate with key stakeholders. They will also provide comprehensive and sound reports and recommendations to the Investigations Team Leader and Branch Director.

Eligibility/Other Requirements:

Diploma or Tertiary qualification in investigations, a relevant discipline or equivalent experience is required. Knowledge and understanding of the *Education and Care Services National Law (ACT) Act 2011*, the *Children and Young People Act 2008*, the *Education and Care Services National Regulations 2011* and the *ACT Childcare Services Standards* is desirable. A current driver's licence. 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

Notes: This is a temporary position available for twelve 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 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: Janine Fairburn (02) 6205 4390 janine.fairburn@act.gov.au

School Performance and Improvement Division

Tuggeranong Network

Richardson Primary School

Business Manager

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 28130)

Gazetted: 19 November 2019

Closing Date: 26 November 2019

Details: Applications are sought for the position of Business Manager at Richardson Primary School. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for Human Resource, Finance, Risk and Directorate compliance management. Knowledge and Skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the Principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the Executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: This position requires a high understanding of Financial and Human Resource management, computer systems and an understanding of the school environment. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

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 pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees. 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: Anna Wilson (02) 6142 3630 anna.wilson@ed.act.edu.au

School Performance and Improvement

North/Gungahlin Network

Lyneham High School

Finance Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 31547)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: Lyneham High School is seeking a highly motivated person to fill the role of Finance Officer. The successful applicant will maintain the school's financial systems, will assist in the preparations of budgets, monitor expenditure and produce financial reports. They will possess excellent communication and customer service skills and proven ability to work within a busy work environment with competing demands. The successful applicant will be required to supervise and provide training to administration staff and undertake administrative duties as necessary.

Eligibility/Other Requirements: This position is required to work during stand down periods between school terms to undertake duties as directed. 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 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: Jane Herring (02) 6142 1171 jane.herring@ed.act.edu.au

School Performance and Improvement

North/Gungahlin Network

Lyneham High School

Executive Assistant to the Principal

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 45687)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: Lyneham High School is seeking a highly motivated individual to work as Executive Assistant to the Principal and Senior Executives. The successful applicant will work closely within the leadership team and show a considerable degree of independence and consistently exercise sound judgment and confidentially. Further duties include school reception, school enrolments, 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. 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: Jane Herring (02) 6142 1171 jane.herring@ed.act.edu.au

Classroom Teachers – Graduates and New Educators

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: CT, several)

Gazetted: 14 November 2019

Closing Date: 20 November 2019

Details:

Best starting pay from \$71K - Teach in Canberra

Permanent and Contract roles starting in 2020 – Secure in Canberra

Well-Funded, Well Planned, Well Resourced - Welcome to Canberra

Join ACT Education as a Graduate or New Educator in a permanent or contract role to experience support and rewards that no other system in Australia offers. We have an exciting Future of Education strategy – which has a core foundation of Empowered Learning Professionals and our Directorate vision is “a Leading Learning Organisation where people know they matter”. With people at our heart, we are the best rewarded and most compact school system and we want to speak to you about your teaching career.

Teachers – Graduates and New Educators (first 3 years)

We are looking for educators at the start of their journey who want to make a difference and bring their careers to Canberra. Lots of employers talk about support but our new educator induction and support program ensure that you will receive the support you need to flourish. With great access to professional learning, mentoring programs and face to face networking opportunities our geographically compact nature means we can deliver more to our Teachers – especially at the start of their careers. So, the improved lifestyle that comes from living in Canberra won't be the only benefit from the move, your teaching career will also benefit.

Be part of the strategy

The ACT has a landmark strategy for the next decade in ACT Education and we'd like you to be a part of it. We call it the *Future of Education* and at its core are the following key foundations:

Place students at the centre of their learning

Empower teachers, school leaders and other professionals to meet the learning needs of all students

Build strong communities for learning

Strengthen systems to focus on equity with quality

The ACT Education Directorate has a new Enterprise Agreement continues to support teachers in providing the high-quality teaching and learning that makes the ACT a national leader in education. The new Agreement makes ACT teachers Australia's top paid teachers, however, there is more to the agreement than just attractive pay scales. The Agreement includes a range of excellent working conditions that will further improve our teachers' capacity to deliver high quality educational outcomes for all of our students.

Be rewarded now and into your future

Outside of the classroom there are even more benefits to moving your teaching career to ACT Public Education. Secure Permanent Positions where you won't need to move towns.

12% salary increase over the life of the new EA

Employer superannuation contributions increasing to 11.5%

An additional employer superannuation contributions of up to 2% when you contribute an additional 3%

Even more benefits to working for us

With Canberra being one of the fastest growing areas in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities to teachers within our unique Directorate:

Market leading new educator support – formal development and mentoring supported by reduced contact hours. Within the ACT Education Directorate, you can have a career without needing to move towns every three to five years.

You can drive from one end of town to the other in 40 minutes

Your skills and experience

Our Graduate and New Educators can work in a wide range of educational settings so you may have a specialisation or have a more generalist background but either way there are plenty of opportunities in Canberra. We need you to bring your energy, motivation and:

Demonstrated capacity to develop and deliver effective, engaging and differentiated learning programs within the Australian Curriculum and/or the Board of Senior Secondary Studies.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Your Application: Please click <https://app.revelian.com/HorizonOneRMS/ap73556/> to commence the application process.

For any questions regarding this recruitment process please contact: acteducation@horizonone.com.au

Contact Officer: Horzone 6205 4698 acteducation@horizonone.com.au

School Performance and Improvement

North and Gungahlin Network

Amaroo School

Staffing Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 11537)

Gazetted: 18 November 2019

Closing Date: 2 December 2019

Details: Amaroo School is a large Pre-school - Year 10 School and we are looking for a highly organised and motivated person to join our dynamic office team in the role of Daily Staffing Officer. The successful applicant will demonstrate strong administrative skills, work well both independently and as part of a team as well as demonstrate the ability to meet deadlines on a daily basis in a busy school setting. They will also have strong communication skills as key duties include liaising with relief staff daily and communicating clearly with teaching staff, support staff and executive around the daily staffing requirements of the school.

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

Note: This is a temporary position commencing in January 2020 for 12 months with the possibility of permanency.

The role of Daily Staffing Officer will require flexibility in working hours.

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: Jessica Read (02) 6142 1266 jessica.read@ed.act.edu.au

School Performance and Improvement Division

Belconnen Network

Kingsford Smith School

Building Service Officer

Building Service Officer 3 \$67,752 - \$71,593, Canberra (PN: 28972)

Gazetted: 19 November 2019

Closing Date: 26 November 2019

Details: Kingsford Smith School is seeking a highly motivated person to undertake the position of Building Service Officer (BSO). Kingsford Smith is a dynamic and growing Preschool to Year 10 School. The applicant will need to be pro-active and work in close collaboration with the Business Manager and the Facilities Manager to maintain and improve our school. The position involves a wide variety of maintenance jobs and overseeing contractors undertaking major works. This position requires initiative and independent judgement, identify and complete repairs to trade/industry standard within required time frames to ensure a safe, clean and maintained environment.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience is desirable. Evidence of the completion of Asbestos Awareness training delivered by a Registered Training Organisation is 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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndsee Mahl (02) 6142 3403 lyndsee.mahl@ed.act.edu.au

School Performance and Improvement Division

North and Gungahlin Network

Campbell High School

Building Service Officer 3 (BSO3)

Building Service Officer 3 \$67,752 - \$71,593, Canberra (PN: 41981)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: Campbell High School is seeking a highly motivated and proactive person to undertake the position of Building Services Officer (BSO). The BSO will work in close collaboration with the Business and Facilities Manager to maintain and improve our school. The position involves a wide variety of maintenance jobs and the overseeing of contractors undertaking major works. Must be a self-starter, able to work independently and with school staff to ensure a safe, clean and well maintained environment.

Eligibility/Other Requirements: An industry recognised trade qualification or equivalent work experience is desirable. Evidence of the completion of Asbestos Awareness Training delivered by a Registered Training Organisation is 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

Note: 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 two referee's reports.

Applications should be submitted via the Apply Now button.

Contact Officer: Julie Molyneux (02) 6142 3166 julie.molyneux@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

South Canberra/Weston Network

Mount Stromlo High School

Executive Assistant and Staffing Officer

School Assistant 4 \$64,615 - \$69,965, Canberra (PN: 43595)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: Applications are sought for an experienced officer to be the Executive Assistant to the Principal and Staffing Officer. The Executive Assistant liaises across the school community with various stakeholders, whilst maintaining a high level of confidentiality and discretion, responds quickly to business needs and adheres to tight timeframes. The Executive Assistant provides strategic, operational and administrative support to the Principal and school leadership team. The role is required to exercise a considerable degree of independence and consistently exercise sound judgment. This includes diary and mailbox management, providing secretariat support for committees and meetings, coordinating action items, preparing correspondence and some research and policy development. Further duties include leading the school's communication and marketing strategy, and other duties as determined by the Principal. As the Staffing Officer, the applicant works closely with the Deputy to forward plan the relief needs of the school, as well as manage the day to day coverage of classes and liaise with relief teachers.

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.

Highly Desirable: Knowledge of Outlook, Timetabling Solutions and Sentral. Desirable: First Aid Certificate or a willingness to undertake appropriate training. Certificate IV or equivalent e.g. Business Administration, Government (School Support Services), Government.

How to Apply: Applicants will need to address the Selection Criteria and provide a current curriculum vitae and names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Scott (02) 6142 3432 sue.scott@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Hawker College

Student Support Officer

School Assistant 4 \$64,615 - \$69,965, Canberra (PN: 40292)

Gazetted: 20 November 2019

Closing Date: 4 December 2019

Details: Hawker College is a public senior secondary school catering to Year 11 and 12 students. The position sits within a Student Services team responsible for among other things: student attendance and engagement; counselling, pastoral care and interest groups; academic, vocational and transitions monitoring; careers, work experience and ASBA; disability and study support services. The position is a split position comprising 50% Administration/Operational functions and 50% Student Services/wellbeing functions. Manage the day-to-day operations and administration of the Student Services team; Deliver programs and activities that support all student's physical and emotional needs, behaviour management and social skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

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.

Highly Desirable: Business Administration and/or Youth Work qualifications.

Desirable: Experience in secondary school settings First Aid qualification or willingness to undertake this training.

Note: This is a temporary position available from 28 January 2020 until 27 January 2021 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to submit 1) address the Selection Criteria located in the Position Description; 2) a current curriculum vitae; 3) two referee reports, please see attachments (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: Lyndall Henman (02) 6142 0355 lyndall.henman@ed.act.edu.au

School Performance and Improvement

North/Gungahlin Network

Gungahlin College

Science Assistant

School Assistant 3 \$53,889 - \$57,998, Canberra (PN: 21045)

Gazetted: 15 November 2019

Closing Date: 22 November 2019

Details: This position provides support to science classes and staff at Gungahlin College. Subjects include chemistry, biology, human biology, interdisciplinary science, flight and mechatronics. Applicants must have recent experience and qualifications with chemical handling and storage.

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.

Highly Desirable: First Aid Certificate or a willingness to undertake appropriate training. Certificate III or equivalent in a field relevant to chemical handling/science e.g. Laboratory Skill

Note: 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: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

School Performance and Improvement

North/Gungahlin Network

Gungahlin College

Hospitality Assistant

School Assistant 2 \$47,563 - \$52,519, Canberra (PN: 31497)

Gazetted: 15 November 2019

Closing Date: 22 November 2019

Details: This position provides support to Hospitality classes and staff at Gungahlin College. Subjects include chemistry, biology, human biology, interdisciplinary science, flight and mechatronics. This position does require some manual handling and is responsible for ensuring that the kitchen and associated areas are clean and tidy in line with policies and procedures.

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.

Applicants must have recent experience and current qualifications in food handling. Desirable: First Aid Certificate or a willingness to undertake appropriate training. Certificate III or equivalent or relevant Trade qualification e.g. Hospitality, School Support Services.

Note: 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: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Kingsford Smith School

School Secretary

School Assistant 2 \$47,563 - \$52,519, Canberra (PN: 15576)

Gazetted: 19 November 2019

Closing Date: 26 November 2019

Details: Kingsford Smith School is seeking a highly motivated and experienced person to manage a busy work environment that has competing demands for the position of School Secretary. Kingsford Smith School is a Preschool to Year 10 campus. The ideal candidate will have demonstrated high level management and communicate effectively with colleagues, senior staff members and stakeholders, ensuring that high quality customer service is delivered. The school Secretary will be responsible for a wide variety of administrative tasks. Proficient use of IT software and equipment is required to prepare all school excursion applications, school newsletter, standard correspondence, data entry, records management and secretariat support to the Executive team. The applicant will also be required in assisting in the planning, preparation and/or set up of school events including Information evenings and parent teacher interviews.

Eligibility/Other Requirements: First aid certificate 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.

Note: 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: Lyndsee Mahl (02) 6142 3403 lyndsee.mahl@ed.act.edu.au

School Performance and Improvement

North/Gungahlin Network

Gungahlin College

Visual Arts Assistant

School Assistant 2 \$47,563 - \$52,519, Canberra (PN: 19526)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: This position provides support to Visual Art classes and staff and related classes who access the Visual Arts building at Gungahlin College. This position does require some manual handling and is responsible for keeping relevant areas clean and tidy in line with policies and procedures.

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.

Highly Desirable: First Aid Certificate or a willingness to undertake appropriate training.

Note: This is a part-time position at 18.75 hours per week and the full-time salary noted above will be paid pro rata. Selection may be based on application and referee reports only.

How to Apply: 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: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

Majura Primary School

Principal - Majura Primary School

School Leader A 1 \$163,413, Canberra (PN: 01812)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: About the School:

Majura Primary School aims to provide a caring environment where students enjoy learning, develop skills, make friends and establish social connections with their community, The school delivers strong academic achievement, in an environment where teaching and learning is supported by skilled and inspired staff, strong community involvement and integrated and effective technologies.

Majura Primary uses an integrated inquiry approach to curriculum planning, to support a greater alignment across subjects, and deliver meaningful outcomes for students. Learning at Majura Primary is underpinned by the school values of Respect, Excellence and Responsibility. The school uses these values to guide behaviours and develop respectful relationships and effective learning.

Majura Primary School is community centred. There is a high level of parent engagement in many programs, from reading in classrooms to working with staff in the school's Stephanie Alexander Kitchen Garden Program. The Education Directorate is seeking a dynamic school leader to build on the strong community engagement and partnerships.

Key Duties: The new principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As the leader of the school's executive team, you will collaboratively develop and assist in leading the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams. You will also manage the school within legislative requirements and in accordance with system and school board policies. Providing professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

The Education Directorates Priorities:

ACT Public Schools value innovative, student focused leaders who lead school communities that are welcoming, dynamic, inclusive, culturally safe and meet the needs of all students. Successful leaders in the Directorate will be people focused, have a strong commitment to the well-being of staff, students and families, and be capable of leading learning environments where all children and young people experience success, and where every teacher is empowered as an innovative learning professional to deliver high quality, engaging and differentiated learning experiences.

The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world - <https://www.education.act.gov.au/our-priorities/future-of-education>.

The execution of this ambitious agenda requires dynamic, flexible and innovative leaders who understand the challenges facing contemporary school leaders including the complexity, opportunity and challenges experienced by young people, and can ensure greater student voice and agency with increasingly personalised learning. Successful leaders in the ACT will understand that our people are our greatest resource that we are a leading learning organisation, where people know they matter and to this end all staff are engaged as learners in quality feedback and professional engagement as part of their daily experience at work. Where all staff understand the impact, they have both individually and collectively on student achievement and feel empowered and supported in their own professional growth and development.

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

How to Apply: Interested applicants in leading this Canberra public should provide curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below

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

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

System Policy and Reform

Enrolments and Planning

Senior Director, Enrolments and Planning

Senior Officer Grade A \$145,048, Canberra (PN: 41632)

Gazetted: 18 November 2019

Closing Date: 2 December 2019

Details: Education Directorate seeks a strong leader and manager as Senior Director, Enrolments and Planning for our Schools for Our Growing City Project. To respond to significant growth in student demand for government schools, the Project Team is responsible for the planning required to expand capacity in the sector across

Canberra, focussing particularly on existing and future residential growth areas. The Team will work with partner areas within the Education Directorate and also across the ACT Government to deliver new and expanded schools, including providing advice on site selection and navigating sites through the planning system. Strong skills in collaboration are essential. Knowledge and experience in land and urban planning in the ACT are highly desirable. The Team is forging new approaches to schools planning and the Senior Director must also relish innovation and working in an environment of change.

Note: This position is a temporary vacancy 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. Selection may be based on application and referee reports only.

How to Apply: Please submit a written response against the selection criteria of no more than three pages, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Howell (02) 6205 8273 elizabeth.howell@act.gov.au

School Performance and Improvement

South and Weston Network

Arawang Primary School

School Leader

School Leader B \$143,046, Canberra (PN: 04013, several)

Gazetted: 18 November 2019

Closing Date: 2 December 2019

Details: Arawang Primary School is a preschool to year 6 school located in the Weston Creek area of Canberra. Arawang strives to provide a welcoming, safe and nurturing environment which supports children to excel as learners. We are currently seeking two highly motivated dynamic school leaders who can:

In collaboration with the principal

Lead, manage and share accountability for the implementation and management of the School Improvement Plan, Annual Action Plans, reporting processes and school administration

Lead and build staff capacity to support high-quality balanced literacy and numeracy programs. Ensure consistency of practice across the school with a focus on growth in student learning outcomes

Align curriculum, pedagogy, assessment, reporting and professional learning practices in the school to ensure quality teaching and learning

Demonstrate leadership commitment to deepening the understanding of and appreciation for Aboriginal and Torres Strait Islander histories and cultures across the school

As the DECO, liaise effectively with the school psychologist, staff, students, parents and outside agencies to improve outcomes for students with disabilities. Lead special needs and wellbeing programs and processes at Arawang PS

Enhance student engagement across the school through the leadership of the Positive Behaviour for Learning (PBL) program

Manage the School Administration System and lead effective use of technology throughout the school

Engage with students, staff, parent groups and the community to embed an exciting 21 century learning culture based on Futures Focused Learning

Lead the collection and analysis of data to improve student learning outcomes

Promote engagement and communication with families and the wider school community to ensure the continuation of a positive school culture.

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.

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 Page (02) 6142 0660 jennifer.page@ed.act.edu.au

Service Design and Delivery

Universal School Supports

School Leader, Universal School Supports

School Leader B \$143,046, Canberra (PN: 31730)

Gazetted: 20 November 2019

Closing Date: 9 December 2019

Details: We are looking for a high performing individual to provide high level strategic leadership in the development and delivery of a wide range of Preschool - 12 education initiatives. You will be working in a culture of collaboration and innovation to support the provision of world-class education in ACT schools which will include new and emerging resources. You will be responsible for providing system level leadership in the implementation of the Wellbeing professional learning and Positive Behaviours for Learning framework, Australian Curriculum, General Capabilities, and Cross Curriculum Priorities, as well as the ongoing maturation of system wide access and implementation of evidence-based wellbeing strategies, pedagogy, curriculum and assessment for ACT schools. 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 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.

Desirable:

Demonstrated high level writing skills.

An understanding of Positive Behaviour for learning framework.

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. The position attracts office-based conditions, and school-based stand down periods do not. Appointment may be made on application and referee report only.

How to Apply: Applicants are to provide a Curriculum Vitae, Statement of Claims based on the leadership capabilities outlined in the School Leader Applicant Package (max five pages) and two referees (including a current or recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Martin Hine (02) 6205 4685 martin.hine@act.gov.au

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

Business Services

Strategic Finance and Procurement

Budgets and Reporting

Director

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 40960)

Gazetted: 14 November 2019

Closing Date: 21 November 2019

Details: The Strategic Finance branch requires a Finance Manager in the Budgets and Reporting sub-section who has excellent analytical and communication skills as well as a good understanding of the financial management of capital works projects/programs. The successful applicant will provide high quality financial advice and support to the Infrastructure and Capital Works (ICW) branch and senior executive within the Education Directorate. Specific priorities will include capital works related financial management, procedures, reporting, and budgeting, including the development of budget proposals for capital works projects. The successful applicant will be embedded in the ICW branch of the Directorate, and the Officer will work alongside the ICW leadership team and with individual Project Officers on a daily basis.

Eligibility/Other Requirements: Qualifications in Accounting, and membership of a relevant professional body are desirable.

Note: This is a temporary position available immediately 31 January 2020 with the possibility of permanency.

How to Apply: Applicants are requested to provide a current curriculum vitae and a response to the selection criteria of no more than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Podnar (02) 6205 3145 peter.podnar@act.gov.au

Director-General

Executive Officer to the Director-General

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 42995)

Gazetted: 15 November 2019

Closing Date: 29 November 2019

Details: This is an opportunity to work in a fast-paced office, providing direct, strategic support to the Director-General of Education. The Executive Officer has to be a flexible operator, exercising good judgement with an ability to quickly develop an understanding of complex policy and operational matters. The successful applicant will get to work directly with senior executives, gaining valuable experience in an 88 school education system with over 49,000 students from early childhood through to college. The successful applicant will be involved in a broad range of tasks, including preparing briefings, managing emerging issues, providing policy advice, representing the directorate at meetings, developing speaking notes, drafting letters, providing event management and undertaking stakeholder engagement. This role will require you to traverse the broad landscape of education, suiting an applicant with proven operational and policy experience. Direct exposure with Education policy is desirable but not essential.

Note: This is a temporary position available for a period of six months, with the possibly of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to prepare a maximum two-page Expression of Interest addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Madeleine Finch (02) 6205 9156 madeleine.finch@act.gov.au

School Performance and Improvement

North/Gungahlin

Gungahlin College

School Leader C – English & AST

School Leader C \$122,856, Canberra (PN: 25266)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: Gungahlin College is a dynamic, inspiring and nurturing learning community dedicated to educating students for an exciting future. Opening in 2011, the college is new and future focused. Featuring advanced IT options, blended and flexible learning and contemporary open learning spaces. The college offers an extensive range of contemporary courses for students in their senior secondary years. Gungahlin College is seeking an inspiring and innovative leader to join a dynamic and innovative leadership team. The role encompasses leading and managing the English Faculty, as well as leading and managing AST.

The successful applicant should demonstrate: proven implementation of effective instructional school leadership in the English Faculty; leading the innovative development of pedagogies that enhance the acquisition of literacy skills across the curriculum; skills to support the implementation of quality AST training programs and the management of the AST; experience in coaching and mentoring staff; a sound knowledge of BSSS processes and procedures in relation to curriculum, moderation and assessment; and Ability to 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.

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

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Lisa Pluis (02) 6142 1000 lisa.pluis@ed.act.edu.au

School Performance and Improvement

North Gungahlin Network

Amaroo School

Executive Teacher

School Leader C \$122,856, Canberra (PN: 30434)

Gazetted: 18 November 2019

Closing Date: 2 December 2019

Details: Amaroo School is a P-10 school located in the North/Gungahlin network. We are seeking a School Leader C to join our P-6 sector of the school. Amaroo School has been commended for: A collaborative coaching culture with a focus on learning for all. The embracing of an innovation agenda and the way the school has implemented targeted programs to meet the needs of specific student populations. The thorough embedding of formative assessment as a tool to identify and respond to student learning needs. The continued fostering of a happy and optimistic school culture. The school enjoys the support of its community as a result of inclusive and positive practices and a focus on knowing every child. Applicants are encouraged to visit the school website for detailed information and contact the contact officer directly.

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.

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

Contact Officer: William Johnston (02) 6142 3576 william.johnston@ed.act.edu.au

School Performance and Improvement Division

South Weston Network

Melrose High School

SLC Maths, IT and Digital Pedagogies

School Leader C \$122,856, Canberra (PN: 13056)

Gazetted: 19 November 2019

Closing Date: 3 December 2019

Details: The successful applicant will demonstrate the capacity to develop and achieve whole-school strategic goals in developing 21st Century Learning in Maths, Information Technology (IT) and Digital Pedagogies. They will show capacity to publish and implement processes and policies to support all staff in the school and can lead the school through any required professional learning. They will demonstrate capability to manage and to develop future planning for IT and Digital Pedagogies. The applicant will demonstrate capacity to achieve optimal social and educational outcomes for adolescent students in keeping with the school strategic directions, a teaching load commensurate with skills and abilities. As a member of the executive team, you will provide leadership in the development, implementation and achievement of school and system priorities including the effective implementation of Professional Learning Communities (PLC). You may be required to perform other cross-school roles as directed 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.

Notes: This is temporary position available from 27 January 2020 until the 26 January 2021.

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 from Professional Practice 1 Leading Teaching and Learning, 3 Leading Innovation, Improvement and Change and 4 Leading the Management of the School, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below

Contact Officer: Simon Vaughan (02) 6142 0700 simon.vaughan@ed.act.edu.au

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

Service Design and Delivery

Student Engagement

Muliyon - Flexible Education

Executive Teacher

School Leader C \$122,856, Canberra (PN: 45602)

Gazetted: 14 November 2019

Closing Date: 24 November 2019

Details: Student Engagement is seeking an experienced, skilled and dynamic teacher to work as part of the multidisciplinary team in the newly established Off Campus Flexible Learning Program. The Off Campus Flexible Learning Program is a future focused learning program for students in Years 7 – 10 and it delivers personalised, holistic and trauma informed education, particularly for young people with complex and challenging needs. The successful candidate will work closely with the Principal, Flexible Education to lead the small multidisciplinary team at the Off Campus Flexible Learning Program. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing in this role, a minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; current full teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain) and a current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011* is required. A current driver's licence and use of private vehicle is required.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the *Australian Professional Standards for Teachers* (max two-pages) and details of two referees (including a current or recent supervisor). Please also provide a copy of your TQI and WWVP registrations.

Applications should be submitted via the Apply Now button.

Contact Officer: Jackie Vaughan 0422 377 167 jackie.vaughan@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

Infrastructure and Capital Works

Assistant Director, Environmental Sustainability

Infrastructure Officer 3 \$106,288 - \$116,675, Canberra (PN: 31570)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: Do you have an interest in sustainable development and policy? Are you keen to work in a fast-paced environment? The Infrastructure and Capital Works Branch of the Education Directorate designs and delivers sustainable infrastructure projects across the ACT Public School portfolio and is seeking a motivated team player to work collaboratively with schools and other government agencies to improve the sustainable performance of

school communities and infrastructure. This role supports the Director, Asset Strategies, Environment and Sustainability in the development of strategic and operational plans to progress the Directorate's performance against sustainability priorities. As the successful applicant, you will possess a well-rounded understanding of sustainability management relating to energy, water, transport and resource management and will have a proven ability to identify and coordinate infrastructure and behavioural management strategies to achieve targeted performance outcomes. You will have experience in evaluating project outcomes and reporting against performance to a diversity of stakeholders including building managers, students and executive members. Eligibility/other requirements: Ability to work with multiple teams and schools to identify opportunities which will deliver integrated sustainability outcomes, and be familiar with ACT Government procurement and financial management procedures with a demonstrated capacity to administer project budgets. Additionally, you will need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACT Public Service Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. Desirable: Relevant tertiary qualifications and/or experience in environmental sustainability. Possession of a White Card (or willingness to complete the required training), Working with Vulnerable People Card and a current driver licence.

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

How to Apply: Please send a copy of your written application addressing the Selection Criteria and your curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Beth Mitchell (02) 6207 8364 bethl.mitchell@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

Chief Operating Officer

Finance Information and Assets

Business Support Services

Procurement Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45548)

Gazetted: 15 November 2019

Closing Date: 22 November 2019

Details: The Strategic Finance team is seeking a suitably qualified and experienced procurement officer to support its strategic and operational finance function. The successful candidate will possess an accounting qualification per the attached position description and additionally be able to demonstrate experience and knowledge of budgeting, financial reporting, accounts payable and receivable, asset management, and preparation of annual financial statements.

Eligibility/Other Requirements:

Mandatory: Tertiary qualifications in an accounting-related field.

Highly desirable: Progress towards a CA/CPA qualification.

Desirable: Experience with TM1 and Oracle.

Note: This is a temporary position available from 2 December 2019 until 27 November 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 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: John Wildermuth (02) 6205 5098 john.wildermuth@act.gov.au

**Business, Governance and Capability
People and Capability
People Services**

Assistant Director - People Services

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 15225)

Gazetted: 15 November 2019

Closing Date: 22 November 2019

Details: An opportunity exists for a highly motivated and results driven individual to join Environment, Planning and Sustainable Development People and Capability team. The People and Capability Branch supports the Directorate, the Suburban Land Agency and City Renewal Authority (the Portfolio) through a broad range of strategic Human Resource (HR) management functions that create, foster and grow a culture of high performance, excellence and integrity within the Portfolio. We are responsible for functions and services relating to: Culture and employee engagement; HR policy and guidance; Learning and development; Workplace health, safety and wellbeing; Diversity and inclusion; Workforce planning and recruitment; Performance support; and Workplace, industrial and employee relations. The People Services section manages, in partnership with ACT Shared Services, the delivery of a range of human resources programs focusing on highly responsive and consistent levels of service to both our internal and external customers. This role requires a team member who has excellent communication and organisational skills, highly developed interpersonal skills and an ability to manage competing priorities in a fast paced and multi-tasked environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: This is temporary position available until 24 January 2020. Selection may be based on application and referee reports only.

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 to the Contact Officer.

Contact Officer: Myfanwy Greenwood (02) 6205 8496 myfanwy.greenwood@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Office of CEO

Office Chief Executive Officer

Office of Chief Executive

Consultant Director Medical Services

Senior Specialist \$222,205, Canberra (PN: 45701)

Gazetted: 21 November 2019

Closing Date:

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 Consultant Director of Medical Services (CDMS) will provide high-level advice and support to the Executive Director Medical Services (EDMS) on all matters relating to junior and senior medical workforce of CHS and the management of the MSG. This position is a critical leadership role in the CHS. 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, \$360,864

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) and relevant specialist College Fellowship or equivalent specialist qualifications. Eligibility to apply for academic standing in the Australian National University Medical School. Meet

the definition of Senior Specialist in the ACT Public Sector Medical Practitioners Enterprise Agreement. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This is a temporary part time position at 20 hours per week for up to 3 years.

Contact Officer: Tonia Alexander, Business Manager (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

Office of CEO

Office Chief Executive Officer

Office of Chief Executive

Consultant Director Medical Services

Senior Specialist \$222,205, Canberra (PN: 45701)

Gazetted: 21 November 2019

Closing Date:

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 Consultant Director of Medical Services (CDMS) will provide high-level advice and support to the Executive Director Medical Services (EDMS) on all matters relating to junior and senior medical workforce of CHS and the management of the MSG. This position is a critical leadership role in the CHS. 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, \$360,864

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) and relevant specialist College Fellowship or equivalent specialist qualifications. Eligibility to apply for academic standing in the Australian National University Medical School. Meet the definition of Senior Specialist in the ACT Public Sector Medical Practitioners Enterprise Agreement. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This is a temporary part time position at 20 hours per week for up to 3 years.

Contact Officer: Tonia Alexander, Business Manager (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

Office of CEO

Office Chief Executive Officer

Office of Chief Executive

Consultant Director Medical Services

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 45697)

Gazetted: 21 November 2019

Closing Date:

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 Consultant Director of Medical Services (CDMS) will provide high-level advice and support to the Executive Director Medical Services (EDMS) on all matters relating to junior and senior medical workforce of CHS and the management of the MSG. This position is a critical leadership role in the CHS. 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: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) and relevant specialist College Fellowship or equivalent specialist qualifications. Eligibility to apply for academic standing in the Australian National University Medical School. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This is a temporary part time position at 20 hours per week for up to 3 years.

Contact Officer: Tonia Alexander, Business Manager (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

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

Corporate

Governance and Business Improvement

Ministerial Services Unit

Delegations Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 37930)

Gazetted: 20 November 2019

Closing Date: 4 December 2019

Details: The Delegations Officer provides strategic, operational and administrative support to establish and maintain Director-General and ministerial delegations. The Delegations Officer is required to exercise a considerable degree of independence, engage in continual problem solving, complex and sensitive issues management and consistently exercise sound judgment. The Delegations Officer will undertake Cabinet and ministerial processes, liaising with various senior stakeholders across the ACT Government, whilst maintaining a high level of confidentiality and discretion. The role is required to respond quickly to business needs and adhere to tight timeframes. This position also provides support on an as-needs basis as a JACS Directorate Liaison Officer. Eligibility/Other Requirements: An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes would be an advantage. An ability to manage sensitive and classified information in accordance with the Protective Security Policy Framework (PSPF). Legal and project management qualifications are desirable.

Note: This position is available from the 27 January 2020.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Bartram (02) 6207 8098 chris.bartram@act.gov.au

ACT Corrective Services

Executive Support and Government

Senior Policy Officer (Indigenous Services and Cultural Diversity)

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43036)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Senior Policy Officer (Indigenous Services and Cultural Diversity), in the Executive Support and Government unit. The successful applicant will interpret and analyse legislation, policy and practices to create insightful and intelligible documents suited to the audience at a high-level. In addition, you will develop

correctional policy and frameworks, review, research, analyse, evaluate and comment upon all relevant correctional and related matters with attention to Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse Peoples. Further to this, the successful applicant will develop, liaise and maintain networks across Government and non-Government agencies, including interstate and overseas corrections jurisdictions. The successful applicant should have a good knowledge of the functions of the ACT Government and be able to write to a high standard.

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.

Tertiary qualifications in a relevant field, e.g.: Law, Criminology, Social Sciences would be an advantage.

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

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

ACT Corrective Services

Custodial Operations

AMC Administration

Executive Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 09749)

Gazetted: 20 November 2019

Closing Date: 29 November 2019

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and organised person, to fill the role of Executive Officer to the General Manager, Custodial Operations, at the Alexander Maconochie Centre. The Executive Officer is responsible for implementing and regulating service delivery outcomes, providing high level advice on administrative, operational and legislative matters to ensure effective and efficient administration and reviewing and updating policies and procedures, ensuring compliance with relevant legislation and government objectives. To be successful, the applicant will have exceptional communication and strong organisational skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: 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.

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. Please ensure you submit all three items. One of the referees should be a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Corinne Justason (02) 6205 9788 corinne.justason@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

ESA Events Coordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44757)

Gazetted: 20 November 2019

Closing Date: 27 November 2019

Details: The Commissioner's Office of the ACT Emergency Services Agency (the Agency) is seeking a supremely personable and motivated individual to take on the newly created role of ESA Events Coordinator. This role is the product of strategic changes within the Agency, requiring the successful candidate to work autonomously, with

confidence and to a very high standard. With the appointment of a new Commissioner, this is an exciting time of change and evolution for our Agency and we are looking for someone who can work collaboratively with all of our services to identify, coordinate and manage all Agency events. This may require some evening and weekend work.

Eligibility/Other Requirements: Previous experience in event coordination is essential. A full, clean driver's licence and access to a vehicle is essential. Demonstrated experience in an Emergency Services volunteer space is desirable. 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.

Note: Selection may be based on application and referee reports only, although the Chair reserves the right to move to an interview process if deemed necessary. An order of merit will be established for filling identical vacancies within the next 12 months from this process.

How to Apply: To apply for this position please supply a current curriculum vitae with the details of at least two referees, address the Selection Criteria and submit a two page pitch on why you are the best candidate for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerri Clarke (02) 6207 8383 kerri.clarke@act.gov.au

ACT Courts and Tribunal

ACT Magistrates Court

Court Services/Listings

Team Leader - Court Services

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 02135)

Gazetted: 14 November 2019

Closing Date: 27 November 2019

Details: The ACT Courts and Tribunal are seeking persons with a strong focus on providing high level client service, good communication skills, an ability to work well within a changing environment and the capacity to work with people from diverse backgrounds to undertake the role of Team Leader, Court Services. Duties will include: providing advice and guidance on more complex matters relevant to listing arrangements; interpreting, applying and providing advice on legislation, practice directions and policies in relation to listing matters before the court; liaising with members of the Judiciary, clients and stakeholder groups; reporting on case management workload and workflow; exercising the statutory appointment of Deputy Registrar and the development; and review and implementation of new court policies, practices and procedures.

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, to apply.

Note: Selection may be based on written application and referee reports only. This selection process may be used to fill future permanent vacancies in the next 12 months. Demonstrated knowledge and understanding of the role of the Courts in the ACT Community and its practices, procedures and related legislation would be an advantage. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Felicity Perkins (02) 6207 1386 Felicity.Perkins@courts.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.

ACT Corrective Services

Community Corrections and Release Planning

Head of Programs and Reintegration

Senior Officer Grade A \$145,048, Canberra (PN: 39828)

Gazetted: 15 November 2019

Closing Date: 29 November 2019

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person, to temporarily fill the role of Head of Programs and Reintegration (SOGA). As the Head of Programs and Reintegration you will be responsible for the provision of strong, ethical and highly visible leadership to a unit focussed on the delivery of key interventions aimed at reducing reoffending both within custody and the community. You will also be responsible for overseeing the key operational areas of offender programs, Extended Throughcare and the Transitional Release Program. In addition, you will contribute to the development and delivery of both the Alexander Maconochie Centre (AMC) and the Community Corrections medium to long term strategic and operational plan, with overall responsibility for implementation of tasked items related to the reducing reoffending function. Further to this, you will be required to develop and implement strategies to enhance opportunities for detainee employment upon release and establish strong external partnerships to encourage and attract service providers to support ACTCS reintegrative work. To be successful you will possess exceptional communication and interpersonal skills 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: Undergraduate qualifications in psychology, social work or a related discipline would be highly desirable, but not essential. The successful candidate may be required to undergo a criminal record check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Current driver's licence.

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

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: Ashan Ponniah (02) 6205 2969 ashan.ponniah@act.gov.au

ACT Emergency Services Agency

Risk and Planning

Director, Planning and Preparedness

Senior Officer Grade A \$145,048, Canberra (PN: 07947)

Gazetted: 20 November 2019

Closing Date: 4 December 2019

Details: The ACT Emergency Services Agency is responsible for emergency management and related support arrangements in the Territory. The Agency has four operational services; ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service and the ACT State Emergency Service supported by enabling business units including Risk and Planning, People and Culture and Governance and Logistics.

The ACT Emergency Services Agency undertakes to:

- provide emergency services 24 hours per day every day of the year;
- provide its services efficiently and effectively within resource allocations;
- ensure that compliance activity meets legislative standards on all occasions;
- use best practice in the provision of assistance for emergencies and the conduct of community education and awareness programs; and
- train and equip our people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks.

Further information can be obtained on the ESA website <https://www.esa.act.gov.au>.

The role and functions of the Director, Planning and Preparedness, provides assurance to the Commissioner, Chief Officers and Executive Branch Manager of the effective and efficient oversight and management of emergency planning and preparedness activities at an agency wide level.

Working to business objectives set by the Commissioner and Executive Branch Manager, you and your team will work in close collaboration with the other units in Risk and Planning, the operational services and enabling business units to oversight and manage a range of activities directly linked to maintaining emergency planning and preparedness capability across the ACT Emergency Services Agency.

Eligibility/Other Requirements:

1. The successful applicant will be required to:
 - obtain and maintain a national security clearance;
 - obtain a Working with Vulnerable People Check; and
 - undergo a pre-employment medical examination.
2. Tertiary qualifications in emergency management or related discipline is highly desirable.
3. Qualification (or ability to obtain) a Level 3 Incident Controller.
4. A current driver's license with no restrictions is preferred.

How to Apply: Applicants should provide responses to the position description and provide a current curriculum vitae and at least the name of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Foot (02) 6207 8474 david.foot@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Education Officer (Clinical)

Ambulance Manager Level 2 \$124,057 - \$130,659, Canberra (PN: 23864)

Gazetted: 19 November 2019

Closing Date: 5 December 2019

Details: The Education Officer (Clinical) will be an experienced and clinically current Intensive Care Paramedic who will play key roles in leading and coordinating all aspects of clinical training and development for ACT Ambulance Service (ACTAS). The position plays a pivotal role in ensuring the maintenance of high-quality educational services to staff ensuring quality clinical care outcomes for ACTAS patients. Continuous advances in technology, health care and clinical procedures will require the position to maintain both clinical currency and an understanding of impending changes within practice along with how these influence education and training for ACTAS paramedics. 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:

Applicants must be registered with AHPRA as a paramedic (without conditions).

Applicants must hold a current Authority to Practice as an ACTAS Intensive Care Paramedic with a minimum of two years' current experience in this role.

Applicants must have relevant recent experience as an educator in an organisation engaged in the delivery of emergency ambulance (pre-hospital) services to the community.

A current driver's licence (or equivalent) is essential.

Possession of (or working towards) post-graduate qualifications in clinical education (or other relevant health related fields) would be highly regarded.

Possession of (or working towards) TAE40116 (or higher) would 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.

How to Apply: Expressions of Interest are sought from potential candidates and should include a 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, a colour copy of your current driver's licence (front and back), colour copy of your current qualifications, copies of your AHPRA registration

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown (02) 6207 8443 greg.brown@act.gov.au

Public Trustee and Guardian

Finance Unit

Assistant Director Finance Unit

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 38281)

Gazetted: 15 November 2019

Closing Date: 29 November 2019

Details: The Public Trustee and Guardian (PTG) is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community. We have a temporary vacancy until mid-March 2020 for a

motivated and well organised person who is skilled in strategic administration to act as Assistant Director in our Finance Unit. The Finance Unit provides a Corporate Finance, Investment, Funds Management, Taxation and Property service to the PTG and its clients. The successful candidate will assist the Finance Senior Director with all functions in relation to the management of the Finance Unit.

We are seeking expressions of interest from people with exceptional communication, organisational and administration skills with a strong ability to prioritise workloads.

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

Note: This is a temporary vacancy commencing ASAP until mid-March 2020. Selection may be based on application and referee reports only.

How to apply: If you are looking for a dynamic role working in a unique environment, please submit an expression of interest no longer than two pages outlining how you meet the Behavioural Capabilities, Technical Skills and knowledge components outlined in the Position Description. Also provide a current curriculum vitae and the name and contact details of two referees.

Applications should be sent directly to the Contact Officer.

Contact Officer: Further information about the position is available from Penelope Parker, penelope.parker@act.gov.au, (02) 6207 9800

Corporate

Strategic Finance

Assistant Director - Senior Management Accountant

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45668, Several)

Gazetted: 18 November 2019

Closing Date: 2 December 2019

Details: Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting managers with business specific financial needs. Strategic Finance also undertake day-to-day accounting, management reporting and analysis on capital and operating expenditure, performance indicator reporting, and other reporting activities to meet the needs of agencies and external reporting obligations.

The successful applicant/s will be required to:

assist in the development and coordination of the Directorate's annual financial statements and budget process; undertake financial analysis and budget costings;

financial, capital projects and performance management reporting and forecast;

assist in ensuring compliance with Treasury guidelines, statutory reporting and other legislation requirements and timeframes; and liaise and negotiate with other agencies as required.

Eligibility/Other Requirements: Accounting qualifications and/or CPA would be highly desirable.

Note: There are permanent and temporary positions available.

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

Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Interested applicants should provide a two-page pitch, outlining relevant experience, capabilities, initiative and motivation for the role. A current curriculum vitae and the names and contact details of two referees should also be provided.

Contact Officer: Further information about the position is available from Sharon Wong, sharon.wong@act.gov.au, (02) 6205 8217.

Community Safety

Security and Emergency Management Branch

ACT Living Safe Together Coordinator

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 35391)

Gazetted: 20 November 2019

Closing Date: 27 November 2019

Details: The ACT Living Safe Together Coordinator is responsible for developing policy and coordinating activities that are aimed toward Countering Violent Extremism (CVE) in the ACT. The Coordinator is responsible for chairing the ACT's CVE Intervention Panel and working closely with partners including the Department of Home Affairs, Australian Federal Police, ACT Policing, Health, Education and Community Services to manage CVE matters in the ACT. The Coordinator is also responsible for preparing the agenda and meeting papers for the ACT's CVE Steering Committee and contributing to CVE briefings for the ACT's security and emergency executive committees, and Cabinet. The successful applicant will have experience in case management and in developing and delivering policies and programs with a social or community focus. The ability to communicate effectively, think critically, conduct research, analysis and planning is necessary. Well-developed organisation, time management and written skills, including the ability to prepare plans, reports, meeting papers, Ministerial Briefs and Cabinet Papers is essential. The successful applicant will need to foster and maintain strong working relationships with CVE partners including the Commonwealth Government. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply

Eligibility/Other Requirements: Qualifications in Social Sciences, Criminology, Counter Terrorism or related field will be highly regarded and considered an asset. Possessing a minimum Negative Vetting 1 security clearance. 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: 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 send a written two page application addressing the Selection Criteria. Please submit your curriculum vitae with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Audrey Aquilina (02) 6207 4224 audrey.aquilina@act.gov.au

Office of the Legislative Assembly

Business Support

Information and Digital Services

Archival Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 355)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

The Office of the Legislative Assembly is undertaking an archive preservation project and requires the services of an individual with excellent attention to detail, to assist with project activities. Duties will include assessing the Assembly's archived collection, removing contaminants from these records, repackaging records and digitising any records that require it.

Note: It is anticipated the term of employment will be approximately six months on a part-time basis, with the hours to be negotiated with the selected candidate.

Note: Commencement for the position will begin in January 2020. The full time salary noted above will be paid pro rata.

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: Stuart Row (02) 6207 5919 Stuart.Row@parliament.act.gov.au

Parliamentary Support

Committee Support

Committee Secretary

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 253)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

The Office of the Legislative Assembly (OLA) is seeking applications from suitably skilled individuals to fill the role of Committee Secretary.

The successful candidate will have excellent policy analysis skills, demonstrate a high level of writing ability and be able to work effectively with internal and external stakeholders. Committee Secretaries analyse evidence and submissions, coordinate committee business, draft reports and provide procedural advice. This position provides an opportunity to work in a parliamentary environment supporting the Assembly in its work holding the executive to account and representing the people of the ACT.

Note: This is a temporary role available for eight months with the possibility extension and/or permanency.

Contact Officer: Hamish Finlay 6205 0129 Hamish.Finlay@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

Roads ACT

Road Maintenance/Program Development

Dam Safety Officer

Infrastructure Officer 2 \$84,359 - \$97,055, Canberra (PN: 45725)

Gazetted: 14 November 2019

Closing Date: 5 December 2019

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Do you want your work to make a difference to the everyday lives of Canberrans through planning and field work on the ground? If so, Roads ACT are seeking candidates for the position of Dam Safety Officer within the Roads Maintenance team. This position is critical and responsible for technical inspections of Canberra's dams in order to minimise the risk of dam safety as well as delivering a number of programs and contributing to contract management and planning both in the field and in an office environment. Please see Position Description for further details.

Eligibility/Other Requirements: Current driver's licence, Diploma Level Qualification in a relevant technical field (eg. Civil or Geotechnical Engineering).

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: Philip Prentice (02) 6205 4997 philip.prentice@act.gov.au

Chief Operating Officer

Governance and Ministerial Services

Ministerial Services Unit

Ministerial Liaison Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 10617)

Gazetted: 20 November 2019

Closing Date: 4 December 2019

Details: The Ministerial Liaison Officer reports to the Director - Ministerial, Assembly and Cabinet Services and works within a small Ministerial, Assembly and Cabinet Services (MACS) Unit within the Governance and Ministerial Services Unit to provide a range of administrative support functions in the preparation of ministerial replies, brief and constituent enquiries.

Eligibility/Other Requirements: Experience in the use of Objective would be an advantage.

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

How to Apply: Applications should be no longer than two pages addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Bourne (02) 6207 5495 sarah.bourne@act.gov.au

City Services

City Operations

Infrastructure Planning/Asset and Data Integration

Spatial Data and Information Manager - Urban Treescapes

Technical Officer Level 4 \$84,257 - \$96,430, Canberra (PN: 17872)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: Asset and Data Integration (ADI) are seeking applications to fill a Spatial Data and Information Manager role within Infrastructure Planning.

This position supports the delivery of the Urban Treescap operational programs by providing specialist geospatial and asset management services through ArcGIS Desktop and ArcGIS Online. Infrastructure Planning is responsible for supporting the operational areas of City Presentation and RoadsACT in the planning and management of our open space and public municipal infrastructure assets. Key responsibilities include strategic asset and data management, services planning and understanding deficiencies in the road network, contract management, project management, forward capital works planning, technical design review and providing Directors with support, advice, guidance and direction on all assets associated with City Presentation and RoadsACT. Within the Infrastructure Planning unit, Asset and Data Integration (ADI) support RoadsACT and City Presentation in the management of Canberra's public places and infrastructure. This position is responsible for asset, data and program management, geospatial planning and analysis, and provides business intelligence to support future strategies, policies and investment programs.

What you will do:

Investigate, develop, maintain and coordinate GIS and asset data capability to support the functions of City Presentation and RoadsACT.

Conduct use-case analysis of business functions to establish GIS application and data model requirements.

Analyse existing GIS and asset data functions, procedures, and capabilities to determine if improved methods are possible and develop and present proposals for new approaches and options to meet user needs.

Configure ArcGIS Online users, groups, and access to GIS resources for City Presentation and RoadsACT.

Provide support and training in the use of electronic equipment and database management for GIS.

2. Develop and implement best practice geospatial governance and asset data management.

3. Ensure that the reports and modelling outputs from the GIS and Asset Management System (AMS) are accurate and produced in a timely manner.

4. Support operational programs and initiatives with specialist GIS and asset data technical advice and monitor information system reporting.

5. Liaise with staff and other agencies to provide GIS and asset data leadership and advice.

6. This position may involve direct supervision of a small team of GIS and Asset Officers (one to three staff).

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) is essential

Relevant tertiary qualifications.

Note: This is a temporary position available from 19 December 2019 until 30 June 2020 with possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 provide:

a response against each of the Selection Criteria (maximum of one A4 page per criteria)

a current curriculum vitae

names and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Goodwin (02) 6205 0066 daniel.goodwin@act.gov.au

Chief Operating Officer

Legal and Contracts

Procurement and Contract Management

Procurement and Contract Management Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 40912)

Gazetted: 18 November 2019

Closing Date: 2 December 2019

Details: Transport Canberra and City Services (TCCS) is seeking applications to fill the role of Procurement and Contract Management Officer. Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. This role requires a person who can guide and assist staff at all levels within TCCS to understand and implement sound procurement and contract management practises. The Procurement and Contract Management Office plays a key role in developing and promoting agency contract management compliance with ACT Government policies and guidelines, including contract risk management. We offer rewarding careers with great working conditions, where you will work to make a difference to the everyday lives of your family, friends and community.

Eligibility/Other Requirements: Certificate IV in Procurement and/or Contract Management or equivalent and/or previous experience in a relevant field preferred.

Note: This is a temporary position available until 30 June 2020 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 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: Elita Barrett (02) 6205 5427 elita.barrett@act.gov.au

City Services

City Presentation

Licensing and Compliance

Public Use Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 17351)

Gazetted: 15 November 2019

Closing Date: 22 November 2019

Details: Licensing and Compliance (L&C) is seeking a highly motivated person to perform as primary community contact within Land Use Licensing team. The team is responsible for coordinating the access and use of public unleased land in the territory. Based at Fyshwick, the team is responsible for administering licenses and permits for public land use and works with the community and government agencies to activate public land including:

Small private activities or events

Large public or commercial events

Construction activities

Commercial or community long term use

The Public Use Officer position is the primary community contact within the Land Use Team, providing procedural and land use advice in relation to the TCCS permit approval process, the key duties and responsibilities include:

Responding to public enquiries and provide booking advice in person, via email or telephone

Processing land use applications for events and activities using an Access database

Consultation with internal and external stakeholders

Receiving public monies for events and public land use

Eligibility/Other Requirements: Permanent Australian Resident and current driver's licence is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

How to apply: Please submit a written application addressing the Selection Criteria (no more than two pages), along with your current curriculum vitae, listing two referees and their contact details.

Contact Officer: Further information about the position is available from Darren Gerrard, darren.gerrard@act.gov.au, (02) 6205 7245

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 Services

Dam Inspector

Infrastructure Officer 1 \$69,932 - \$82,628, Canberra (PN: 45724)

Gazetted: 14 November 2019

Closing Date: 5 December 2019

Details: Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Do you want your work to make a difference to the everyday lives of Canberrans through planning and field work on the ground? If so, Roads ACT are seeking candidates for the position of Dam Inspector within the Roads Maintenance team. This position is critical and responsible for inspections of Canberra's dams and assist the Manager of Dams and Hydrology in the operations and maintenance of dams both in the field and in an office environment. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples as well as people with disability 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. Driver's licence is required.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and limit responses to no more than one A4 page per Selection Criteria, and also provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Philip Prentice (02) 6205 4997 philip.prentice@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

Development Coordination

Development and Design Review

Director - Development and Design Review

Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 11893)

Gazetted: 18 November 2019

Closing Date: 25 November 2019

Details: Transport Canberra and City Services make Canberra attractive, safe and easy to move around. The City Services division is made up of City Operations (comprising Roads, City Presentation, Infrastructure Planning and Development Coordination branches) and Infrastructure Delivery and Waste (comprising ACT NoWaste, Infrastructure Delivery and Domestic Animal Services). These teams are responsible for a diverse range of activities to ensure the serviceability of ACT Government assets. City Services delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths and maintaining many of Canberra's lakes and ponds. The Development Coordination Branch has responsibility for TCCS review of external and private development, road network performance analysis and modelling and the TCCS schools program. The branch ensures quality outcomes of development across the city and undertakes work to inform infrastructure

planning. Within the branch the Development and Design Review (DDR) team is an operational section which is responsible for design review and asset acceptance relating to private and external developments including Greenfield Estates by the Suburban Land Agency. The DDR team deals with development applications which have been referred to TCCS by the Environment, Planning and Sustainable Development Directorate (EPSDD). The DDR Director provides the leadership and supervision to manage and plan the team's operational responsibilities and resourcing.

Eligibility/Other Requirements:

University degree in Civil Engineering (or similar), or suitable equivalent experience recognised by the Institution of Engineers Australia.

Minimum of eight years' experience in civil engineering or public/municipal infrastructure design and construction. Competent in Microsoft Office Suite.

Permanent Resident of Australia with a current Australian Class C driver's licence essential.

Notes: This is a temporary position available immediately until 11 May 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: Geoffrey Davidson (02) 6205 9799 geoffrey.davidson@act.gov.au

City Services

City Presentation

Urban Treescapes

Assistant Director Tree Protection

Senior Officer (Technical) Grade C \$106,043 - \$114,146, Canberra (PN: 15333)

Gazetted: 15 November 2019

Closing Date: 29 November 2019

Details: Transport Canberra and City Services is seeking candidates for the position of Assistant Director Tree Protection within the Urban Treescapes team. Urban Treescapes is responsible for the management and maintenance of more than 766,000 trees in urban areas of Canberra. The Assistant Director of the Tree Protection Unit is responsible for the administration of the *Tree Protection Act 2005* and a team of Technical Officers who oversee tree related claims procedures and provide technical advice on general tree related matters. The Tree Protection Unit receives approximately 2,000 applications each year to carry out Tree Damaging Activities on trees on leased land and processes approximately 1,000 claim related and other technical enquiries. The ACT Public Service is committed to building a culturally diverse workforce and 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: Technical qualifications in Arboriculture, Environmental Science, Urban Park Management, Amenity Horticulture, or related technical discipline. A current unencumbered driver's licence (C-class).

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

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.

Contact Officer: Rachael Dawes (02) 6205 5263 rachael.dawes@act.gov.au

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

Suburban Land Agency

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

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

Program Solutions

Sales and Client Services

Administration Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 27321)

Gazetted: 20 November 2019

Closing Date: 4 December 2019

Details: We're on the hunt for an experienced, proactive, creative and organised Branch Administration Officer to join our busy and growing team. Are you a self-driven person who is passionate about community, events, sales and marketing? Do you have great attention to detail and love helping with administrative tasks? As part of a great team, the responsibility of Branch Administration Officer will be to provide support to the community development and marketing teams (and possibly sales as required) and provide high level customer service to our suppliers, residents and stakeholders. We are seeking an enthusiastic person with a 'can do' attitude who has great initiative and a people focussed approach. This would be supported by your strong administration skills. In this role you will: Assist with day-to-day branch administration matters including invoicing, data entry, records management, capturing/monitoring expenditure, and frontline client services. Assist with weekly inventory management of stock and ensure items are current and complete. This includes regular individual event kit preparation and maintenance and regular manual handling activities (packing/unpacking of work vehicles). Assist with the administration of meetings, including scheduling, booking transport and venues, minute taking and dissemination of records to appropriate stakeholders. Liaise and negotiate with suppliers and stakeholders to achieve outcomes. This includes sourcing quotes, assisting with artwork/design requirements and coordinating print projects. Provide event support through the coordination of key activities and events such as ballots, auctions, customer information sessions and community development activities. This may include (on-site) event support. Conduct occasional site inspections for events and site presentation. Report back to the team and assist in following up with maintenance as required. Draft correspondence, procedures, reports, guidelines and communications relevant to the branch activities and project requirements. Coordinate and track messages into the team via email inboxes, social media and phone. Apply policy and legislation, including workplace relations, employment equity and diversity, occupational health and safety, access and equity, privacy provisions in work practices and in dealings with clients. We're looking for someone who; Is willing to be 100% part of the team, active during key event times and has lots of initiative. (i.e. some evenings and weekends). Has proven experience in a similar role. Is genuinely passionate about providing an amazing customer experience. Has great communication skills. 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: Frontline customer service experience, including phone and face to face customer interactions. Experience with Microsoft suite and database management. Experience in events administration and logistics is desirable.

Note: This is a temporary position up until 10 June 2020 with the possibility of extension up to 12 months.

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

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: Lisa Planinac (02) 6205 8712 lisa.planinac@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

Women, Youth and Children

Community Health Programs

Central Clinical Nurse Consultant

Registered Nurse Level 3.2 \$120,730, Canberra (PN: 27185)

Gazetted: 21 November 2019

Closing Date: 28 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 Central Regional Team sits in the Division of Women, Youth and Children, Community Health Programs and delivers a range of primary health care community-based services to children, families and schools.

The Central Clinical Nurse Consultant (CNC) is responsible for the clinical leadership of the High School Immunisation Program, the Kindergarten Health Check and the Children's Hearing Service. This role requires a highly skilled clinician who has strong interpersonal skills, embraces change and enjoys working within a small team environment.

The School Health Team

This Team delivers both the ACT High School Immunisation Program and the Kindergarten Health Check Program to all ACT schools. The School Health Team has a preventative and early identification focus with the purpose of optimising health outcomes for ACT school students. The team works cohesively with each other to maximise safety, effectiveness and efficiency. The CNC will work closely with the Central Regional Team Manager, the School Immunisation Coordinator (RN2) and the Kindergarten Health Check Coordinator (RN2) to plan, implement and evaluate the programs.

The High School Immunisation Program provides vaccination to students in accordance with the National Immunisation Program.

The Kindergarten Health Check consists of a vision, hearing and body measurement check. Parents are advised of referral options and given relevant health information handouts.

Children's Hearing Service

The Children's Hearing Service provides a standardised, comprehensive hearing health service for children aged between 18 months to 18 years; interpreting assessment results, discussing appropriate management and referral options with client/caregiver as well as provide hearing health promotion, community education and student mentoring.

Eligibility/Other Requirements:

Mandatory:

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

Must hold a current driver's licence.

Desirable:

Clinical experience and/or post graduate qualifications in a relevant clinical speciality e.g. Public Health, Advanced Clinical Practice or Paediatrics

A strong Primary Health background in a community setting

Recent experience in clinical leadership

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Carolyn Thomas (02) 5124 1631 carolyn.thomas@act.gov.au

Clinical Services

Division of Surgery

Acute Surgical Unit

Registered Nurse, Acute Surgical Unit

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 19814)

Gazetted: 21 November 2019

Closing Date: 29 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:

The Acute Surgical Unit is a 16 bed unit caring for patients in the acute phase of an actual or potential surgical complaint. Patients are primarily admitted under the Acute Surgical Unit team, as well as other surgical specialties when required, who have an expected short length of stay. We are a small team of dedicated nurses striving to provide positive outcomes for patients by promoting best practice and supporting each other in a fast-paced environment.

The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice and contribute to the development of less experienced nursing staff and students.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Three years full time post registration in Nursing,

Experience and demonstrated competence (knowledge, skills and attitude) within the specialities of General Surgery and Ophthalmology nursing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

Contact Officer: Megan Mickenbecker (02) 5124 5734 megan.mickenbecker@act.gov.au

Clinical Services

Women, Youth and Children

Community Health Programs, Central Regional Team

Kindergarten Health Check Coordinator

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 31305)

Gazetted: 21 November 2019

Closing Date: 28 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

Kindergarten students in the ACT are offered a free health check in the school setting, with parental consent. The health check includes vision, hearing, height, weight parent evaluation of developmental status and a strengths and difficulties questionnaire. Results and referral options are sent to the parents and, if permission is given, to the family doctor. Home schooled students or students absent on the day are able to 'catch up' at a booked clinic.

The Kindergarten Health Check Coordinator/s work closely with the Central Team Manager and Clinical Nurse Consultant in planning and operationalising the Program. They also work very closely with the High School Immunisation Coordinator and liaise with the Canberra Health Service, Academic Unit of General Practice.

The Kindergarten Health Check Coordinator attends the school and is part of the team to deliver either vaccinations or the Kindergarten health check when required.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence.

Desirable:

Experience delivering and coordinating a mass delivery program.

Hold a recognised immunisation qualification.

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*.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease for Category A

Note:

This is a temporary position available until 3 July 2020 with the possibility of extension and/or permanency. This is a part-time job share position at 20 hours per week and the full-time salary noted above will be paid pro rata.

Work hours are 8:00am-4:30pm Wednesday to Friday one week and Thursday and Friday the next (40 hours a fortnight). There may be the possibility of full-time hours at the end of the job share period.

Contact Officer: Carolyn Thomas (02) 5124 1631 carolyn.thomas@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Clinical Development Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 40401)

Gazetted: 21 November 2019

Closing Date: 29 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:

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

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

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

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

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

Current drivers licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Katherine McKinnon (02) 5124 0033 katherine.mckinnon@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Health Professional Level 3

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 20390)

Gazetted: 21 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

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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 RACS Physiotherapy and Exercise Physiology service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient and community-based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program (TTCP) and community based physiotherapy services. Under professional supervision from the Lead Professional for Physiotherapists, Physiotherapists are responsible for the provision of physiotherapy services in individual or group-based sessions, delivering high quality patient centred care and positive patient outcomes. Physiotherapists will be offered the opportunity to rotate through the variety of Physiotherapy related services within RACS, based at multiple locations. This position will be required to work flexibly across services / locations and participate in a weekend roster. An expected vacancy at HP3 level from Dec 2019 will open an opportunity to join the rehabilitation physiotherapy team. This is a growing team of physiotherapists, exercise physiologists and allied health assistants delivering rehabilitation and aged care services across the acute, sub-acute and community sectors. This is an exceptional team of highly motivated physiotherapists, exercise physiologists and allied health assistants providing evidence based care to patients with neurological disorders, amputees and elderly clients with multiple co-morbidities. This team delivers services at multiple locations including The Canberra Hospital in Garran, various community health centres around the ACT, patient's homes and the University of Canberra Hospital in Bruce.

Note

Selection may be made on written applications alone. This round may be used to fill more than one HP3 vacancy (both permanent and temporary) over the coming year. This round may be used to appoint part time and/or casual positions at level.

Eligibility/Other Requirements

Mandatory:

Degree in Physiotherapy.

Applicants must be HP2 level or above.

Registered (or eligible for registration) with the Physiotherapy Board of Australia, Australian Health Practitioner Regulation Agency (AHPRA).

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

Current Australian Driver licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with Canberra Health Services credentialing requirements for Allied Health.

Contact Officer: Judy Stone (02) 5124 0074 judy.stone@act.gov.au

Medical Services

Pathology

Clinical Chemistry

Senior Scientist, Point of Care Testing

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 44776)

Gazetted: 21 November 2019

Closing Date: 21 November 2019

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Overview of the Work Area and Position

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

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital.

Under the Direction of the Director of Clinical Chemistry and the Chief Scientist of Clinical Chemistry the successful applicant will be responsible for the day to day management of the Point of Care Testing sub-section of the Clinical Chemistry Laboratory. The successful applicant will liaise with the leadership team (Clinical Directors, Principal Scientist, Director of Operations, Chief Scientists, Senior Scientists) to provide leadership, strategic planning and optimal operational management. The successful applicant will be responsible for the management of a wide arrange of Point of Care Testing (PoCT) devices including, but not limited to, blood gas, HbA1c, glucose, ketone, coagulation instrumentation.

Eligibility/Other Requirements:

Mandatory:

A science degree or equivalent relevant qualifications

Desirable:

Experience as a PoCT coordinator

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Simon Newton (02) 5124 2843 simon.newton@act.gov.au

Clinical Services

Medical Services

Pharmacy Services

Preceptor Pharmacist

Pharmacist Level 2/3 \$77,356 - \$106,178 (up to \$108,952 on achieving personal upgrade), Canberra (PN: 29810)

Gazetted: 21 November 2019

Closing Date: 5 December 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 Office of the Executive Director of Medical Services (EDMS) 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, administration staff and a clinical nurse educator. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Quality Use of Medicines, Research and Education and The Lead Pharmacist for Education and Training, the pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service.

Eligibility/Other Requirements:

Mandatory:

- Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia (AHPRA)
- A minimum of three years' experience as a registered pharmacist in a hospital pharmacy.
- Pharmacy preceptor validation/certificate completed (or enrolled and working towards completion) as per AHPRA Pharmacy Board of Australia recommendations

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note:

This position is being advertised as a Pharmacist Level 3. This position is required to work across multiply sites.

Contact Officer: Jessica Barnard (02) 5124 2121 jessica.m.barnard@act.gov.au

Clinical Services

Women Youth and Children

Management and Admin

Administration Support and Personal Assistant to the Director of Allied Health

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44561)

Gazetted: 21 November 2019

Closing Date: 28 November 2019

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

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

Overview of the Work Area and Position

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

Women's Health Service

Early Parenting Counselling Service

Allied Health services including Nutrition, Physiotherapy and Orthoptics

Child at Risk Health Unit

Sonography

Genetic counselling

Play therapy

Newborn Hearing Screening

This position provides Personal Assistant and secretarial support for the Director of Allied Health. The role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. The position holder will be accountable to the WYC Director of Allied Health. The Director works in collaboration with Allied Health leaders to provide professional governance for Social Workers, Psychologists, Counsellors, Genetic Counsellors, Dietitians, Physiotherapists, Sonographers, Orthoptists and other Allied Health professionals and technical officers within the Division. The Director has operational responsibility of the genetic counselling team, Newborn Hearing Screening Program and other allied health professions, and holds responsibility for coordinating paediatric rehabilitation services for children and young people.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for six months with the possibility of extension and/or permanency. The role is currently based at Belconnen Community Health Centre, with a potential relocation in the coming months. This position is part-time at 18:37 hours per week and the full-time salary noted above will be pro-rata. Working hours can be discussed with the suitable applicant, with 36.75 hours being completed in a fortnight.

Contact Officer: Mitchel Green (02) 5124 2776 mitchel.green@act.gov.au

Finance and Business Intelligence

Revenue Data

Billing and Debt Recovery Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 02247, several)

Gazetted: 21 November 2019

Closing Date: 4 December 2019

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

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

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

Overview of the work area and position:

The position will provide high-level support to the Revenue Data, Patient Billing and Debt Recovery team and be required to have a high level of skills in time management, data integrity, customer focused communication and the ability to work independently and as part of a team to resolve debt owed to the Health Directorate.

The successful applicant will be required to communicate, negotiate and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors, employers, outpatient clinics and debtors. They will also be required to screen incoming phone calls and correspondence, support the revenue data team, provide debt recovery and invoicing functions and provide administration assistance as necessary. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand billing in a public health environment and have experience in the use of hospital based IT system such as ACTPAS .

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Leo De Boer (02) 5124 9050 leo.deboer@act.gov.au

Clinical Services

Medicine

Gastroenterology and Hepatology Unit

Registered Nurse- Endoscopy Unit

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 14992)

Gazetted: 21 November 2019

Closing Date: 5 December 2019

Details: Canberra Health Services

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

Overview of the work area and position:

The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients:

gastroscopy

colonoscopy
bronchoscopy
endoscopic ultrasound
ano-rectal manometry services

The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

The Registered Nurse role reports to the Gastroenterology and Hepatology Clinical Nurse Consultant and is responsible for facilitating, contributing and supporting the delivery of best practice nursing care to patients of the GEHU.

Eligibility/Other Requirements:

Mandatory:

Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

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.

Note:

This is a temporary position available for a period of six months with the possibility of extension. This position is full-time and works Monday to Friday - no shift work

Contact Officer: Sharon Chambers (02) 5124 3488 sharon.chambers@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Service

Adult Community Mental Health Services

Brief Intervention Therapist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 31483)

Gazetted: 21 November 2019

Closing Date: 3 December 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, Alcohol and Drug Services.

Overview of the work area and position:

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

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

Adult Acute Mental Health Services
Adult Community Mental Health Services
Alcohol and Drug Services
Child and Adolescent Mental Health Services (CAMHS)
Justice Health Services
Secure Mental Health Inpatient Services, and
Rehabilitation and Specialty Mental Health Services

This exciting temporary opportunity is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS).

The ACMHS provide services for people aged over 18 years and has a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

The HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting. HAART operates an extended hour's service, operating seven days a week.

The successful applicant will be required to work as a member of the multidisciplinary team providing manualised brief psychological interventions as part of the Project Air Strategy being implemented in MHJHADS. The psychological interventions are particularly focused for people in crisis who have complex needs, by providing practical, therapeutic techniques in the prevention and treatment of high-risk challenging behaviours. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies to promote best practice in personality disorder treatment.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

The position reports to a Team Leader who is based on site with the team and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists, Psychiatrists, and Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in working therapeutically in a program that comprises access, hospital diversion, and recovery and therapy services.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

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

Current driver's licence

For Psychology:

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

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

Current driver's licence

For Social Work:

Degree in Social Work

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

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

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Note:

This is a temporary position available for six months with possible extension. This specific position requires the successful applicant to work business hours, Monday to Friday.

Contact Officer: Sandra Hibberd (02) 5124 1210 sandra.hibberd@act.gov.au

Community Care Program

Rehabilitation, Aged and Community Services

Community Care Program

Occupational Therapist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 25909, several expected vacancy)

Gazetted: 21 November 2019

Closing Date: 3 December 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, Alcohol and Drug Services.

Overview of the Work Area and Position

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

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

RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

The Occupational Therapist role is responsible for the provision of high quality Occupational Therapy services, clinical assessments and interventions to the ACT community. Promoting positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements:

Mandatory:

Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
Current driver's license.

Desirable:

Previous experience as an Occupational Therapist within a Community setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note:

Applications from this recruitment process may be used to fill permanent, temporary or casual positions within the next 12 months. Full time and part time will be considered.

Contact Officer: Hayley Roll (02) 5124 1212 hayley.roll@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Service

Adult Mental Health Unit

Allied Health Assistant

Allied Health Assistant 3 \$64,509 - \$67,676 (up to 71,593 depending on qualification level), Canberra (PN: 45529)

Gazetted: 21 November 2019

Closing Date: 29 November 2019

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. 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 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 carer's 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. The AHA will provide assistance and support to the allied health team in the delivery of allied health services to consumers, under the supervision of an allied health professional. The AHA does not make clinical assessment or clinical judgment in this role; however they will be expected to recognise a change in consumer function and status and the possible impact on the planned program. 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

Under supervision of an allied health professional staff, the AHA will:

Work flexibly and effectively as part of the allied health team, providing support to all members of the allied health team and the wider multi-disciplinary team within scope of practice and training of the individual.

Under supervision of the allied health team, coordinate assistance regarding access to relevant services and supports.

Participate and help run the therapeutic group programs.

Supply and screen for appropriate appliances / preparations / referrals to people receiving care within the AMHU/MHSSU under direction from the supervising allied health professional and within the scope of practice and training of the individual

Support the discharge planning process.

Assist with the ongoing maintenance of allied health equipment.

All MHJHADS staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes. The position will report operationally to the Allied Health Manager of AMHU.

Mandatory:

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification)

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

A minimum of 24 months experience in a related/relevant organisation/service.

Desirable:

Experience working with people with a mental illness or disorder

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 immunisation;

Note

This is a Permanent Full-time position working standard hours Monday to Friday.

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

Clinical Services

Mental Health, Justice Health, Drug and Alcohol Services

Rehabilitation and Specialty Mental Health Services

Administration Officer

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 23768)

Gazetted: 21 November 2019

Closing Date: 29 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, Alcohol and Drug Services.

Overview of the work area and position:

The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service.

Under the direct or indirect supervision of the Manager and ASO3, the ASO2 will support the ASO3 in the day to day administrative functioning of the Team.

Eligibility/Other Requirements:

Desirable:

Experience working with people with a mental illness or disorder in a community setting

Experience working in an administrative health care setting

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*.

Current driver's licence

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

Note

This is a temporary position available for four months with possible extension. This position is part-time at 22 hours per week and the full-time salary noted above will be pro-rata.

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

Clinical Services

Medicine

Medical

Administrative Officer Renal Reception

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 41446)

Gazetted: 21 November 2019

Closing Date: 24 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

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

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

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

Overview of the work area and position:

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

The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is an expected vacancy. An order of merit will be established for filling identical vacancies within the next 12 months from this process.

Contact Officer: Andrew Barrow (02) 5124 2063 andrew.j.barrow@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Home Assessment and Acute Response Team (HAART)

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 11687)

Gazetted: 21 November 2019

Closing Date: 29 November 2019

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Overview of the work area and position:

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This exciting temporary opportunity is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The ACMHS provide services for people aged over 18 years and has a strong focus on the provision of timely and effective mental

health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact. Provide optimal treatment for people in their homes and community as effective hospital diversion

Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the new model of care will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

Mandatory:

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

Minimum three years nursing experience in a mental health services, and

Strong understanding of adult community mental health services.

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such, and

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

Note:

This is a temporary vacancy for a period of 12 months to commence on January 1 2020. HAART operates an extended hour's service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays.

Contact Officer: Sandra Hibberd (02) 5124 9152 sandra.hibberd@act.gov.au

Clinical Services

Medicine

Cardiology

Clinical Nurse Consultant Heart Failure

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 12129)

Gazetted: 21 November 2019

Closing Date: 5 December 2019

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Overview of the work area and position:

The primary role of the Heart Function clinic service in the Cardiology Department is to provide patients with nursing care and service to advocate and streamline for timely and accurate diagnoses, treatment and therapies for patients with a diagnosis of heart failure. This is an acute service for patients who have recently been admitted to hospital with an acute heart failure admission.

The main role of the advanced practice nurse in this service is to provide support to patients with heart failure in the inpatient and outpatient setting. The registered nurse will require advanced clinical skills, have complex decision making skills and require clinical competencies to deliver advanced nursing practice for individuals. Experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Certification relating to relevant cardiovascular nursing speciality, or equivalent.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: This is a temporary vacancy available for a period of six months with the possibility of extension. This position is full-time, Monday to Friday business hours of work.

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

Infrastructure and Health Support Services

Health Infrastructure Program

Health Improvement Program

Assistant Director - Safety and Risk

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 43201)

Gazetted: 21 November 2019

Closing Date: 4 December 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 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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Three Walk-in Centres: which provide free treatment for minor illness and injury.

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

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

Overview of the work area and position

Infrastructure and Health Support Services (IHSS) is responsible for the project delivery, maintenance and asset management of Canberra Health Services property portfolio.

The Safety and Risk Section provide specialised advice and oversight on all areas of construction work undertaken for Canberra Health Services. This includes planned and reactive maintenance, minor and major projects undertaken on both brown and Greenfield sites. The Safety and Risk Section is involved of all stages of construction from concept, through design, delivery, commissioning and demolition. Frequently, this is undertaken in an operating health care environment and the inherent complex challenges that come along with the environment. The role of the Assistant Director is to provide the Branch with accurate and timely advice to ensure relevant safety legislative requirements are adhered to. This includes review and monitoring of the Infrastructure and Health Support Services (IHSS) Safety Management System and compliance with same by staff and contractors. Additionally, the Assistant Director will assist the Infrastructure Safety and Risk Director with attendance at senior level meetings, briefings and forums.

Eligibility/Other Requirements

Highly Desirable:

Work Safely in the Construction Industry - CPCCOHS1001A (White Card) \

Asbestos Awareness Qualification (10675NAT) or ability to obtain

Certificate IV in Work Health and Safety or above

3+ years working as a safety professional

Desirable:

Intermediate to advanced knowledge of the Microsoft Office suite of programs

Current Senior First Aid

Risk management experience

Lead auditor qualification

ICAM or similar lead investigator

Recent experience in a multi-disciplinary team in a complex legislatively and standards driven work environment

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

Selection may be based on application and referee reports only.

Contact Officer: Shannon Keevers (02) 6174 8104 shannon.keevers@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Operations Manager - Administration

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 35667)

Gazetted: 21 November 2019

Closing Date: 29 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, Alcohol and Drug Services.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah.

Overview of the work area and position:

The Operations Manager position is based at the University of Canberra Hospital (UCH) and is responsible for the management of RACS administration staff across a number of Canberra Health Services sites including UCH, Village Creek Centre and Canberra Hospital as well as the day to day functioning of the UCH facility.

The Operations Managers are integral positions in providing the day to day operational management of a group of related work teams. Responsibilities include monitoring and directing workflow, resources, human resource and budget management. Ambulatory Care Support operational work groups, managed by separate Operations Managers work together to provide cohesive business structure across Canberra Health Services.

Under the limited direction of the Executive Director the Operations Manager – Administration will manage the administrative functions for the Division with direct oversight of the RACS Administration Manager, UCH Facility Administration Officer and Interfacility Transport and Nursing Support officer. The Operations Manager - Administration will be an active member of the leadership team.

Eligibility/Other Requirements:

Desirable:

Tertiary Qualifications in an administrative/management related field (or progress towards them).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Linda Kohlhagen (02) 5214 0004 linda.kohlhagen@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

Project Management Office

Support Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 37265)

Gazetted: 19 November 2019

Closing Date: 3 December 2019

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! Project Development and Support will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance. The Division will be responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government. The support role is responsible for ensuring effective project management functions including risk, issues and change management, master program management, information management, project reporting, quality management. The Support Officer will report directly to the Executive Branch Manager Project Management Office and will also be expected to liaise closely with other officers in the team, and staff and advisors across all areas of the project 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.

Eligibility/Other Requirements:

Experience working in project teams; and

Familiarity with tools and systems used in project management and management of project controls.

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: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit a two page pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Damon Hall (02) 6207 0058 damon.hall@act.gov.au

Infrastructure Delivery Partners

Social Project Management

Project Director

Infrastructure Manager/Specialist 1 \$161,585, Canberra (PN: 36270)

Gazetted: 19 November 2019

Closing Date: 5 December 2019

Details: Do you want to be part of a team delivering important social infrastructure projects, working with a diverse range of people? Do you have project, risk and contract management knowledge for the procurement and delivery of medium to high risk architectural and engineering projects within time, cost and scope targets and multi task in a fast paced and dynamic environment? If you can engage with a diverse range of people (both writing and orally) please apply as we would love to meet you. These are significant and important roles that will engage with stakeholders across our community and provide the opportunity to truly make a difference for the ACT and the surrounding region. 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: A Degree or Diploma in a relevant technical field (Engineering, Architecture, Project Management or Construction Management) and demonstrated relevant experience and/or trade certification with significant building and infrastructure and/or project management experience. Desirable: Experience in the delivery of health and/or justice and/or community safety infrastructure projects.

Notes: This is a temporary position available for a period of 12 months with the possibility of permanency. A merit pool may be established to fill future vacancies at level over the next 12 months.

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 pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Babita Busic (02) 5124 7399 babita.busic@act.gov.au

Light Rail

Planning and Design Director

Infrastructure Manager/Specialist 1 \$161,585, Canberra (PN: 45343)

Gazetted: 14 November 2019

Closing Date: 26 November 2019

Details: Are you experienced in leading a team to achieve successful delivery of complex infrastructure projects? Do you have strong engagement skills and experience in gaining Government planning and environmental approvals? The Light Rail team is looking for a new team member and this could be the opportunity for you! Major Projects Canberra is responsible for the planning and delivery of light rail services to the people of Canberra. Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Light Rail Network will be implemented to reduce congestion on our roads and deliver a modern transport system that can meet the requirements of our growing, changing city. As Planning and Design Director you will manage and motivate a high performing planning and design team delivering light rail projects, and act on behalf of Major Projects Canberra to provide expert advice and direction on technical and planning issues and policies, and their implications in project development and delivery. The Planning and Design Director will have knowledge

and experience of ACT and Commonwealth Government legislative requirements and procurement and budget processes involved with a large scale infrastructure project.

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: Degree or diploma in a relevant technical field (Engineering, Environment, Planning, Architecture, or Project Management); and Demonstrated relevant experience and/or trade certification with significant building and infrastructure and/or project management experience. Desirable: Experience in the delivery of light rail projects.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a two page pitch addressing the role capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashley Cahif (02) 6205 1212 Ashley.Cahif@act.gov.au

SPIRE

Assistant Director Project Governance

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45412)

Gazetted: 14 November 2019

Closing Date: 28 November 2019

Details: Do you want to be a part of a multidisciplinary team that delivers a multi-million-dollar health infrastructure project?

The SPIRE Project Team is looking for an experienced Assistant Director, Project Governance, primarily responsible for providing professional governance and secretarial support to a range of executive-led committees and working groups, coordinating the SPIRE Project Team's input into various forms of government reporting, and managing the SPIRE project's risk management framework.

The SPIRE project will deliver state-of-the-art facilities, including a 114-bed emergency department, 60-bed intensive care unit, 22 theatres (including hybrid theatres and interventional radiology suites), a 24-bed coronary care unit, cardiac catheterisation and electrophysiology laboratories, and a 64-bed inpatient unit.

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

The successful applicant will have demonstrated experience in managing governance frameworks, providing high-level secretarial support to a range of committees, managing risk and change management processes, and the associated reporting. It is desirable that applicants demonstrate strong experience in undertaking these duties on behalf of the Public Sector. If this sounds like you, the SPIRE Project Team would love to hear from you.

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 will be an advantage. A good working knowledge of Objective is desirable.

Note: This is a temporary position available for a period of up to five years.

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

How to apply: Please submit a written application of no more than three pages addressing the capabilities that form the selection criteria. In a separate document, please also provide a current curriculum vitae and contact details of two referees.

Contact Officer: Further information about the position is available from George Stellios, george.stellios@act.gov.au, (02) 6207 8705

ACT Health

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

Health Systems, Policy and Research

Policy, Partnerships and Programs

Senior Policy Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44678)

Gazetted: 15 November 2019

Closing Date: 03 December 2019

Details: The ACT Health Directorate Aboriginal and Torres Strait Islander Partnerships is responsible for the provision of high-level policy advice to the Government Directorate Executive on issues impacting the health and wellbeing of Aboriginal and Torres Strait Islander people in the ACT. The team is active in co-ordination of ACT Government health services to Aboriginal and Torres Strait Islander Canberrans and working with all parts of the Portfolio to ensure that service delivery is culturally appropriate. The Aboriginal and Torres Strait Islander Health Partnerships have a unique understanding of the responsibilities and accountabilities of health services to the Aboriginal and Torres Strait Islander community and work collaboratively across a range of areas in ACT Health and the community. We are looking for an experienced person with strong strategy and stakeholder management skills whilst working for Aboriginal and Torres Strait Islander peoples and their health. 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 and professional working experiences at strategic levels. Experience working on Aboriginal and Torres Strait Islander Health strategies including an understanding and/or strong work experiences with Aboriginal and Torres Strait Islander people.

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: Submit your current curriculum vitae, details of two referees, and an application of no more than two pages addressing the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Lesiputty (02) 5124 9793 joanne.lesiputty@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.

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$70,359 - \$76,184

Anita Bennett 858-75446, Section 68(1), 18 November 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Caroline Brighenti 858-75374, Section 68(1), 18 November 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Liu Hao 858-66486, Section 68(1), 18 November 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Jessica Harrison 858-75905, Section 68(1), 18 November 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Jennifer Neill 843-49719, Section 68(1), 13 November 2019

Note: This appointment is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appellable.

Administrative Services Officer Class 3 \$63,374 - \$68,204

Damon Van Putten 858-66443, Section 68(1), 15 November 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Lara Vest 862-65092, Section 68(1), 20 November 2019

Community Services

Child and Youth Protection Professional Level 2 \$70,216 - \$94,528

Margaret Duke 853-78175, Section 68(1), 8 November 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Hannah Gissane 858-71517, Section 68(1), 10 October 2019

Child and Youth Protection Professional Level 2 \$70,216 - \$94,528

Nicholas Hawley 853-77789, Section 68(1), 8 November 2019

Child and Youth Protection Professional Level 3 \$97,103 - \$102,049 (up to \$106,862 on achieving a personal upgrade)

Clare Wicks 863-14261, Section 68(1), 19 November 2019

Education

Professional Officer Class 2 \$84,257 - \$96,430

Benjamin Russell 863-13525, Section 68(1), 18 November 2019

Justice and Community Safety

Administrative Services Officer Class 6 \$84,257 - \$96,430

Karen Cullen 863-41956, Section 68(1), 18 November 2019

Senior Officer Grade C \$106,043 - \$114,146

Mark Fletcher 858-65299, Section 68(1), 13 November 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Reshma Jhunjhunwala 858-64771, Section 68(1), 14 November 2019

Senior Officer Grade C \$106,043 - \$114,146

Kym Lindeman 863-42748, Section 68(1), 18 November 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Adam McGilvray 858-73061, Section 68(1), 18 November 2019

Senior Officer Grade A \$145,048

Vi Phung 863-42035, Section 68(1), 18 November 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Rehana Richard 858-61239, Section 68(1), 16 November 2019

Transport Canberra and City Services

Technical Officer Level 4 \$84,257 - \$96,430

Katrina Oppermann 853-80785, Section 68(1), 18 November 2019

Suburban Land Agency

Infrastructure Officer 3 \$106,288 - \$116,675

Teagan Valeri 858-78591, Section 68(1), 21 November 2019

Canberra Health Services

Sterilising Services Health Service Officer Level 3/4/5 \$51,072 - \$58,287

Robbie Dulduao 862-10163, Section 68(1), 20 November 2019

Enrolled Nurse Level 1 \$60,837 - \$64,999

Rachel Gray 862-10323, Section 68(1), 21 November 2019

Registered Midwife Level 2 \$93,151 - \$98,728

Rebekah Howard 863-41016, Section 68(1), 19 November 2019

Pharmacist Level 2/3 \$77,356 - \$106,178 (up to \$108,952 on achieving personal upgrade)

Hisham Khalifa 863-41630, Section 68(1), 18 November 2019

Sterilising Services Health Service Officer Level 3/4/5 \$51,072 - \$58,287

Alagaretnum Lavakumaran 862-10999, Section 68(1), 20 November 2019

Registered Midwife Level 2 \$93,151 - \$98,728

Samantha Lawry 863-42940, Section 68(1), 18 November 2019

Registered Midwife Level 2 \$93,151 - \$98,728

Sonia McDonnell (Nisbett) 863-41008, Section 68(1), 19 November 2019

Health Service Officer Level 5 \$55,529 - \$58,287

Dechen Tshomo 850-41492, Section 68(1), 13 November 2019

ACT Health

Senior Officer Grade C \$106,043 - \$114,146

Paul Gibson 863-40515, Section 68(1), 15 November 2019

TRANSFERS

Canberra Health Services

Deborah Fleischer: 820-91750

From: Registered Nurse Level 2 98,728

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 42917) (Gazetted 12 September 2019)

Mark Fletcher: 839-00772

From: Senior Officer Grade C \$106,043

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$106,043 - \$114,146
Canberra Health Services, Canberra (PN. 36976) (Gazetted 5 September 2019)

Martin Mathew: 857-43574

From: \$52,732 - \$54,750

Canberra Health Services

To: Assistant in Nursing \$51,603 - \$53,350

Canberra Health Services, Canberra (PN. 37286) (Gazetted 16 May 2019)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services Information and Communication Technology

Strategic Business

Portfolio Delivery Office

Garth Edwards: 827-32319

From: Information Technology Officer Class 1 \$68,204 - \$77,639

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 13562) (Gazetted 14 June 2018)

This promotion is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Policy and Cabinet

Cabinet, Assembly and Government Business

Tracey Elliot: 786-60121

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 33711) (Gazetted 1 October 2019)

Access Canberra

Project Governance and Support

Finance and Budget

Davinder Thind: 853-76516

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development, Canberra (PN. 43219) (Gazetted 2 September 2019)

Community Services

Housing ACT

Infrastructure and Contracts

Contract Management Team

Douglas Dobing: 827-07826

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. 40784) (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.

**Office of the Coordinator- General for Family Safety
Policy Team**

Gabriel Webb: 821-10800

From: Senior Officer Grade C \$106,043 - \$114,146

Education

To: †Senior Officer Grade B \$124,891 - \$140,596

Community Services, Canberra (PN. 37263) (Gazetted 29 April 2019)

Education

School Performance and Improvement

North and Gungahlin Network

Ngunnawal Primary School

Arianna Cansdell: 824-41634

From: School Leader C \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 42073) (Gazetted 15 October 2019)

School Performance and Improvement

Tuggeranong Network

Theodore Primary School

Nicole Scandura: 849-01614

From: School Assistant 2 \$47,563 - \$52,519

Education

To: School Assistant 3 \$53,889 - \$57,998

Education, Canberra (PN. 45536) (Gazetted 30 October 2019)

Environment, Planning and Sustainable Development

Environment

Parks and Conservation Service

National Parks and Catchments

Aidan Chard: 853-46536

From: General Service Officer Level 5/6 \$55,097 - \$60,637

Environment, Planning and Sustainable Development

To: General Service Officer Level 8 \$67,752 - \$71,593

Environment, Planning and Sustainable Development, Canberra (PN. 41761) (Gazetted 3 September 2019)

Environment

ACT Parks and Conservation Service

Parks and Partnerships

Nathan Kay: 853-73737

From: Park Ranger 2 \$70,359 - \$76,184

Environment, Planning and Sustainable Development

To: Senior Park Ranger 3 \$78,197 - \$82,771

Environment, Planning and Sustainable Development, Canberra (PN. 45304) (Gazetted 14 March 2019)

Sustainability and the Built Environment

Urban Renewal

Strategic Projects and Infrastructure

Jennifer Yong: 853-29728

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development

To: Infrastructure Officer 2 \$84,359 - \$97,055
Environment, Planning and Sustainable Development, Canberra (PN. 45270) (Gazetted 17 September 2019)

Justice and Community Safety

ACT Corrective Services

Corporate Services

Procurement and Contracts

Matthew Hart: 836-08272

From: Senior Officer Grade C \$106,043 - \$114,146
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$124,891 - \$140,596
Justice and Community Safety, Canberra (PN. 36295) (Gazetted 28 August 2019)

ACT Emergency Services

Governance and Logistics

Georgina James: 820-94725

From: Administrative Services Officer Class 6 \$84,257 - \$96,430
Transport Canberra and City Services
To: †Senior Officer Grade C \$106,043 - \$114,146
Justice and Community Safety, Canberra (PN. 45728) (Gazetted 1 October 2019)

ACT Emergency Services Agency

Commissioner's Office

Frank Marando: 710-44297

From: Senior Officer Grade B \$124,891 - \$140,596
Justice and Community Safety
To: †Senior Officer Grade A \$145,048
Justice and Community Safety, Canberra (PN. 14949) (Gazetted 14 October 2019)

ACT Emergency Services Agency

Commissioner's Office

Kaylee Rutland: 820-73237

From: Senior Officer Grade B \$124,891 - \$140,596
Justice and Community Safety
To: †Senior Officer Grade A \$145,048
Justice and Community Safety, Canberra (PN. 07284) (Gazetted 10 October 2019)

Transport Canberra and City Services

City Services

Roads ACT

Road Maintenance/Program Development

Garry George: 769-32170

From: Administrative Services Officer Class 3 \$63,374 - \$68,204
Transport Canberra and City Services
To: †Technical Officer Level 2 \$62,521 - \$71,593
Transport Canberra and City Services, Canberra (PN. 14745) (Gazetted 6 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.

Transport Canberra

Transport Canberra Operations

Operations / Recruitment and Training

Jeffry Gill: 777-90514

From: Bus Operator \$76,496

Transport Canberra and City Services

To: †Transport Officer Grade 2 - ACTION \$90,341

Transport Canberra and City Services, Canberra (PN. A20106) (Gazetted 24 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.

Transport Canberra

Transport Canberra Operations

Operations / Recruitment and Training

Mathew Price: 827-58885

From: Bus Operator \$76,496

Transport Canberra and City Services

To: †Transport Officer Grade 2 - ACTION \$90,341

Transport Canberra and City Services, Canberra (PN. 42570) (Gazetted 24 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.

Suburban Land Agency

Finance

Management

Lauren Callaghan: 856-53763

From: Senior Officer Grade B \$124,891 - \$140,596

Suburban Land Agency

To: †Senior Officer Grade A \$145,048

Suburban Land Agency, Canberra (PN. 44794) (Gazetted 12 August 2019)

Development Delivery

Urban Projects

Stephan Walter: 774-69165

From: Infrastructure Officer 3 \$106,288 - \$116,675

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 4 \$125,969 - \$143,118

Suburban Land Agency, Canberra (PN. 18981) (Gazetted 19 September 2019)

Canberra Health Services

Chief Operating Officer Clinical Services

Alicia Arnold: 853-59783

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Canberra Health Services

To: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Health Services, Canberra (PN. 12153) (Gazetted 17 October 2019)

Clinical Services

Phillip Bassett: 774-28400

From: Health Service Officer Level 5 \$55,529 - \$58,287

Canberra Health Services

To: Health Service Officer Level 6 \$58,287 - \$60,794

Canberra Health Services, Canberra (PN. 44881) (Gazetted 24 October 2019)

Clinical Services

Michael Crilly: 261-63297

From: Health Service Officer Level 5 \$55,529 - \$58,287

Canberra Health Services

To: Health Service Officer Level 7 \$62,521 - \$66,023

Canberra Health Services, Canberra (PN. 44273) (Gazetted 24 October 2019)

Clinical Services

Nicholas Dennett: 847-02332

From: Health Professional Level 2 \$65,216 - \$89,528

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. 30585) (Gazetted 8 November 2018)

Melissa Devries: 838-51483

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146

Canberra Health Services, Canberra (PN. 20601) (Gazetted 3 October 2019)

Clinical Services

Mathew Fitzpatrick: 780-55212

From: Health Service Officer Level 5 \$55,529 - \$58,287

Canberra Health Services

To: Health Service Officer Level 7 \$62,521 - \$66,023

Canberra Health Services, Canberra (PN. 44274) (Gazetted 21 October 2019)

Clinical Services

Helen Gustafsson: 838-54393

From: Senior Medical Physics \$150,044 - \$176,014

Canberra Health Services

To: †Principal Medical Physics \$184,668 - \$200,827

Canberra Health Services, Canberra (PN. 11077) (Gazetted 3 October 2019)

Infrastructure Management and Maintenance

Alethea Jordan: 820-71602

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Health Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Health Services, Canberra (PN. 12817) (Gazetted 24 October 2019)

Clinical Services

Damon Parker: 607-74374

From: Health Service Officer Level 3/4 \$51,072 - \$54,750

Canberra Health Services

To: Health Service Officer Level 6 \$58,287 - \$60,794

Canberra Health Services, Canberra (PN. 44882) (Gazetted 24 October 2019)

ACT Health

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Office of the Chief Medical Officer

Carolyn Dunn: 789-42620

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

ACT Health

To: †Senior Officer Grade C \$106,043 - \$114,146
ACT Health, Canberra (PN. 44903) (Gazetted 19 September 2019)

Policy, Partnerships and Programs

Health Policy and Strategy

Seriden Hall: 853-73585

From: Administrative Services Officer Class 5 \$78,197 - \$82,771
Justice and Community Safety

To: Administrative Services Officer Class 6 \$84,257 - \$96,430
ACT Health, Canberra (PN. 41884) (Gazetted 4 October 2019)

Policy, Partnerships and Programs

Health Policy and Strategy

Adam Mayers: 858-59710

From: Graduate Administrative Assistant \$70,359 - \$72,515
ACT Health

To: Administrative Services Officer Class 6 \$84,257 - \$96,430
ACT Health, Canberra (PN. 26035) (Gazetted 4 October 2019)

Health Systems, Policy and Research

Office of Professional Leadership and Education

Clinical Placement Office

Chrissy Purcell: 857-92608

From: Administrative Services Officer Class 4 \$70,359 - \$76,184
ACT Health

To: Administrative Services Officer Class 5 \$78,197 - \$82,771
ACT Health, Canberra (PN. 33812) (Gazetted 8 October 2019)

Corporate Services

Strategic Infrastructure

Melissa Solomons: 853-69877

From: Administrative Services Officer Class 4 \$70,359 - \$76,184
Education

To: Administrative Services Officer Class 5 \$78,197 - \$82,771
ACT Health, Canberra (PN. 43567) (Gazetted 15 October 2019)

Major Projects Canberra

Project Development and Support

Ministerial, Governance and Corporate Support

Ministerial Services

Vilma Bell: 843-59124

From: Senior Officer Grade C \$106,043 - \$114,146
Major Projects Canberra

To: †Senior Officer Grade B \$124,891 - \$140,596
Major Projects Canberra, Canberra (PN. 45348) (Gazetted 4 October 2019)

CORRIGENDA

Justice and Community Safety

Amy Bascomb AGS 858-62573 appointment commencement date revised to 17 February 2020 - Originally in Gazette 07 November 2019.

Environment, Planning and Sustainable Development

Suburban Land Agency

Senior Officer Grade C \$106,043 - \$114,146

Samantha McDonald 863-13306, Section 68(1), 17 October 2019

Commencement date is now 28 November 2019 - Originally in Gazette 14 November 2019