



ACT Government Gazette

Gazetted Notices for the week beginning 21 November 2019

VACANCIES

Calvary Health Care ACT (Public)

Non Admitted Patient Services

Administration Service Officer 3

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

Gazetted: 27 November 2019

Closing Date: 1 December 2019

Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvarycareers.mercury.com.au/>

Reference Number: 11157

Contact Officer: Ronya Akbar Ronya.Akbar@calvary-act.com.au

Applications can be forwarded to: <https://calvarycareers.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

Education and Training Services

Technology and Design

Creative and Design Industries

Interior Design Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 51131)

Gazetted: 27 November 2019

Closing Date: 3 January 2020

Details: Canberra Institute of Technology (CIT) Department of Creative and Design Industries is seeking an enthusiastic Interior Design educator to teach their classroom-based programs. This position requires the development of student assessments, educational resources and materials for new and existing programs of study. You will have the ability to work collaboratively, to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and 'best practice' developments in the Vocational Education and Training (VET) sector. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licencing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021. All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable: Advanced Diploma or Degree Qualification in Interior Design.

How to Apply: Applicants are required to address the Selection Criteria (maximum 4 pages) and provide a current curriculum vitae along with the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julianne Abbot (02) 6207 3717 julianne.abbot@cit.edu.au

Electrical and Trade Skills

Trade Skills

Automotive, Metals and Logistics

Metal Fabrication Trades Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 17959)

Gazetted: 21 November 2019

Closing Date: 28 November 2019

Details: The Metal Fabrication/Automotive department is seeking a full-time teacher for the delivery of Welding and Metal Fabrication trades based at CIT Fyshwick Campus. The position requires the ability to work within the department of teaching and support staff, to provide educational outcomes and meet compliance requirements for apprentices and general students, in a VET environment. The position also requires the ability to liaise with industry, students and other stakeholders for the Department, and manage educational resources.

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

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: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40116 qualification or its successor, within the first twelve (12) months of commencement of employment; and At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015.

Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent).

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

The successful applicants must have a minimum of one of the below qualifications:

Certificate III in Engineering Fabrication Trade MEM30305 or equivalent.

Industry Experience

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

Note: This position is for temporary filling for a period of one year with the possibility of extension up to but not exceeding 5 years in total.

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

How to Apply: Please submit no more than 3 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 Steven McMahon, Steven.McMahon@cit.edu.au, (02) 6207 3818

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.

Electrical and Trade Skills

Trade Skills

Automotive Metals and Logistics

Automotive Heavy Vehicle Mechanical Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 51435)

Gazetted: 21 November 2019

Closing Date: 28 November 2019

Details: The Automotive department is seeking a full-time teacher for the delivery of Automotive Heavy Vehicle trades. This includes both Mobile Plant and Heavy Commercial qualifications and is based at CIT Fyshwick. The position requires the ability to work within the department of teaching and support staff, to provide educational outcomes and meet compliance requirements for apprentices and general students, in a VET environment. The position also requires the ability to liaise with industry, students and other stakeholders for the Department, and manage educational resources. CIT is committed to building an inclusive workplace through a culturally diverse workforce.

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: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015.

Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent).

The successful applicants must have a minimum of one of the below qualifications:

Certificate III in Heavy Commercial Vehicle Mechanical Technology AUR31116 or

Certificate III in Mobile Plant Technology AUR31216 All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

How to Apply: Please submit no more than 3 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Steve McMahon, steve.mcmahon@cit.edu.au, (02) 6207 3818

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.

Education and Training Services

Student Services

Information and Recognition

Recognition Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 21068)

Gazetted: 26 November 2019

Closing Date: 3 December 2019

Details: Applications are invited to fill the Recognition Officer role in a dynamic team with Canberra Institute of Technology (CIT) Student Services, Information and Recognition. Under the supervision of the Manager, Information and Recognition the role will manage the day-to-day operations of CIT Recognition Processing team. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter. The suitable candidate will be skilled in building and maintaining positive working relationships with a range of CIT staff. The position requires supervision of staff, reviewing all Skills Recognition applications to ensure they meet CIT Policy and ensuring a safe environment for all staff and students. Other duties include providing audits on Skills Recognition applications to ensure validity of evidence, responding to the more complex enquiries involving the processes around Skills Recognition at CIT. Sound

knowledge of a student administration system and an understanding of Vocational Education and the impact recognition can have on a student's study. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

How to Apply: Applicants need to respond to the selection criteria to a maximum of 250 words per criterion while showing how they meet the duties outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@cit.edu.au

Education and Training Services

Trade Skills

Construction

High Risk and Renewables - Administration Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 54301)

Gazetted: 22 November 2019

Closing Date: 29 November 2019

Details: Canberra Institute of Technology (CIT) is seeking a self-motivated individual with high level administrative skills to work within the Trade Skills Construction Department. The role encompasses customer support services including phone, email and face to face communication with clients. 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: High level computer skills using Word, Excel, Argos and Banner are desirable. The successful candidate will possess a proven ability to work independently and as part of a team including flexible hours of attendance. Knowledge of ACT Worksafe licencing requirements and funding for training arrangement of the ACT construction Industry is desirable.

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

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

Trade Skills

Hospitality, Culinary and Tourism

Senior Educator

Teacher Level 2 \$106,090, Canberra (PN: 35917)

Gazetted: 21 November 2019

Closing Date: 28 November 2019

Details: CIT Hospitality, Culinary and Tourism Department is seeking a highly motivated teacher with the ability and passion to contribute to the strategic goals of the Department. The Senior Educator will have the skills and knowledge to ensure the Department maintains quality learning outcomes for its diverse student cohorts.

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

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 21 sub-Clause 40.

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

Note: This position is for temporary filling for a period of one year with the possibility of extension up to but not exceeding 5 years in total. 'Temporary employment offered as a result of this advertisement may lead to

permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.’

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tony Mudge (02) 6207 3228 tony.mudge@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Treasury

Shared Services ICT

Strategic Business

Project Coordinator - HRIMS Program

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 38480)

Gazetted: 27 November 2019

Closing Date: 4 December 2019

Details: The Human Resource Information Management Solution (HRIMS) Program is seeking a Project Coordinator to join our implementation team on a fixed-term contract (12 months). The role is administration based, with a large emphasis on governance and reporting activities. We encourage all candidates with relevant program/project management experience and/or qualifications to apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant project management experience and/or qualifications are highly desirable. An ACT Government CMTEDD Baseline clearance is required for this position.

Note: This is a temporary position commencing in December 2019 or January 2020 for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on 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: Anna Cyran (02) 6207 9049 anna.cyran@act.gov.au

Shared Services

ICT

Applications Service Delivery/Technology Services Branch

Automation Test Analyst

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 14577)

Gazetted: 22 November 2019

Closing Date: 6 December 2019

Details: Applications Service Delivery (ASD) are seeking an experienced and motivated person to undertake the role of an Automated Test Analyst to develop and execute automated test suites in a managed desktop environment. The successful applicant will also have a proven understanding of implementation and coordination of the end to end testing of Standard Operating Environments (SOE) based development and operational deliverables. 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 need to hold or be able to rapidly obtain an ACT Government Baseline Security Clearance.

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

How to Apply: Interested candidates should send: a current curriculum vitae, a written response addressing each of the six selection capabilities (no more than three pages), referee contact details of at least two recent work referees with one having been a recent supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Cox (02) 6207 8789 stephen.cox@act.gov.au

Shared Services

Strategic Finance

Costing and Internal Audit Assurance

Financial and Costing Analyst

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41977)

Gazetted: 26 November 2019

Closing Date: 5 December 2019

Details: Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice. You will be responsible for a wide range of finance related activities including undertaking data analysis, costing's as well as billing to customers. You will have very good communication skills which will greatly assist you in providing support to your managers, working in a dynamic and complex environment.

We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities, and providing improvements to processes. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage and prioritise workloads will ensure your suitability for the role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Must have a bachelor's degree in finance or similar stream.

Note: This is a temporary position available until 15 June 2020 with the possibility of permanency.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nirajan Adhikari (02) 6205 9812 nirajan.adhikari@act.gov.au

Economic Development

Skills Canberra

Client Services

Field Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 35746, several)

Gazetted: 27 November 2019

Closing Date: 11 December 2019

Details: Skills Canberra is seeking applications from result driven, motivated and energetic people to join our Field Officer Program. The Skills Canberra Field Officers engage with industry, schools, Australian Apprentices and the ACT community to promote and support existing and prospective Australian Apprentices and their employers. If you enjoy working in a dynamic and fast paced environment with a great team, then this could be the role for you. 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: Knowledge of or the ability to quickly develop knowledge of vocational education and training programs and structures within the ACT and nationally. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For

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

Note: These are temporary position's available immediately up until 30 June 2020 with the possibility of extension and/or permanency. This position is in an activity-based workplace (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: 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: Shane Schembri (02) 6205 8555 shane.schembri@act.gov.au

Access Canberra

Project Governance and Support

Finance and Budget

Finance Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 40070)

Gazetted: 27 November 2019

Closing Date: 4 December 2019

Details: Do you want exposure to a wide range of financial activities, are you looking for experience across a variety of responsibilities? This role provides an opportunity to showcase your skills in such diverse areas as preparation of meaningful and timely financial statements and reports, monitoring and analysis of financial issues and discrepancies, updating and improving financial policies and procedures, involvement in period end processes including general ledger reconciliations, revenue reconciliations, and standard operating procedures. Working in a small team you will participate in the development and enhancement of the services offered by the Finance and Budgets unit to our customers. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in accounting highly desirable. Knowledge of government financial management systems (Oracle), procedures and guidelines and an understanding of the financial framework in the ACT Government would be an advantage.

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

How to Apply: Applicants are asked to provide a two page written response to the Selection Criteria identified in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bei Hu (02) 6205 2870 bei.hu@act.gov.au

Shared Services

Strategic Business Branch

Shared Services ICT

Branch Coordinator, Strategic Business Branch

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 39611)

Gazetted: 22 November 2019

Closing Date: 6 December 2019

Details: Do you have excellent administrative and organisational skills? Can you manage multiple priorities within tight timeframes? Do you display commitment to high-quality customer service? If you've answered 'YES' to all of the above, please read on! We have created a new role to provide support to the Executive Branch Manager of the Strategic Business Branch. The position provides confidential administrative support to the Executive Branch Manager, Strategic Business. Duties include providing efficient and responsive operations of the branch, through administrative and managerial support. The position will provide advice and guidance to effectively and efficiently deliver a range of activities, coordinate and maintain branch communications, oversight and guidance of agendas, papers for meetings and committees. The position is required to engage with various key stakeholders across

Shared Services and ACT Government and build strong working relationships with the senior management team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If all of this sounds like you, please submit your curriculum vitae and two-page pitch (addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities) by the due date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ula Martin (02) 6205 6536 ula.martin@act.gov.au

Access Canberra

Licensing and Registrations

Working with Vulnerable People

Risk Assessment Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 45368)

Gazetted: 26 November 2019

Closing Date: 10 December 2019

Details: Would you like to make a real difference in the community and contribute to the protection of vulnerable people? Access Canberra is looking for highly motivated and conscientious candidate to fill role of Risk Assessment Officer within the Working with Vulnerable People Risk Assessment Team. You will need to have well-developed writing and verbal communication skills, be self-motivated, take ownership of work, and have the ability to work well within and across teams. The successful candidate will need to manage competing priorities, respond and adapt to new and changing circumstances, undertake critical analysis of issues, and demonstrate high-level judgement while maintaining strong attention to detail. Access Canberra is a dynamic workplace with a changing workforce and the preparedness to adapt through ongoing personal and professional development is a desirable quality of prospective candidates. Chief Minister, Treasury and Economic Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This role carries a high potential for encountering offensive or traumatic material. By applying for this position, you acknowledge the nature of the material you may be exposed to and indicate you are willing to attend counselling to manage your ongoing mental health. You must be eligible to hold a general registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

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

Note: A merit pool will be established from this recruitment process that may be used to fill future vacancies over the next 12 months. A written test may form part of the interview process.

How to Apply: Your application should be written in the form of a pitch, no longer than two pages, explaining how you are the right person for this opportunity and providing examples to demonstrate how your Skills, Knowledge, Behavioural capabilities and experience are suitable to the role. Applicants are also required to provide two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Bandala (02) 6205 4187 kathy.bandala@act.gov.au

Access Canberra

Projects, Governance and Support

Government Business and Coordination

Government Business & Coordination Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 25149)

Gazetted: 25 November 2019

Closing Date: 2 December 2019

Details: We are currently looking for an energetic, results-driven person to fill the position of Government Business and Coordination Officer in our Government Business and Coordination team. This team works in a fast-paced

environment, preparing and coordinating Cabinet and Legislative Assembly material such as briefs, speeches and reports for all of Access Canberra. This position coordinates all matters relating to Cabinet and the Legislative Assembly processes and also supports the team in coordination activities across many of Access Canberra's functions. Our team is multi-skilled and a great place to work that makes a valuable contribution to the success of Access Canberra.

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 from 9 December 2019 to 28 February 2020 with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to send a copy of their curriculum vitae and a written response of no more than one page addressing the selection criteria, to the Contact Officer.

Contact Officer: Further information about the position is available from Robert Brasnett, robert.brasnett@act.gov.au, (02) 6207 0357

Strategic Finance

Finance Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 32372, several)

Gazetted: 25 November 2019

Closing Date: 11 December 2019

Details: Are you a highly motivated Finance Officer and an all rounder who loves working in a busy team environment? Do you love accounting, budgeting and financial reporting? Do you have strong administrative and organisational skills, with an ability to plan, prioritise, co-ordinate responses and manage workflows? Can you work with large quantities of data, with a keen eye to detail, utilising your time management and collaborations skills to manage and complete multiple tasks? If you answered yes to all of the above, then you need apply for this role!

As a central agency, Chief Minister, Treasury and Economic Development Directorate (CMTEDD) provides strategic advice and support to the Chief Minister, the Treasurer, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. Strategic Finance is responsible for the financial and budgetary management of the Chief Minister, Treasury and Economic Development Directorate and the ACT Executive. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Accounting qualifications or progress towards an accounting degree. Previous experience working with records management, finance systems, would be an advantage, in particular, TM1 and Oracle.

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

How to Apply: If you are an all rounder who loves hands on working in a busy finance team environment please send a two page (maximum) pitch of why you are the best person for this role using the attached position description as a guide.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashvin Pala (02) 6205 0031 ashvin.pala@act.gov.au

Australian School-based Apprenticeships - Aboriginal and Torres Strait Islander Employment Pathway Program Trainee \$49,703 - \$54,678, Canberra (PN: 45794, several)

Gazetted: 21 November 2019

Closing Date: 25 November 2019

Details: Are you in Year 10 or 11 in 2019 and looking for an opportunity to discover what it is like to work for the ACT Government? Would you benefit from an opportunity to be paid to work one or two days a week, with a

possible option to work full-time during school holidays? Maybe it is time to consider applying for the Employment Pathway Program (EPP). Apprentice Employment Network NSW and ACT and the Chief Minister, Treasury and Economic Development Directorate are working together with Australian Training Company to create opportunities for Aboriginal and Torres Strait Islander students from ACT Public Schools to transition to the workforce and earn while they learn. Australian School-based Apprenticeships (ASBAs) can be undertaken in occupational areas such as: Horticulture, Business, Information Technology and Events Management. There are many benefits to undertaking an ASBA pathway through the EPP, including: having a chance to try out an occupation and learn new skills earning while you are learning discovering what it is like to work for the ACT Government receiving support and mentoring for the duration of your ASBA from a Group Training Organisation (GTO), the Australian Training Company having a GTO involved that will help to monitor your training and provide workplace mentoring support for you and your workplace supervisor. 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: 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: This is a temporary part-time position available for a period of 12 months with the possibility of extension and/or permanency. This position is part-time up to (14.7) hours per week and the full-time salary noted above will be pro-rata. There will be an option to full -time during school holidays. Previous applicants will be considered and do not need to apply again. 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: For further information please contact CMTEDDpeopleandcapability@act.gov.au

Contact Officer: Samantha Oreilly (02) 6207 4702 samantha.oreilly@act.gov.au

Shared Services

Shared Services ICT

Strategic Business Branch

Senior Director, Portfolio Delivery

Senior Officer Grade A \$145,048, Canberra (PN: 25222)

Gazetted: 26 November 2019

Closing Date: 12 December 2019

Details: Shared Services' Strategic Business Branch is looking for a Senior Director to manage and lead a multi-disciplinary team of program managers, project managers and other professionals. This team is responsible for delivering a variety of high-profile, complex and high-risk ICT and business projects and programs in the Portfolio Delivery Office.

The successful applicant will direct a suite of portfolio delivery activities (including financial management, resource management and governance) on behalf of ACT Government Directorates, and will be the senior contact point for all key stakeholders in relation to program activities.

The Senior Director, Portfolio Delivery will possess:

leadership expertise in delivering a portfolio of work to agreed business outcomes and solutions by taking initiative, managing resources, setting clear direction and providing guidance for project managers and team members

the ability to establish and maintain effective and diverse strategic business partnerships, including with executive stakeholders; through collaboration, engagement, responsiveness and influence

advanced analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information. Take an innovative and holistic approach to service design and delivery for improved outcomes

adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment

awareness of technical and business market trends and using this knowledge and expertise to enhance collective growth.

Eligibility/Other Requirements: Formal qualifications in Program/Project Management such as Prince2, Agile would be highly regarded but are not essential.

Note: This is a temporary position available from 9 December 2019 until 30 June 2020 with possible extension for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. How to Apply: Applications should include a supporting statement of no more than two pages outlining your qualifications and experience against the required capabilities. Please also provide contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Reis (02) 6207 0718 john.reis@act.gov.au

Access Canberra

Office of the Deputy Director-General

Senior Director, Strategic Education and Engagement, Access Canberra

Senior Officer Grade A \$145,048, Canberra (PN: 38058)

Gazetted: 27 November 2019

Closing Date: 6 December 2019

Details: Your mission, should you choose to accept it, is to apply for the role of Senior Director, Strategic Education and Engagement, Access Canberra (Chief Minister Treasury and Economic Development Directorate).

Like Special Agent, Ethan Hunt you will be required to establish a select team of experts that can create and deliver a wide range of education materials and forums for community and industry groups that will help support our statutory office holders.

Negotiation, strategic thinking and innovation will be just some of the weapons you will need in this dynamic role, which will require presenting complex regulatory and legislative information in ways which will support Community and industry understanding and enhance compliance.

To lead this elite team of professionals you don't need to be able to rappel from a helicopter, but you will need to be highly motivated and agile, be able to juggle competing priorities and provide strategic advice to the Executive team about emerging issues in the industry.

Interested? Then get on it.... this message will self-destruct in 7 days.

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: 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: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria and details of two referees, one of which should have worked for you.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Snowden (02) 6207 9828 david.snowden@act.gov.au

Shared Services

Shared Services ICT

Education ICT

Director, ICT Operations

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 07226)

Gazetted: 21 November 2019

Closing Date: 4 December 2019

Details: Do you have a passion for people, ICT and enjoy leading a team? Education ICT is looking for an enthusiastic and motivated leader who can quickly establish rapport with staff and effectively maintain strong relationships with technical teams and stakeholders. The role manages the ICT operational needs of the Education Directorate and all ACT Public schools including Access Management, Software and Licensing and Hardware Management. You will be an individual that can lead a diverse team through a transitional state and can put a strategic operational lens on projects and ICT solutions for the Education Directorate and ACT Public Schools. The role provides guidance and support to the Education ICT Access Control team who ensure the correct ICT accesses are provided to the correct teachers and school staff on Day 1 of Term 1. This body of work is highly visible and is a

priority over the January and February period every year. Previous years have proven successful and 2020 will be no different. It will be an advantage if you have experience in contract management including vendor negotiations and procurement. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applications should include a supporting statement of no more than two pages outlining your Qualifications and Experience against the required capabilities.

Applications should be submitted via the Apply Now button.

Contact Officer: Bruce Abdilla (02) 6207 6851 bruce.abdilla@act.gov.au

Workforce Capability and Governance

Public Sector Management

Workforce Governance

Director, Workforce Governance, Policy and Legislation

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 17048)

Gazetted: 27 November 2019

Closing Date: 11 December 2019

Details: Workforce Capability and Governance within the Chief Minister, Treasury and Economic Development Directorate is looking to fill the position of Director, Workforce Governance, Policy and Legislation on a permanent basis. The successful candidate will assist the Senior Director in managing the Workforce Governance team to plan, develop, co-ordinate and quality assure the implementation of projects relating to workforce governance, public sector employment legislation and related policies and executive contract management. You will apply your highly developed communication and policy development skills in preparing briefs, advice and other policy documents. Developing these important skills and capability within the team is a key part of this role. This position Deputises for the Secretary to the Remuneration Tribunal. The Workforce Governance team is responsible for whole of government employment policy including the maintenance of the public sector legislative employment framework, supporting the work of the independent Remuneration Tribunal and contributes to the implementation of a range of governance 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.

Note: The position works in an activity based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates addressing the Selection Criteria outlined in the Position Description, along with a curriculum vitae containing two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Hogan (02) 6205 4714 andrew.hogan@act.gov.au

Commercial Services and Infrastructure

Shared Services

Partnership Services

Director, Customer Experience

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 37527)

Gazetted: 22 November 2019

Closing Date: 29 November 2019

Details: This position presents an exciting opportunity to enhance the experiences Shared Services offers our customers across all services and channels. As the Director, Customer Experience, you will be responsible for developing and implementing customer experience strategies, frameworks and programs that drive a culture of customer centricity. You will critically analyse processes and services on the basis of customer feedback and industry research and develop recommendations and strategies to improve the customer experience. Critical to success in the role will be strong relationship management skills, including the ability to positively influence others,

strong analytical and decision-making skills and a sound understanding of the values, behaviours, strategies and metrics required to create exceptional customer experiences. 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 commencing in December 2019 until 15 January 2021.

How to Apply: Please submit your curriculum vitae with contact details of at least two referees and a two-page pitch on why you think you're the best person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Neiberding (02) 6207 6774 craig.neiberding@act.gov.au

Communications and Engagement

CMTEDD Communications and Engagement

Engagement

Assistant Director - Engagement

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 19233, several)

Gazetted: 26 November 2019

Closing Date: 12 December 2019

Details: Looking to join a dynamic team of communications, engagement, marketing, digital and content specialists who are driving the future of government communications?

Possess a relentless drive to provide clear information to our community – in the way they want to receive it?

Want to work collaboratively with key stakeholders to ensure our community is at the centre of communications, policy and service design and delivery?

Have a nose for identifying risk and developing high level, strategic communications and engagement strategies and advice?

Then the Communications and Engagement division within Chief Minister, Treasury and Economic Development (CMTEDD) want you!

We're a fun group of professionals who not only enjoy long walks along the beach ... to the water cooler ... but championing community voice in government. We're innovative, determined and committed to the important work we do.

The Engagement team works closely with our colleagues in the other stream of our division, who lead audience-focused content development. So close, some might say #onedreamtwostreams.

We're looking for two officers for 12 months, with possibility of extension or permanency.

If you're amazing but don't make the top two – we're also creating a merit pool (streams, pools, water ... we've got something going here) which means you could have the opportunity to work in communications teams across the ACT Government.

So dive in, get your two page pitch to us and join our team.

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.

Eligibility/Other Requirements: Relevant tertiary qualifications and a minimum of five years' experience working professionally in the fields of strategic engagement, strategic communications, media or public relations is preferred. The ability to work flexibly with some out of hours work is required.

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

This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. These positions are to fill vacancies as a result of maternity leave.

How to Apply: Please provide a written application addressing the Selection Criteria in no more than two pages, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

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

Office of Director-General

Office for Mental Health and Wellbeing

Suicide Prevention Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45229)

Gazetted: 26 November 2019

Closing Date: 10 December 2019

Details: The Suicide Prevention Officer reports directly to the Coordinator-General for Mental Health and Wellbeing and is responsible for overseeing the coordination and implementation of suicide prevention programs and activities that align with ACT LifeSpan in the ACT Education Directorate. The implementation of the Youth Aware of Mental Health Program across ACT high schools will be a major focus of the role. The successful applicant will have a demonstrated track record of working in a multi-disciplinary team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available from 6 January 2020 until 30 June 2021 with possibility of permanency.

How to Apply: Please provide a written application against the Selection Criteria and a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Johnson (02) 5124 9600 natalie.johnson@act.gov.au

Shared Services

Education ICT

Shared Services ICT

Assistant Director, Access Control

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 05196)

Gazetted: 21 November 2019

Closing Date: 4 December 2019

Details: Do you have a strong attention to detail and enjoy customer services? Education ICT is looking for an enthusiastic and motivated leader to head the Education Access Control Team permanently starting with the busiest time of year. The role manages the ICT Access and Storage needs of the Education Directorate and all ACT Public schools. You will be an individual that can lead a small diverse team through a transitional state while maintaining and influencing a high level of service in the Access Control space. This includes the ability to ensure process, approvals and security controls are met by the team. The role will also focus on redefining processes to outline opportunities for automation. The role provides guidance and support to the Education ICT Access Control team members who ensure the correct ICT accesses are provided to the correct teachers and school staff on Day 1 of Term 1. This body of work is highly visible and is a priority over the January and February period every year. Previous years have proven successful and 2020 will be no different. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applications should include a supporting statement of no more than two pages outlining your Qualifications and Experience against the required capabilities.

Contact Officer: Bruce Abdilla (02) 6207 6851 bruce.abdilla@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Customer and Tenancy Management

Assistant Director, Customer Relationship Management

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 37606, several)

Gazetted: 25 November 2019

Closing Date: 11 December 2019

Details: ACT Property Group are seeking experienced property, customer and/or account management professionals to manage customers as the tenancy manager for ACT Property Group owned and leased properties. The position also coordinates and liaises with other areas in ACT Property Group and Government on customer and property management matters. The position provides day to day management of identified buildings under management or lease, liaison with building owners and advice on service improvements. This position and team is vital to ensuring that we understand and deliver our services to meet or exceed customer expectations where possible.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. 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: ACT Property Group is seeking people with experience in leasing and property management preferably in government or commercial environments, particularly with a demonstrated understanding of the operation and management of commercial office buildings and other non-residential building types. A focus on a providing high quality customer service in a positive and productive work environment is key. Qualifications in property management, commercial leasing, commercial real estate or similar will be highly regarded. Applicants must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current drivers licence (car).

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

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

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

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The two page pitch should:

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

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

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

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

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Phillip Wales (02) 6207 7214 phillipb.wales@act.gov.au

Shared Services Strategic

Business Branch Portfolio Governance

Director, Change and Communication

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 00418)

Gazetted: 26 November 2019

Closing Date: 10 December 2019

Details: Shared Services' Strategic Business Branch is seeking a motivated Change and Communication Director to lead a growing team. The successful candidate will manage the team responsible for providing a change and

communications capability (to support the delivery of ICT programs and projects), and coordinating and driving Branch communications and engagement activities.

The successful candidate will:

- develop and implement strategies for organisational change and work closely with senior leaders to develop and deliver targeted change, engagement and communication collateral and activities
- lead, motivate and coach team members, to establish priorities and manage competing deadlines for self and others.
- possess advanced conceptual, analytical skills and professional problem-solving skills, with the ability to understand how issues integrate and probe for further information.
- provide advice that is impartial, evidence-based, objective and shows an alignment with the strategic direction set by the organisation.
- establish and maintain effective and diverse strategic business partnerships, including with executive stakeholders; through collaboration, engagement, responsiveness and influence.
- apply their well-developed persuasive and negotiation skills, utilising exceptional written and verbal communication ability to engage with others.

This role is the equivalent of EL2 in the Australian Public Service. Commonwealth employees can transfer leave and superannuation arrangements to the ACT Government upon employment. 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 in-depth knowledge of Change Management and Strategic Communications specialisms is essential, and a tertiary qualification in a related field is highly desirable. Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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: Applications should include a supporting statement of no more than two pages outlining your qualifications and experience against the required capabilities of the role as set out in the Position Description. Please also provide a copy of your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ula Martin (02) 6205 6536 ula.martin@act.gov.au

Chief Minister, Treasury and Economic Development

Enterprise Canberra

Active Canberra

Executive Support

Senior Project Officer, Community Participation

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 34894)

Gazette: 27 November 2019

Closing Date: 11 December 2019

Details: The Sport and Recreation team are seeking an organised and experienced person to undertake the role of Senior Project Officer on a temporary basis, covering a period of leave. This role sits within the Community Participation team that is responsible for supporting a range of participation initiatives within the sector, including getting kids active through nature based play, funding programs, education and training and combat sport safety. The role will work closely with existing sport and recreation partners, understanding their needs and supporting their sustained growth. While administration and process form part of the role, creative thinking is also required to consider new opportunities that may support our aim to get more people moving through sport and recreation. We need a great communicator who will enjoy liaising with different groups with the sector. Strong writing skills are also needed, coupled with an ability to present insightful viewpoints and an attention to detail. Canberra holds the highest active participation rates in the country but we can't take this for granted. Our challenge is to create opportunities for improved participation in sport and recreation – if this is a challenge you are up for we would welcome your interest. 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 from 8 January 2020 up until 17 January 2021 with the possibility of extension. 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: Wayne Lacey (02) 6207 2080 wayne.lacey@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

Children and Families

Child Development Service

Intake Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 36113)

Gazetted: 27 November 2019

Closing Date: 11 December 2019

Details: The Child Development Service is seeking to fill the position of Intake Officer. The Intake Officer is a critical front-line customer service role within the Child Development Service. In this role you will be required to work as part of a small intake team to assist referrers and families who are seeking information and advice about services available to support child development. You will be linking families to programs within the Child Development Service as well as redirecting to more appropriate service providers as needed.

Your roles will include provision of a phone intake service, as well as provision of intake and administrative support to the Child Development Service Drop-In Clinics. You will be responsible for the registration and processing of referrals to the Child Development Service.

The successful applicant will have high level communication and liaison skills to engage with a broad range of internal and external stakeholders to understand the Early Intervention landscape in the ACT and support families to access the services they need.

The Child Development Service is committed to providing the best service possible and support staff in professional development to achieve this.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Qualifications, Suitability and Experience

Experience and/or desire to work in a community services environment.

Experience in community engagement and customer service delivery.

Proficiency with Microsoft Office and database systems.

Current driver's licence.

Additional Information

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 registrations refer to www.legislation.act.gov.au/a/2011-44/default.asp and <http://www.ors.acr.gov.au/community/working> with vulnerable people.

Educational, suitability and professional qualification checks may be carried out prior to employment.

Note: This is a temporary position available for 12 months with a possibility of permanency.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees along with a copy of your driver's license.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Parker (02) 6205 1595 katherine.parker@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.

Housing

Executive Government and Engagement

Housing Liaison Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 03148)

Gazetted: 26 November 2019

Closing Date: 10 December 2019

Details: Are you looking for an exciting opportunity to gain first hand experience in the workings of government and have strong knowledge of the day to day business of Housing ACT. Housing ACT, within the Community Services Directorate (CSD), is looking to recruit a Housing Liaison Officer (HLO) to take up the post in January 2020 and to remain in the position through to October 2020 election. As the HLO, you will sit in the Minister for Housing and Suburban Development's office at the Legislative Assembly. The position is a key roles as the liaison point between the Ministers office and Housing ACT. You will attend meetings between the Minister and CSD Executive, ensure the efficient flow of written materials between the Minister's offices and Housing ACT and liaise with members of the public who contact the Minister's office. The role is part of the Executive, Government and Engagement team in Housing ACT and you will work closely with the team to provide high level support and customer service to the Minister, the Director General, Housing ACT Executive and the community.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Experience working on Cabinet, Ministerial and Government business, specifically in the ACT Government and excellent knowledge of Housing ACT and its role in supporting the Canberra community would be highly regarded.

Note: This is a temporary position available from 2 January 2020 until 16 October 2020. 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 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: Kate Boljkovac (02) 6207 5105 kate.boljkovac@act.gov.au

Housing

Policy and Business Transformation

Housing and Homelessness Strategy and Policy

Senior Director - Policy

Senior Officer Grade A \$145,048, Canberra (PN: 32288)

Gazetted: 22 November 2019

Closing Date: 6 December 2019

Details: Housing ACT is a division of the Community Services Directorate (CSD) and is looking for suitably experienced Senior Policy Advisors/Managers to join their Housing and Homelessness Strategy and Policy unit. Housing ACT is on a significant change management path and this position will contribute to leading a team involved in the development of innovative social and operational policy and will work collaboratively with a broad range of community partners across the Housing and Homelessness sector. The successful applicant will possess highly developed leadership and management skills, analytical skills and the ability to manage human and financial resources to deliver complex social policy and innovative service delivery initiatives. Knowledge of or experience in the fields of human services policy, including housing and homelessness, including national, state and local government responsibilities and interactions will be highly regarded.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Knowledge and/or experience in the fields of human services policy, including housing and homelessness, including national, state and local government responsibilities and interactions along with tertiary qualifications in a relevant discipline will be highly regarded.

Note: This is a temporary position available from 6 January 2020 to 31 December 2020 with the possibility of permanency.

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

Contact Officer: Further information about the position is available from Shane Nielsen, shane.nielsen@act.gov.au, (02) 6205 2571

Housing

Policy and Business Transformation

Housing and Homelessness Strategy and Policy

Director Policy

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 43033)

Gazetted: 26 November 2019

Closing Date: 10 December 2019

Details: Housing ACT is a division of the Community Services Directorate (CSD) and is looking for suitably experienced Policy Advisors/Managers to join their Housing and Homelessness Strategy and Policy unit. Housing ACT is on a significant change management path and this position will contribute to multiple areas including strategic activities, legislative reform and projects on policy and program issues related to human social housing and homelessness issues along with the development of operational policy that will facilitate the delivery of both new and established strategic policy. The successful applicants will have demonstrated their excellent communication skills and the ability to deliver complex policy and/or legislation advice within specified deadlines. Knowledge of or experience in the fields of human services policy, including housing and homelessness, including national, state and local government responsibilities and interactions will be highly regarded. Applicants with an understanding of Housing ACT's statutory framework and legislative process are encouraged to apply.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline would be highly regarded.

Note: An order of merit may 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 address the Selection Criteria located in the Position Description, provide a current curriculum vitae and the contacts of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Stevens (02) 6205 4450 caroline.stevens@act.gov.au

Inclusion and Participation

Social Recovery

Assistant Director Community Engagement and Social Recovery

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 39257)

Gazetted: 21 November 2019

Closing Date: 5 December 2019

Details: We are seeking an Assistant Director to join the Inclusion and Participation Division. Your primary role will be to manage the ACT Government's social recovery function and team including the development and implementation of operational policy and procedures aimed at supporting the Canberra community during and after a disaster. Additional roles include managing key community engagement initiatives including the Theo Notaras Multicultural Centre, social inclusion events and programs. You will enjoy working in a dynamic and changing role with a diverse range of people and organisations and balancing competing priorities in a considered and supportive manner. You will also be committed to leading a strong and progressive team that delivers work to a high standard in a professional and engaging environment. We offer the successful applicant a rewarding and flexible work environment. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse

backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. This position may be required to work after hours, on-call and on weekends in accordance with Enterprise Agreement provisions. 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: Please submit a written application of no more than three pages responding to the Selection Criteria, outlining relevant experience and demonstrating your capacity to perform the duties and responsibilities of the role, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Wells (02) 6207 9432 jenny.wells@act.gov.au

Strategic Policy

Systems and Performance

Records Management

Records Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 23208)

Gazetted: 21 November 2019

Closing Date: 28 November 2019

Details: Reporting to the Executive Branch Manager, Systems and Performance, the Records Manager, in charge of a small team, will ensure directorate compliance with the *Records Act (2001)* and the Records Management Program (RMP). The Records Manager will also assist the directorate (via the Go Digital) project, to move from analogue content to digital, enabling greater usage of digitised content together with becoming an integral component of the Information Management Lifecycle. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available from 6 January 2020 until 4 January 2021 with the possibility of permanency. Selection method: Selection may be based on application and referee reports only.

How to Apply: Please provide a written statement of no more than two pages. Your application is required to address each of the Selection Criteria items individually, together with a current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Garry Taylor (02) 6205 2817 garry.taylor@act.gov.au

Education

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

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

School Performance and Improvement Division

Belconnen Network

Southern Cross Early Childhood School

Business Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 30908)

Gazetted: 26 November 2019

Closing Date: 3 December 2019

Details: As an integral member of the Leadership team our Business Manager will work in partnership with the Principal to enable the delivery of high quality early childhood and education across the school, including support for the Early Childhood Education service, and is required to understand and meet the needs of the school community and system requirements. Our Business Manager will have excellent knowledge and skills to manage all aspects of the position and have exemplary communication skills ensuring the delivery of outstanding service.

Alongside developing policies and procedures relating to facilities management, and the preparation of budgets, expenditure reviews, and financial returns our Business Manager will have responsibility for supervising and developing administrative and education support officers including Australian School Based Apprentice's (ASBA's).
Eligibility/Other Requirements:

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Desirable Working knowledge of the MAZE and SAS management systems. A Current First Aid certificate or willingness to undertake appropriate training. Experience in managing school systems including outside providers and hirers. Confined Spaces training.

Note: This is a temporary position available from 20 January 2020 up until 9 October 2020 with the possibility of permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months

How to Apply: Applicants are to address the Selection Criteria with reference to the duty statement 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: Lyndall Read (02) 6142 0020 lyndall.read@ed.act.edu.au

System, Policy and Reform

Enrolments and Planning

Project Officer, Schools Planning

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45845)

Gazetted: 27 November 2019

Closing Date: 11 December 2019

Details: We are looking for an enthusiastic team member to assist us in meeting the challenge of growing demand for places in the ACT Government school education system. You will work with our colleagues across government to help us plan when, where and how we will deliver new schools and expand the existing schools network. Your interest in urban design and land use planning, and your analytical and policy development skills will enable you to contribute to innovative responses to complex land development issues. You will assist in identifying sites for new schools in response to Greenfields and infill development across Canberra. You are a clear communicator, able to use your project management and organisational skills to ensure we meet tight deadlines. This role provides the opportunity to make a meaningful contribution to the wellbeing of Canberra's children and work in a small and dynamic team.

Eligibility/Other Requirements: Knowledge of the processes of urban planning, and tertiary qualifications in project management, planning, architecture, economics, demographics or any other related field is desirable.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 should provide a written response of no more than three pages against the Selection Criteria, provide a curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Klein (02) 6207 0734 liz.klein@act.gov.au

Service Design and delivery

Learning and Wellbeing Policy and Design

Aboriginal and Torres Strait Islander Education Section

Cultural Integrity Coordinator

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 45785)

Gazetted: 26 November 2019

Closing Date: 19 December 2019

Details: The Cultural Integrity Coordinator will take a leadership role on supporting schools to build their cultural integrity. Building cultural integrity across all ACT public schools and meeting the needs and aspirations of all Aboriginal and Torres Strait Islander students are key priorities for our Directorate. The implementation of cultural integrity means our schools will be:

- culturally safe places for Aboriginal and Torres Strait Islander students, families and staff;
- developing staff and student understanding of Aboriginal and Torres Strait Islander histories, cultures, languages and knowledge systems through professional learning and curriculum delivery;
- developing and maintaining genuine, collaborative and respectful relationships with Aboriginal and Torres Strait Islander parents, families, local community members, service providers and agencies;
- actively representing Aboriginal and Torres Strait Islander histories, cultures and contributions to contemporary society in their physical infrastructure and online presence.

The successful applicant will:

1. Lead projects with school staff to develop, promote and maintain communication between school staff, Aboriginal and Torres Strait Islander students, families, and the community.
2. Collaborate with school staff and communities in the development and implementation of programs, activities and resources aimed at embedding Aboriginal and Torres Strait Islander perspectives in student learning.
3. Support schools to develop network-level initiatives, which raise awareness and embed whole-school celebration and recognition of Aboriginal and Torres Strait Islander cultures and achievement, including advising schools, and leading the organisation of appropriate events.
4. Work with schools and communities to identify cultural integrity priorities at both the school and cluster levels and collaborate with school staff and Education Support Office (ESO) staff to build school and ESO capability to effectively support Aboriginal and Torres Strait Islander student wellbeing, transitions, and aspirations.
5. Maintain accurate records and prepare reports, letters and email correspondence as required including contributions to the Cultural Integrity Google Community and school newsletters. Attend and contribute to school-based and Education Support Office meetings as required.

Eligibility/Other Requirements:

Mandatory:

This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people.

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:

Relevant qualifications in Education, Community Services, Youth Work or related fields.

Possession of a current driver's licence and access to a private vehicle.

Note: This is a temporary position available from 20 January 2020 until 3 July 2020 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of claims (maximum of 4 pages) addressing the Selection Criteria, a current curriculum vitae and the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Patrick Chapman (02) 6205 0156 patrick.chapman@act.gov.au

School Performance and Improvement Division

North and Gungahlin Network

Dickson College

Classroom Teacher – Information Technology

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 06216)

Gazetted: 21 November 2019

Closing Date: 5 December 2019

Details: Dickson College is seeking a highly motivated, dynamic and innovative classroom teacher of Information Technology. The ability to teach another KLA would be highly desirable. The successful applicant will demonstrate

best practice pedagogical approaches, collaborative teaching and learning and an ability to engage a diverse range of students from various backgrounds.

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.

Highly Desirable

Ability to teach in one other KLA.

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

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 below.

Contact Officer: Josephine Kim (02) 6142 0140 josephine.kim@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.

Education

Business Services

School Cleaning Team

Cleaners - Education Directorate

Cleaning Services Officer 2 \$49,702 - \$51,554, Canberra (PN: CL2020)

Gazette Date: 28 November 2019

Closing Date: 01 December 2019

Details: Employment opportunities exist with the ACT Public Service as Cleaners of Education Directorate schools. Employment will be offered either on a permanent or temporary (up to five years) basis. Hours of work will be negotiated with the successful applicants. The salary stated above will be paid pro-rata for part-time hours. Successful applicants will be required to work a shift-roster, which may include weekend work.

Eligibility/Other Requirements:

This is a restricted recruitment process under *section 27(3)(b) of the Public Sector Management Act 1994* which is limited in Phase 1 to those employees of the entities contracted to clean ACT public schools, Dimeo Cleaning Services Pty Ltd and Menzies International (AUST.) Pty Ltd, who were employed by those entities on 1 July 2019. Phase 2 is limited to current ACT public school cleaners employed by Dimeo Cleaning Services Pty Ltd or Menzies International (AUST.) Pty Ltd, who were not eligible to apply through Phase 1 (e.g. those individuals employed in those entities after 1 July 2019).

The mandatory requirements are:

A current ACT Working with Vulnerable People (WWVP) Registration (by commencement).

The duties of the position require a high degree of manual activity and applicants must possess an appropriate level of functional physical fitness.

Cleaning officers must be prepared to wear a uniform.

Note: Eligible candidates will be invited to attend an Assessment Centre to verify key information and knowledge as it pertains to ACT School cleaning.

Any offer of employment is subject to verification of the applicant's identity, the applicant's previous employment record, the applicant passing Working with Vulnerable People Checks, Police checks and reference checks.

Offers of ongoing permanent appointment to successful applicants is subject to the applicant being an Australian citizen or being a permanent resident of Australia. The appointment will be subject to a probation period.

Offers of temporary employment on contract of up to 5 years to successful applicants (who are not Australian citizens or permanent residents) is subject to the applicant holding a visa that permits the applicant to work in the ACT public service.

Any offer of a contract to a successful applicant is limited to the duration of their visa. However where an applicant secures a further visa before the expiration of the contract, the applicant may be offered further contract(s) provided the total duration of the contract(s) does not exceed 5 years from the initial date of engagement.

A successful applicant cannot be employed on contract for a cumulative period which exceeds 5 years from the initial date of employment on contract engagement, irrespective of whether the applicant holds, or obtains in future, a visa which permits the applicant to work in the ACT public service beyond five years from the initial date of engagement.

A successful applicant employed on contract may be eligible for ongoing permanent appointment if, within five years from the initial date of employment, the applicant obtains Australian citizenship or obtains Australian permanent residency.

The employment of all successful applicants employed on contract(s) whom do not secure permanent ongoing appointment will terminate five years from the initial date of employment (if their employment has not terminated earlier under the terms of their contract, including if the applicant ceases to hold a visa that permits the applicant to work in the ACT public service).

Once employment has terminated, the applicant can only secure further employment with the ACT Public Service via a further selection process.

How to Apply: Eligible applicants are to submit a Registration of Interest form. Selection will be based on an Assessment Centre to be conducted in December 2019. For further information please contact Penny Price on (02) 6207 2432.

Contact Officer: Penny Price (02) 6207 2432 penny.price@act.gov.au

School Performance and Improvement

North and Gungahlin Network

Turner School

Administrative Assistant

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 45267)

Gazetted: 21 November 2019

Closing Date: 28 November 2019

Details: Turner School is seeking a highly experienced, energetic, organised and self-motivated officer to undertake the duties of Administrative Service Officer to support the Principal and Business Manager in the day to day administrative operations of the school. The successful applicant will have strong customer service and project skills and be proficient in the use of a variety of computer applications as well as the ability to assist in the updating and management of the school's website. The successful applicant will possess proven ability to work independently and as part of a team in a busy office environment providing operational, administrative and technical support including experience with IT processes and systems. 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.

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

Other: The successful applicant will be required to work during stand down period between school terms to undertake duties as directed for example, records management, administrative preparation for the next term and general administrative duties. This will be subject to negotiation with the Principal and/or the Business Manager.

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

How to Apply: Applicants are required to provide a written response outlining their experience and suitability based on the activities set out in the Position Description and address the Selection Criteria (no more than three pages). Applicants are required to supply a current curriculum vitae (last five years only). Applicants may supply copies of qualifications relevant to the position. Applicants are required to list two referees with phone and email contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deborah Parr (02) 6142 2432 deborah.parr@ed.act.edu.au

Business Services

Executive Branch Manager, Infrastructure and Capital Works

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E520)

Gazetted: 27 November 2019

Closing Date: 11 December 2019

Details: The Education Directorate has a temporary vacancy from 23 December 2019 to 12 June 2020 to fill the position of Executive Branch Manager, Infrastructure and Capital Works.

Reporting to the Executive Group Manager, Business Services the Executive Branch Manager is responsible for the directorate's capital works program, capital upgrades program and repairs and maintenance program.

The Executive Branch Manager is also responsible for the directorate's corporate functions of asset management (maintenance, leasing and contracting), vehicle management and utilities contract negotiation and management.

As a leader in the Business Services Division, the Executive Branch Manager will contribute to the design and delivery of significant initiatives aligned with the directions and priorities of the Directorate's Strategic Plan 2018 - 2021, A Leading Learning Organisation.

The Executive Branch Manager Infrastructure and Capital Works is responsible for:

devises and makes recommendations on strategies for effective management of the Education asset base;

provides advice to the Senior Executive and the Minister on capital works investment, upgrades and maintenance;

oversees the construction of new schools and major upgrade projects;

oversees the effective execution of the directorate's repairs and maintenance program;

leads the development of high-quality business cases for Government consideration and tender documentation for the procurement of services from the construction sector;

negotiates contracts and resolves contract disputes in a fair, equitable and professional manner;

participates in a range of whole of government working committees and steering groups; and

provides outstanding leadership to a large team of permanent, temporary and contract staff.

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

How to Apply: Interested candidates should submit a one page expression of interest and a current curriculum vitae (including the contact details of two referees) to Executive Group Manager, Business Services, via email david.matthews@act.gov.au by COB 11 December 2019.

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

Contact Officer: David Matthews (02) 6207 0384 david.matthews@act.gov.au

School Performance and Improvement

North and Gungahlin Network

Gungahlin College

Associate Principal

School Leader B \$143,046, Canberra (PN: 19522, several)

Gazetted: 25 November 2019

Closing Date: 2 December 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 a number of School Leader B's to join a dynamic and innovative leadership team in leading School Improvement and assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students. The successful applicants will:

Lead and manage Professional Learning through PLCs and the Instructional Leadership Framework, driving high expectations and differentiation.

Lead an inclusive school culture, build capable, resilient and active young adults through a positive approach to developing the whole student.

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

Promote the wellbeing of staff, students and families.

Deputise for the Principal as required.

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.

Contact Officer: Priscilla Wray (02) 6142 1000 priscilla.wray@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

Belconnen Network

Kingsford Smith School

Deputy Principal - Junior School

School Leader B \$143,046, Canberra (PN: 15352)

Gazetted: 25 November 2019

Closing Date: 9 December 2019

Details: Kingsford Smith School is a Preschool - 10 school in the Belconnen area of Canberra in the ACT. The school is seeking a dynamic deputy principal with high level pedagogy and educational leadership skills to lead and manage the Preschool to Year 5 team.

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

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

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

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

Applications should be submitted via the Apply Now button below.

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

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

School Performance and Improvement

North and Gungahlin Network

Harrison School

Executive Teacher - Kindergarten and Preschool Team Leader

School Leader C \$122,856, Canberra (PN: 25399)

Gazetted: 27 November 2019

Closing Date: 4 December 2019

Details: Harrison School is a large, values based, single campus P-10 school in the Gungahlin Network that supports personalised learning through student voice and the effective use of ICT. We are committed to developing independent, creative, problem solving, reflective learners who can communicate and collaborate on a global stage. We focus on building positive relationships that underpin collaboration, differentiation, inclusion and the provision of effective learning opportunities for our whole community. We are seeking a School Leader C to join our dynamic and innovative leadership team in progressing the school's improvement agenda. Specifically, the position is responsible for leading a large primary school teaching team. The successful applicant will lead quality teacher practice in line with the Australian Professional Standards for Teachers, have a passion for coaching and

mentoring staff and be able to plan for effective professional learning. They will also have expertise in working with the broader community to enhance the individual learning progress of students.

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

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

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: Daniel Breen (02) 6142 2200 daniel.breen@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

Learning and Wellbeing Policy and Design

Aboriginal and Torres Strait Islander Education

Assistant Director, Cultural Integrity Professional Practice

School Leader C \$122,856, Canberra (PN: 14134)

Gazetted: 26 November 2019

Closing Date: 3 December 2019

Details: The ACT Education Directorate is seeking a suitably qualified person with extensive experience in Aboriginal and Torres Strait Islander Education and a strong commitment to Cultural Integrity to be part of a small team responsible for the implementation of Cultural Integrity in ACT Public Schools. A major focus of the implementation of Cultural Integrity is the design and delivery of professional learning programs for teachers, school leaders and Education Support Office staff with a focus on cultural integrity and evidence-based culturally inclusive curriculum and pedagogies. The successful applicant will: Lead and manage the design and delivery of professional learning to build Cultural Integrity in Canberra public schools with a focus on supporting and providing opportunities for all staff to build their knowledge and understanding of Aboriginal and Torres Strait Islander histories, cultures, languages and knowledge systems. Lead and manage the design and delivery of curriculum projects and teaching and learning resources to strengthen school and teacher capability to embed the Aboriginal and Torres Strait Islander Histories and Cultures Cross-curriculum Priority of the Australian Curriculum. Represent the Directorate at meetings, forums and events on matters relating to Aboriginal and Torres Strait Islander education; and manage relationships with a wide range of internal and external stakeholders to promote Cultural Integrity. Provide expert, timely advice to Directorate senior executive and the Minister through high quality briefing papers, project plans, reports and written submissions. 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.

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

How to Apply: Applicants are to provide a statement of claims (maximum five pages) against the School Leader Capability Framework, a curriculum vitae and the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Beth Craddy (02) 6205 9195 beth.craddy@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

Belconnen Network

Maribyrnong Primary School

Executive Teacher

School Leader C \$122,856, Canberra (PN: 40728)

Gazetted: 25 November 2019

Closing Date: 2 December 2019

Details: Maribyrnong Primary School seeks an executive teacher to lead the Preschool-2 Teaching team and the English as an Additional Language or Dialect (EAL/D) team. Duties include, but are not limited to: Have responsibility for the EAL/D learning program; lead aspects of, as well as contribute to, the development and achievement of whole school strategic goals including the Quality Improvement Plan; actively participate in the development and implementation of curriculum, pedagogy and assessment to meet the needs of all learners; lead action research cycles in the early years with a specific focus on the analysis of data, focused on learner needs and progress; and undertake an appropriate teaching load as determined by the Principal.

Eligibility/Other Requirements: The successful candidate will have Early Childhood qualifications. 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 Position Description (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Buesnel (02) 6142 0570 andrew.buesnel@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/Weston Network

Narrabundah Early Childhood School

School Leader

School Leader C \$122,856, Canberra (PN: 16307)

Gazetted: 22 November 2019

Closing Date: 6 December 2019

Details: Narrabundah Early Childhood School is seeking a dynamic, motivated school leader to join our team to deliver excellent results and with particular expertise in developing pedagogical practice and curriculum knowledge in others. The successful applicant will lead with integrity, courage and purpose to build trusting respectful relationships with colleagues, students and families across the school. Duties include, but are not limited to: Contribution to the development and achievement of whole school strategic goals. Active participation in the development and implementation of curriculum, pedagogy and assessment to meet the needs of all learners. Lead a Professional Learning Community to improve outcomes for students in literacy, numeracy and student wellbeing using action research cycles to analyse data and implement systems to monitor impact. Lead a team of K-2 educators through coaching and mentoring practices to ensure high quality performance.

Demonstrate commitment to implementing a whole school approach to Positive Behaviours for Learning (PBL).

Demonstrate outstanding skills in connecting with the whole school community. Undertake an appropriate teaching load as determined by the principal.

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

How to Apply: Applicants are to provide a current curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and two referees. For more information about this opportunity, please contact the contact officer.

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: Judy Moore (02) 6142 3828 judy.moore@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Palmerston District Primary School

School Executive Teacher – Literacy/EALD

School Leader C \$122,856, Canberra (PN: 02020)

Gazetted: 25 November 2019

Closing Date: 9 December 2019

Details: Palmerston District Primary School is seeking a dynamic Executive Teacher to join our leadership team. The successful applicant will:

Lead the implementation of Literacy initiatives across K-6.

Lead the English is an Additional Language or Dialect (EAL/D) learning program K-6.

Actively coach teachers as a member of the executive team.

Lead and manage the New Educators in our school.

Teach the appropriate executive load on a Year 1 class.

Lead the Year 1 and Year 2 teams with curriculum and pedagogy.

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; 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 EAL/D students. Experience with mentoring new educators.

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 School Leader Applicant Package (max five pages) and two referees (current or recent supervisor). Please also provide a copy of your TQI and WWVP registrations.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Smith (02) 6142 1440 kate.smith@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Gilmore Primary School

Family Engagement Coordinator

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 41911)

Gazetted: 25 November 2019

Closing Date: 9 December 2019

Details: Gilmore Primary School is a small, community-focused, ACT public school in the Tuggeranong Schools Network. The Family Engagement Coordinator works collaboratively with the school leadership team to deliver quality services to children and their families who are experiencing difficulty engaging with education by utilising person-centred approaches, therapeutic interventions and an understanding of childhood developmental stages. The role includes the provision of information, advice and professional learning to school staff. This position

requires the ability to develop and maintain professional relationships to work alongside families and other agencies, strong engagement skills, case management skills, and high level written and communication skills. Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline. 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 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: Vicki Lucas (02) 6142 1780 vicki.lucas@ed.act.edu.au

Environment, Planning and Sustainable Development

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

Climate Change and Sustainability

Executive

Community Leadership

Director, Community Leadership

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45704)

Gazetted: 21 November 2019

Closing Date: 9 December 2019

Details: Do you want to play a central role in the ACT's world- leading climate change response? Are you an energetic person who knows how to build effective partnerships with businesses and the community? Do you have a track record of success in identifying strategic directions and building solutions to meet them? Can you lead a small team in a fast-paced government environment? If so, we want you to head up our new Community Leadership Team in the Climate Change and Sustainability Division. This team will work with key stakeholders in business and the community building strong partnerships to drive innovation in emissions reduction and climate resilience. You will be a key point of integration between stakeholder needs, government policies and programs and ensuring the ACT's climate change agenda is well-focused and effective. 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: Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Gene McGlynn (02) 6205 4752 gene.mcglynn@act.gov.au

Heritage

Conservation Officer (Advice)

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45883, Several)

Details: ACT Heritage is looking for suitably qualified and experienced Conservation Officers to provide high quality advice to the ACT Heritage Council and the ACT Government, on the management of natural, Aboriginal and historic heritage places and objects in the ACT. The positions would suit professionals with strong experience in and knowledge of heritage management in a statutory context, including conservation planning and impact mitigation. Strong project management and representation skills are required, as are excellent time management

and communication skills. The successful applicants will be able to demonstrate strong teamwork skills, as well as an ability to work independently. Further detail on the position can be found in the Position Description.

Eligibility/Other Requirements: Qualifications and experience in Cultural Heritage Management, Architecture, Archaeology, Planning or a related discipline are highly desirable.

Note: 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.

Selection may be based on application and referee reports only.

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: Further information about the position is available from Meaghan Russell, meaghan.russell@act.gov.au, (02) 6205 5497

Justice and Community Safety

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

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

ACT Emergency Services Agency

Risk and Planning

SharePoint Online/O365 Specialist

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 34621)

Gazetted: 22 November 2019

Closing Date: 29 November 2019

Details: Applications are sought from applicants for the Information Technology Officer 2 role of SharePoint/O365 Specialist, Digital Services Section, ACT Emergency Services Agency. The unit is seeking a well organised and motivated officer able to demonstrate initiative, sound judgement and proven experience in developing and implementing innovative and effective SharePoint and O365 solutions. This is a rare opportunity to utilise your relevant experience by joining a fast paced, dynamic team using the latest digital and design software to directly support front-line emergency services and the wider Justice and Community Safety (JACS) Directorate. The successful applicant will provide technical expertise in the implementation and management of the SharePoint platform, as well as undertake analysis, functional requirements definition, development testing, implementation, maintenance and support SharePoint sites and systems.

Note: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. An order of merit will be established from the selection process which may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. All enquiries regarding the role should be directed to the Contact Officer.

How to Apply: Please provide a personal pitch of no more than two pages providing examples of your achievements, experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description, your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andy Tripathi (02) 6205 3034 andy.tripathi@act.gov.au

Corporate

Office of the Chief Operating Officer

Communications, Engagement and Media

Communications and Engagement Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 43120)

Gazetted: 22 November 2019

Closing Date: 29 November 2019

Details: The Justice and Community Safety Directorate is looking for an experienced and enthusiastic communicator to join its fast-paced Communications, Engagement and Media Team. The directorate strives to maintain a fair, safe and peaceful community in the ACT where people's rights and interests are respected and

protected. The team works on a wide variety of subjects from the law to road safety and emergency preparedness and response. The successful applicant will be responsible for assisting with the development of the directorate's communication strategies and other media and campaign materials to ensure our community is informed and engaged on the topics that matter. The Communications and Engagement Officer will assist in communication and stakeholder engagement activities as part of the ACT Government's Building Communities Not Prisons initiative. This position will assist in the promotion of this initiative, facilitate comprehensive stakeholder consultation and monitor progress of the project. To be successful in the role, the officer will need to be highly organised, have strong attention to detail and be able to communicate with a broad range of stakeholders across government, the community sector, academia and the public. The officer will need to be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes. The role will be required to write, create and publish engaging written and digital content for the Directorate, as well as the creation of engaging marketing and educational campaigns.

Eligibility/Other Requirements: Relevant qualifications in communication, public relations or equivalent experience would be desirable. A driver's licence highly desirable.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Magee (02) 6207 2136 alexandra.magee@act.gov.au

ACT Corrective Services

Corporate services

Information and Business Solutions Unit

SharePoint and Business Administration Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 35519)

Gazetted: 21 November 2019

Closing Date: 28 November 2019

Details: ACT Corrective Services (ACTCS) is seeking Expressions of Interest from motivated and highly organised people to fill the role of SharePoint and Business Administration Officer within the Information and Business Solutions Unit (IBSU). The successful applicant will fulfil the role of ACTCS SharePoint Intranet Administrator and ACTCS internet site management and will provide high level administrative support to IBSU. The experience with SharePoint Online is essential to this role. You will also support ACTCS SharePoint Content Editors and users by providing assistance, advice and information on content maintenance and accessibility and provide information to ACTCS staff on information security. In addition, you will liaise with the ACT Government Shared Services and JACS SharePoint administrator in relation to user access enquiry and system improvement. You will assist with the development and maintenance of ACTCS public internet content including liaison with the JACS internet administrator and ACTCS business units. The successful applicant will be expected to demonstrate strong administrative capability as well as the ability to prioritise the tasks and a capacity to work as part of a team. You will also possess excellent interpersonal and communication skills and provide high level administrative to Head of Information Communication and Technology (ICT). 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 or demonstrated experience in SharePoint Administration (or equivalent) highly desirable.

Qualifications or demonstrated experience in the use of MS Word and Excel to an advanced level highly desirable.

Experience in the use of MS VISIO and Adobe Photoshop highly desirable, or the ability to acquire the required level of skills.

Understanding of Project Management concepts desirable.

Experience in or an understanding of Corrective Services is desirable.

The successful candidate may be required to undergo a National Police check

Current driver's licence highly desirable.

Note: This is a temporary position available from 16 December 2019 until 14 February 2020. Selection may be based on written application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: Please review the attached position description and provide a current curriculum vitae, the name and contact details of two referees, and a supporting statement of no more than two pages outlining practical experience and examples.

Applications should be submitted to the Contact Officer.

Contact Officer: Lydia Chen (02) 6207 5772 lydia.chen@act.gov.au

ACT Courts and Tribunal

Registry Operations

Criminal

Team Leader

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 32404)

Gazetted: 25 November 2019

Closing Date: 9 December 2019

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

Performing administrative functions and working collaboratively across the Courts.

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

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

Working within defined policy, legislation and guidelines.

Managing priorities, competing work demands within tight deadlines while maintain a very high level of accuracy and attention to detail.

As a Team Leader you will be required to supervise a small team.

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

Eligibility/Other Requirements: Experience working in a court environment is highly desirable. The position is subject to a National Police check.

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

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

Applications should be submitted via the Apply Now button below.

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

ACTCT

ACAT

Senior Support Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 45306)

Gazetted: 25 November 2019

Closing Date: 8 December 2019

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of Senior Support Officer. The successful applicant will be customer focused with well-developed administration skills, the ability to work effectively individually and in a team, and with good attention to detail.

The senior support officer works in a dynamic frontline role, providing customer and administrative services to tribunal users across ACAT. The officer will undertake a wide range of tribunal registry work, including processing tribunal applications, case management, and general administration and providing customer service to guide tribunal users throughout their ACAT experience. The officer will use their subject expertise to mentor other ACAT staff members and assist Team Leaders.

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 should provide a curriculum vitae and a personal pitch of no more than two pages, which explains why you are the best person for the job and how you meet the Professional / Technical Skills and Knowledge and Behavioural Capabilities outlined in the position description.

Applicants should also respond to the following question in their pitch: How do you handle unexpected changes or challenges?

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Brenton Hutchison, brenton.hutchison@act.gov.au, (02) 6207 1438

Parliamentary Counsel's Office

Legislative Drafting Section

Assistant Parliamentary Counsel 1

Assistant Parliamentary Counsel 1 \$61,785 - \$124,436, Canberra (PN: 43782, several)

Gazetted: 25 November 2019

Closing Date: 9 December 2019

Details: The ACT Parliamentary Counsel's Office is seeking applications from qualified people for the above legislative drafting position. Assistant Parliamentary Counsel 1 is a broad band, ranging from entry level positions for lawyers who have not had significant experience in providing legislative drafting services elsewhere to experienced drafters.

The primary role of an Assistant Parliamentary Counsel 1 is to:

Draft bills and subordinate laws for the Government, non-Executive members of the Legislative Assembly and provide legislative advice, under supervision

Work in drafting teams and assist in the management of drafting projects

Actively participate in activities aimed at developing a cooperative and high performing workplace.

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: Admission as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory is required. Experience with legislative process and operations of government is desirable however not essential.

Note: There is one permanent position and possibility of a temporary position available from this recruitment. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please provide the contact details for two referees, your curriculum vitae (no more than 6 pages) and a short statement (no more than 2 pages) outlining how your Skills, Knowledge and Capabilities make you an ideal candidate for this role. You should consider the duties of the position and capabilities required to perform the position in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bianca Kimber (02) 6205 3705 bianca.kimber@act.gov.au

Legislation, Policy and Programs

Civil Law

Senior Director

Senior Officer Grade A \$145,048, Canberra (PN: 46234)

Gazetted: 26 November 2019

Closing Date: 10 December 2019

Details: Legislation, Policy and Programs is seeking a highly motivated person to head up its Civil Law team. The Civil Law team provides policy advice and project management to the Directorate on a broad range of civil and administrative law topics. The Senior Director provides high-level management of the team, and facilitates skills development for all team members. The Senior Director is also responsible for individually delivering critical legislation projects and briefings. The key duties and responsibilities include: provide overall strategic leadership for the team; manage staffing and work planning for the Civil Law team; develop team capacity and ensure timely delivery of outcomes in relation to a range of policy projects, including: legal assistance services; courts and tribunals legislation; property law and relevant regulatory laws; a variety of administrative law topics, including

human rights, privacy, copyright and Births, Deaths and Marriages; represent Legislation, Policy and Programs at Executive level meetings, stakeholder meetings, and on inter-directorate and inter-governmental projects.

Eligibility/Other Requirements: Applicants should be able to demonstrate a high level of experience in policy and legislation development, and a solid background in general/public law and policy. Relevant tertiary qualifications and experience in appropriate field would be highly desirable.

How to Apply: A response should be made to each individual Selection Criteria outlined in the attached Position Description. Applicants should address the numbered Selection Criteria only. Please limit your response to one A4 page (maximum) against each of the Selection Criteria.

Contact Officer: Daniel Ng (02) 6207 0674 daniel.ng@act.gov.au

Office of the Legislative Assembly

Parliamentary Support

Committee Support

Committee Secretary

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

Gazetted: 21 November 2019

Closing Date:

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 Applications can be forwarded to:

OLARecruitment@parliament.act.gov.au

Transport Canberra and City Services

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

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

City Services

Roads ACT

Road Maintenance

Support Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 23536)

Gazetted: 27 November 2019

Closing Date: 11 December 2019

Details: Road Maintenance are seeking a competent team player to assist the Works Manager with the on-going day-to-day tasks associated with the delivery of our services. The successful candidate will work with a diverse and active team within Road Maintenance and will be a key player in the daily work being undertaken. 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: Selection may be based on application and referee reports only.

How to Apply: Candidates should respond to the 'what you require' component of the Position Description in no more than one A4 page per item and provide a current curriculum vitae and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@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.

Transport Canberra and Business Services

Transport Canberra

Customer Service Team

Customer Service Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 20388)

Gazetted: 26 November 2019

Closing Date: 10 December 2019

Details: Transport Canberra is responsible for the planning, delivery and operation of Canberra's integrated public transportation network – buses, light rail and active travel. Transport Canberra is responsible for the delivery of public bus services to the ACT community, focused on providing high-quality customer service, safe bus operations and sustainable transport outcomes. Transport Canberra is the lead agency responsible for integrating the new light rail system with the bus network, utilising a single ticket system, a central contact for information and coordinated scheduling of transport modes.

We are seeking applications from highly motivated and committed people to fill the role of Customer Service Officer, within the Transport Canberra Customer Service team. The Customer Service team receive, review and resolve requests from customers on bus, light rail and MyWay ticketing matters. In a fast-paced environment you will manage customer enquiries by phone, email and our Customer Relationship Management system, providing an excellent service to customers in resolving their requests and making it easy for them to use Transport Canberra services. Critical to the role will be your ability to interpret and accurately document customer requests and use both policy and sound judgement to solve customer problems. Ideally, you will have experience in a call-centre environment, handling escalated calls and responding to service requests from customers to ensure that issues are resolved both promptly and thoroughly.

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

Eligibility/Other Requirements: This is a contact centre environment and the required working hours are 9:00am to 5:00pm Monday to Friday. Knowledge of electronic applications such as, Citrix, CRM and Transport Canberra databases is highly desirable.

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

How to apply: Please review the attached Position Description and submit your current curriculum vitae along with a two-page pitch, detailing your skills and experience against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christie Stewart (02) 6207 2216 christie.stewart@act.gov.au

City Services

Roads ACT

Road Maintenance/Environmental Services

Utilities Policy Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45860)

Gazetted: 27 November 2019

Closing Date: 18 December 2019

Details: Roads ACT are seeking the right candidate to join our Environmental Services team. The successful candidate will have technical expertise in engineering and planning and demonstrated experience in utilities regulation, policy and compliance in the streetlight and stormwater space and will work to mitigate risks associated with streetlights and stormwater. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A Bachelor's degree in environmental science, engineering or public policy or related is mandatory.

Note: This is a part-time position at 29:50 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: If this sounds like the job for you, please send an application addressing the "What you require" in the Position Description - no more than one A4 page per dot point; a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennie Gilles (02) 6207 2141 jennie.gilles@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 Renewal Authority

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

Communications and Engagement

Director Communications and Engagement

Infrastructure Officer 5 \$150,690, Canberra (PN: 34830)

Gazetted: 25 November 2019

Closing Date: 11 December 2019

Details: Love Canberra? Want to see it grow and prosper into a great liveable city, full of diverse and interesting places?

Now's your chance to be a part of the team charged with leading the transformation to inject new life into the central parts of Canberra.

The City Renewal Authority is looking for an enthusiastic and motivated individual to join the Communications and Engagement team. Ideally that person will have extensive experience in audience and insights driven communications and engagement strategy development and implementation, will have a high work ethic and a proven ability to meet deadlines. The successful candidate will also be required to manage internal and external stakeholders including ministerial and executive staff. We are looking for someone who can demonstrate their experience in developing and implementing high quality integrated communication strategies and responses including traditional and digital tactics. The successful candidate will be someone that works very effectively with the team, is willing and able to quickly learn, and excited about urban renewal.

If this sound like you and you're keen to help shape one of Lonely Planet's top 10 cities to visit, we'd love to hear from you.

To find out more about us head to <https://www.act.gov.au/cityrenewal/home>.

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience working professionally in the fields of communications and engagement is essential.

Note: This is a temporary position available immediately until 24 December 2020 with the possibility of permanency. The successful applicant will need to be available for occasional weekend and after-hours work, with access to recovery leave. The ability to work flexibly with some out of hours work is required. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Whilst the role in the City Renewal Authority is not in an activity-based working (ABW) environment, future recruitment from the merit pool may have ABW arrangements.

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

Suitability for this position will be assessed on your demonstrated skills, experience, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. Please submit the following: a two-page pitch addressing the Selection Criteria outlined in the Position Description; a current copy of your curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Annette Zerial (02) 6207 9274 annette.zerial@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

Cancer & Ambulatory Services

CACHS Medical

Radiation Oncology

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 26873)

Gazetted: 28 November 2019

Closing Date: 12 December 2019

Overview of the work area and position: Cancer, Ambulatory & Community Health Department, Radiation Oncology. As part of the Radiation Oncology team, you will have the opportunity to contribute to high quality clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment. The successful applicant will be required to have excellent clinical and technical skills in radiation oncology. The Radiation Oncology Department is currently equipped with four Varian Linear Accelerators, ARIA patient management system, BrainLab TPS and ExacTrac, ARIA R&V, one dedicated CT Simulator, SXRT, Eclipse and Pinnacle 3D RTTPS and HDR brachytherapy. There is an established stereotactic brain service and an expanding stereotactic body radiotherapy service. The department has a well-supported RANZCR Radiation Oncology training programme. Involvement in departmental teaching and research is encouraged and supported. 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: Mandatory: o Registered or eligible for specialist registration with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian and New Zealand College of Radiologists, Faculty of Radiation Oncology or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This position is temporary part time at 24 hours per week for 12 months, with the possibility of extension. Contact Officer: Dr Brandon Nguyen (02) 5124 5191 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Assistant Director of Nursing - Adult Acute Mental Health Services

Registered Nurse Level 4.3 \$137,840, Canberra (PN: 21908)

Gazetted: 28 November 2019

Closing Date: 13 December 2019

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

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

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

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

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, 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.

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

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

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position:

Adult Acute Mental Health Services (AAMHS) are fully integrated with the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. AAMHS are located at Canberra Hospital and these services provide 24-hour contemporary, evidence-based clinical mental health care and treatment for people where less restrictive options have been deemed unsuitable or unavailable. Canberra Hospital is an approved mental health facility under the *Mental Health Act (2015)*, with the capacity to accommodate both voluntary and involuntary persons.

AAMHS consist of the 40 bed Adult Mental Health Unit (AMHU) with an 8 bed High Dependency Unit (HDU), 29 bed Low Dependency Unit (LDU) and a 2 bed Vulnerable Persons' Suite. AAMHS also consists of a 6 Bed Mental Health Short Stay Unit and a Consultation Liaison Psychiatry Service.

These services provide a trauma informed, person centred, therapeutic approach involving the admitted person, their carers, families, nominated persons and other key service providers and the clinical team in the development of collaboratively based recovery plans designed to meet each individual's needs. The team works in close collaboration with Community Mental Health Teams (CMHT's), Alcohol and Drug Services, private Psychiatrists, General Practitioners and community agencies to deliver high quality, timely and appropriate care for persons who require admission for mental health treatment, care and support.

In this position you will provide senior leadership for the multidisciplinary team and the maintenance of safe therapeutic environment and support for evidence-based clinical interventions, care coordination and person centred care processes consistent with national standards and legislative requirements. You will report against key performance indicators and promote a learning environment for the team.

Eligibility/Other Requirements:

Mandatory:

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

Minimum 12 months leadership/management experience.

Experience providing clinical care within a mental health, justice health or drug and alcohol environment.

Desirable:

Relevant post graduate qualifications in nursing and management.

Leadership/management experience within a mental health or drug and alcohol environment.

Current driver 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).

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

Contact Officer: Karen Grace (02) 5124 1577 karen.grace@act.gov.au

Quality, Safety, Innovation and Improvement

Patient Safety Team

Team Leader Clinical Incident Management

Registered Nurse Level 3.2 \$120,730, Canberra (PN: 16024)

Gazetted: 28 November 2019

Closing Date: 5 December 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 Quality, Safety, Innovation and Improvement Division is focusing on Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvement. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' quality approach to deliver Person-Centred, Safe and Effective Care and developing a culture of continuous quality improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services. This is achieved through:

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

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

Areas within the Quality, Safety, Innovation and Improvement Group include:

Clinical Effectiveness

Patient Safety

Patient Experience

Insurance and Legal Liaison

The Patient Safety team (PST) includes the Risk Management team, the Medico Legal team and the Incident Management team. The PST provides support to clinical and non-clinical staff to assist in the delivery of safe, effective and person-centred health care.

Under the direction of the Senior Manager, PST, the Team Leader, Clinical Incident Management, provides operational management of the Clinical Incident Management Team, and leadership for strategic improvements for patient safety related to clinical incident management.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Zandra Corey (02) 5124 9557 zandra.corey@act.gov.au

Clinical Services

Women, Youth and Children

Maternity and Gynaecology Outpatient Department

Endometriosis and Pelvic Pain Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 15959)

Gazetted: 28 November 2019

Closing Date: 9 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

A unique and exciting opportunity has arisen for a suitably experienced registered nurse or registered nurse/midwife to work within a dynamic and evolving Women's Health Unit at the Centenary Hospital for Women and Children in the field of menstrual disorders, endometriosis and pelvic pain.

The Endometriosis and Pelvic Pain Nurse will coordinate and provide an innovative evidenced based health program for women experiencing gynaecological conditions, endometriosis and pelvic pain, by contributing to clinical practice guideline development, clinical service provision, education, research and ongoing management and development of the service.

This would include the support of menstrual health education and self-screening programs for teenagers, collaborating with school nurses at Canberra high schools.

The position involves working weekdays in the gynaecology outpatient department and consulting or providing education in other outpatient, inpatient and community locations as needed. This role functions as part of the multidisciplinary team for endometriosis and complex pelvic pain and services the people of ACT and surrounding regions.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for up to 12 months with possibility of extension.

Contact Officer: Penny Maher or Denise Carter (02) 6142 6142 or (02) 6142 6142 penny.maher@act.gov.au or denise.carter@act.gov.au

Finance and Business Intelligence

Health Information Services

SNAP

SNAP Assessment Officer

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 17856)

Gazetted: 28 November 2019

Closing Date: 6 December 2019

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit. Sub and Non-Acute Patient (SNAP) Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes of care, according to the primary clinical management intention. The SNAP team report to the Clinical Coding and Casemix Manager within Health Information Services. Care type changes are performed to ensure sub-acute and non-acute inpatient episodes of care are funded according to activity. SNAP Officers also undertake comprehensive assessments for sub- and non-acute inpatients, including RUG-ADL, FIM, HoNOS65+ and Palliative Phases. Subacute services play an integral part within the health care continuum, supporting patients to maximise their independence and capabilities and, in doing so, minimise long-term health and community care needs. Sub-acute care focuses on care delivered from a multidisciplinary approach and as such promotes communication and facilitates consistent pathways from acute care to discharge.

Eligibility/Other Requirements:

Mandatory:

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

High level computer skills (MS Office) with demonstrated experience in collecting and managing data.

Desirable:

Hold accreditation or trained in recognised clinical assessment tools, such as; Functional Independence Measure (FIM);

Health of the Nation Outcome Scales (HoNOS65+);

Resource Utilisation Group Activities of Daily Living (RUG-ADL), and/or;

Palliative Care Phases

Current Driver's Licence. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Contact Officer: Fran Duffey (02) 6207 4564 frances.duffey@act.gov.au

Clinical Services

Chief Operating Officer

Territory Wide Surgical Services

Registered Nurse Level 2

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 36794)

Gazetted: 28 November 2019

Closing Date: 6 December 2019

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the Work Area and Position

Territory Wide Surgical Services forms part of the Clinical Operations Division within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals. The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service. A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore, another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services. The Territory Wide Surgical Services Team is seeking applications from highly motivated and organised individuals interested in joining a dynamic team who are leading new surgery initiatives across the Territory. This exciting opportunity includes assisting in the management of patients waiting for elective surgery in the ACT. The successful applicant will be customer focused and possess excellent communication, interpersonal and problem-solving skills required to respond to consumers relating to the Elective Surgery Waiting List.

Eligibility/Other Requirements:

Mandatory:

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

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

Desirable:

Minimum five years of surgical experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Jelena Gissane (02) 5124 9035 jelena.gissane@act.gov.au

Clinical Services

Women Youth and Children

Women Youth and Children Community Health Program

Maternal and Child Health Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 31449)

Gazetted: 28 November 2019

Closing Date: 2 December 2019

Our Vision: creating exceptional health care together

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

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

region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

Overview of the Work Area and Position

Maternal and Child Health (MACH) nurses support the National Framework for Universal Child and Family Health services. MACH Nurses adhere to the Competency Standards (Victoria). These domains are:

Legal, professional and ethical practice

Promotion of child and family health and wellbeing through knowledge and practice

Promotion of maternal and child health within the context of public health policy

Knowledge development and research

Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites.

Eligibility/Other Requirements:

Mandatory:

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

Post graduate qualifications in Child and Family Health or equivalent.

Hold a current driver's licence

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

Desirable:

Qualifications and recent experience in midwifery/paediatrics or related primary health setting are highly desirable.

Family Partnership Model Training (or commitment to complete training)

Circle of security Training

International Board-Certified Lactation Consultant

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Sally Campbell (02) 5124 1538 sally.campbell@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Acute Mental Health Services

Registered Nurse Adult Acute Mental Health Inpatient Units

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 45058, several)

Gazetted: 28 November 2019

Closing Date: 9 December 2019

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

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

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

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

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

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

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:

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

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

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and Canberra Hospital.

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 consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

Minimum 24 months recent nursing experience in a mental health facility

Desirable:

Post Graduate Qualification in Mental Health Nursing

Clinical leadership experience

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

These are temporary positions available for six months with possibility of extension. This is a full-time position working across AAMHS on a rotating shift roster, including morning, evening and night shifts.

Contact Officer: Monique Fielder (02) 5124 5452 monique.t.fielder@act.gov.au

Medical Services

Pharmacy – TCH

Senior Rotational Pharmacist

Pharmacist Level 2/3 \$77,356 - \$106,178 (up to \$108,952 on achieving personal upgrade), Canberra (PN: 26246, several)

Gazetted: 28 November 2019

Closing Date: 30 June 2020

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 Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

Eligibility/Other Requirements:

Mandatory:

- Be registered (or eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Able to demonstrate competency standards at the Consolidation Level for Advanced Pharmacy Practice.

Desirable:

- Previous project management and/or research experience.
- Publication/s within peer reviewed journals.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment 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
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note:

There are several temporary and permanent positions available within the pharmacy. Full-time and part-time hours will be considered and the full-time salary noted above will be paid pro rata. Please submit your application at your earliest convenience. For an informal chat or for further information about the position please don't hesitate to contact the Contact Officer. This position could involve working across multiple CHS sites.

Contact Officer: Hamed Lane (02) 5124 2203 hamed.lane@act.gov.au

Clinical Services

Women, Youth and Children

Women and Babies

Maternity Assessment Unit Midwife

Registered Midwife Level 2 \$93,151 - \$98,728, Canberra (PN: 33256)

Gazetted: 28 November 2019

Closing Date: 11 December 2019

Details:

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the work area and position

The Maternity Department at the Centenary Hospital for Women and Children (CHWC) provides holistic, evidence based quality care and advocacy for all women and babies in the ACT and surrounding areas with acute and chronic health needs. The service is family-centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is breast feeding friendly and we provide a safe, functional and comfortable work environment for all those that work here. We provide family based care with an emphasis on partnership with families at this important time. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Maternity and Gynaecology. Under the direction of the Clinical Midwifery Manager, the registered midwife is responsible for the management, coordination and delivery of care to women during pregnancy and in the immediate postnatal period. The role incorporates triage, direct client care and co-ordination of a busy Maternity Assessment Unit (MAU). The registered midwife facilitates and supports the development, orientation and supervision of new staff and students and acts as a role model to promote evidence based practice.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

- Sound understanding and previous experience providing clinical assessments and triaging written and/or telephone referrals.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.
- Comply with Canberra Health Service Occupational Assessment, Screening and Vaccination policy, (OMU).

Note

This is a temporary position available for a period of 12 months with the possibility of extension. This current role involves morning and evening shift work (Monday to Friday) and in the foreseeable future to work weekends and public holidays on a full rotating roster. Full and Part time hours will be considered.

Contact Officer: Denise Carter (02) 5124 7368 denise.carter@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol Drug Services

Adult Mental Health Services

Discharge Liaison Nurse, Adult Mental Health Unit

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 42415)

Gazetted: 28 November 2019

Closing Date: 11 December 2019

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

Overview of the work area and position:

The Discharge Liaison Nurse is a key position in the Adult Mental Health Unit responsible for ensuring that a person's discharge plan is coordinated and communicated across all appropriate service professionals, carers, significant others and the person concerned.

The Adult Mental Health Unit is part of the Adult Acute Mental Health Services and can accommodate up to 40 people with a range of acute mental health conditions and disorders. Discharge planning commences at the point of admission and identifies with the treating team what is required to promote a safe and timely discharge for the person.

Planning for discharge will be structured around the person's Estimated Discharge Date (EDD). The DLN role is responsible for ensuring that the EDD is recorded, accurate, and meaningful and updated when required. Any variations to planned discharge, including barriers to discharge are communicated to other health professionals and alternatives to treatment, care and discharge planning is discussed and implemented.

The position will work as part of the multi-disciplinary team to deliver quality person-centred care within a recovery framework and improve the person's experience of mental health services and improve patient flow across the whole of health service.

Eligibility/Other Requirements

Mandatory:

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

Tertiary qualifications or equivalent in nursing and eligibility for membership of the appropriate professional organization.

A minimum of two years' experience as a Registered Nurse

Desirable:

Experience working within a mental health inpatient setting or an environment where the care of people with mental health needs or problems are addressed within a recovery oriented framework.

Experience working in a Discharge Liaison role in a similar environment

Hold a current driver's licence.

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

Undergo a pre-employment National Police check.

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

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

Contact Officer: Monique Fielder (02) 51245452 monique.t.fielder@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

SKIP Coordinator

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 21549)

Gazetted: 28 November 2019

Closing Date: 9 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the Work Area and Position

SKIP is an interprofessional, family-centred service for children aged 4 to 12 years with overweight or obesity. SKIP operates half a day a week at Belconnen Community Health Centre. It is delivered under a partnership model in which shared decision making, client empowerment and respectful and sensitive care are central to achieving outcomes. SKIP offers a single point of contact for ACT clients through the provision of integrated medical, dietetic and exercise physiology assessment and advice.

Under the direction of the WYCCHP Nutrition manager, you will manage the day to day activities of the SKIP service inclusive of the development and management of service processes to support the delivery of best practice.

Eligibility/Other Requirements:

Mandatory:

Degree or diploma in a health profession.

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for health professions not regulated by National Law be eligible for membership of the relevant professional association.

Registered under the Working for Vulnerable People Act.

HP3: Applicants must have a minimum of 3 years (ideally 5 years) post qualification experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note:

This is a temporary position available for 12 months, with possibility of extension. This position is part-time at (14.7) hours per week and the full-time salary noted above will be paid pro-rata. This position requires availability to work on Thursdays. Applications from this recruitment process may be used to fill temporary identical positions within the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Rebecca Aherne (02) 5124 1392 rebecca.aherne@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Justice Health Services

Forensic Mental Health Service Clinician

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 23845)

Gazetted: 28 November 2019

Closing Date: 11 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:

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

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

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

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

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

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position

Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings.

FMHS is one united service with five distinguishable yet integrated service components as follows:

FMHS Community Outreach Service (FCOS)

FMHS Court Assessment and Liaison (FCAL)

FMHS Bimberi Youth Justice Centre (FMHS BYJC)

FMHS at Alexander Maconochie Centre (FMHS AMC)

Fixed Threat Assessment Team (FTAT)

Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Mental Health Psychologist Allowance: \$983 - \$14,240.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Speak to the Contact Officer listed to find out if you could be eligible.

Eligibility/Other Requirements

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

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

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current driver's licence.

For Psychology:

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

Must hold a current driver's licence.

Highly Desirable:

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

For Social Work:

Degree in Social Work.

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with ACT Health credentialing requirements for allied health.

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

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jaime Bingham (02) 5124 1813 jaime.bingham@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Dietitian

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 27808)

Gazetted: 28 November 2019

Closing Date: 9 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Women, Youth and Children Community Nutrition team works with individuals, families and communities to improve health and wellbeing through delivery of evidence-based nutrition care. Our goal is to support clients to eat well, enjoy nourishing foods and develop a positive relationship with food and their body. We strive to deliver respectful care, working in partnership to meet the expressed needs of the client in a safe environment. Our team provides a range of services including individual dietary assessment, care planning and counselling for infants, children, and young people and pregnant and breastfeeding women, and education programs for staff and client groups. The team provides outreach services for the Women's Health Service and Eating Disorders Program and coordinates the School Kids Intervention Program (SKIP) for children with obesity.

Dietitians in the team are responsible operationally and clinically to the Women, Youth and Children Community Health Programs Nutrition Manager and professionally to the Profession Lead for Nutrition.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia

Current driver's license

HP3: Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Comply with CHS credentialing requirements for allied health.

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

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

Note:

This is temporary position available for 12 months, with the possibility of extension and/or permanency. This position is part-time at four days (29.4 hours) a week and the full-time salary noted above will be pro-rata. This position requires availability to work on a Friday. Other vacancies may become available. Applications from this recruitment process may be used to fill temporary or permanent identical positions within the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Rebecca Aherne Rebecca Aherne rebecca.aherne@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Cancer Supportive Care Team

Psychologist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 25676)

Gazetted: 28 November 2019

Closing Date: 11 December 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.

Cancer and Ambulatory Support

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

Overview of the work area and position:

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

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

The overall functions of the Psychologist will:

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

Provide individual or group service delivery.

Perform normal professional work under general professional guidance.

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

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

Eligibility/Other Requirements:

Mandatory:

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

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

Desirable:

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology

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

Previous work experience as a Clinical Psychologist is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

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

Note:

This position is part-time at 29.5 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: David Larkin 0478 316 790 david.larkin@act.gov.au

People and Culture

Senior Advisor - Workforce Planning and Analytics

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44902)

Gazetted: 28 November 2019

Closing Date: 5 December 2019

Details:

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the Work Area and Position

The People and Culture Division is responsible for the strategic and operational management of the People employed by Canberra Health Services, including Recruitment Services, Workforce Planning and Inclusion, Injury Management, Work, Health and Safety, Employee Relations and Workforce Culture. As the Senior Advisor, Workforce Planning and Analytics, reporting to Director, Workforce Planning, your role will be to support workforce planning, workforce analytics and inclusion initiatives within Canberra Health Services. In this new role,

you will have the opportunity to gain experience in workforce planning and use your research skills to assist in the development of the future workforce of Canberra's Tertiary Health facility. You will analyse simple and complex data, identify patterns and trends to assist and develop tailored reports to support future workforce planning initiatives. As well as developing and revising policies, procedures and assisting in the implementation of attraction and recruitment initiatives to improve the employee lifecycle, you will also be involved in the development of tailored planning for individual units across Canberra Health Service.

Eligibility/Other Requirements:

It is expected that the successful candidate will have the following attributes:

A positive attitude and a keen interest to learn.

Demonstrate exceptional communication skills and have a great attention to detail.

The ability to build strong relationships with a broad scope of stakeholders.

Sound analytical and problems solving skills.

Desirable:

Tertiary education or experience in workforce planning, health informatics or human resources;

Demonstrated experience in Excel, including Pivot tables, formulas and data manipulation;

Experience working in a health setting, particularly with data management would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available from 6 January 2020 up until 4 September 2020 with the possibility of extension and/or permanency.

Contact Officer: Kyra Maher (02) 5124 9553 kyra.maher@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Rehabilitation, Aged and Community Care Executive

NDIS Operational Support Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 44251)

Gazetted: 28 November 2019

Closing Date: 11 December 2019

Details:

Our Vision: creating exceptional health care together

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

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

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

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

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

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

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and 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 Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services' Values: Reliable, Progressive, Respectful and Kind. RACS provide a number of services under the National Disability Insurance Scheme.

The NDIS Operational Support Officer is

Responsible for the coordination of RACS NDIS activity through the NDIA portal and CHS client data collection and reporting systems; and

The central point of contact in relation to RACS NDIS activity.

The NDIS Operational Support Officer reports to the Administration Manager, RACS. The NDIS Operational Support Officer is based at the Village Creek Centre, Kambah but may be required to work at multiple RACS locations.

Eligibility/Other Requirements

Desirable:

Working experience of the operations and processes of the National Disability Insurance Agency (NDIA) and National Disability Insurance Scheme (NDIS)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Lisa Wilson (02) 51240226 lisa.wilson@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.

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community and Older Persons

Psychologist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 41241, several)

Gazetted: 28 November 2019

Closing Date: 9 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

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

The successful applicant of the Health Professional Level 2 (HP2) Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 Level as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA).

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

Minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service post qualification experience.

Current passenger vehicles driver's licence.

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).

Notes

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible. This is a full time position within Adult Mental Health Unit working Monday to Friday.

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

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Service (CAMHS)

Clinical Manager

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 41197, several)

Gazetted: 28 November 2019

Closing Date: 9 December 2019

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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:

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. The successful candidate will be required to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.

Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness who experience barriers to accessing office-based services. Health Professional Officers within the team are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. The role will also require the team member to undertake weekend work. All roles within CAMHS require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. MHJHADS offer a comprehensive clinical supervision program and training calendar to all staff, whether temporary or permanent. Opportunities for ongoing professional development in specific therapies and career progression are offered. Any role in CAMHS is required to be available to work within all program areas of CAMHS, as service needs arise. Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

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

Must hold a 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.

Must hold a current driver's licence.

For Social Work:

Degree in Social Work.

Eligibility for membership of the Australian Association of Social Workers.

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

Must hold a current driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check

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

Note:

There is one permanent position and two temporary positions available. Please note that some of the advertised positions will include regular rostered weekend work. There are multiple temporary and permanent positions available in the CAMHS Community and CAMHS AMOS teams.

Suitable applicants for these positions will be merit listed for consideration for other vacancies across all CAMHS Teams over the next 12 months.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Contact Officer: Melina Tsembis (02) 5124 1407 melina.tsembis@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapy

Physiotherapist

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 25534, several)

Gazetted: 28 November 2019

Closing Date: 13 December 2019

Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the Work Area and Position

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This position rotates across inpatient and specialised outpatient services. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

- Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.
- Promoting individual or group service delivery.
- Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

- Tertiary qualifications (or equivalent) in Physiotherapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current drivers licence.
- At least one year of full-time equivalent work experience as a physiotherapist.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing requirements for allied health.

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

Note: This is a temporary position available from February 2020 for a period of 12 months. You will be required to participate in an overtime roster. A merit list/merit pool will be created from this recruitment round and this may be used to fill positions at level over the next 12 months.

Contact Officer: Kerry Boyd (02) 5124 2154 kerry.boyd@act.gov.au

Logistic Support Service

Food Services

Administration Support Officer

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 20238)

Gazetted: 28 November 2019

Closing Date: 6 December 2019

Details: *Our Vision: creating exceptional health care together*

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

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

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Rethermalisation / Meal deliveries to patients/Menu monitors,

Cafeteria – Food, meals and drinks for staff and guests,

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

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Highly Desirable:

Administration recognized qualification

Current driver's licence

Minimum three years relevant administration work experience

Desirable:

Relevant experience in Microsoft Office applications.

Relevant food service IT systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Elizabeth Suarez (02) 5124 3932 elizabeth.suarez@act.gov.au

Clinical Services

Medicine

Clinical

Assistant In Nursing/Personal Care Worker

Assistant in Nursing \$51,603 - \$53,350, Canberra (PN: 44959, several)

Gazetted: 28 November 2019

Closing Date: 11 December 2019

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

Overview of the work area and position

The Division of Medicine is seeking enthusiastic, committed and suitably qualified staff to fill our Assistant in Nursing roles in our Inpatient units (6A, 9A, 8B, 7B and 7A).

Eligibility/Other Requirements

Mandatory:

Certificate III in Health Services Assistance or recognised 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*.

Notes

These are temporary positions available for a period of 12 months with the possibility of extension and/or permanency. Part-time hours will be considered and paid pro rata.

Contact Officer: Zivai Maburuse (02) 5124 2657 zivai.maburuse@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager/Bail Hostel Clinician

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 45690)

Gazetted: 28 November 2019

Closing Date: 12 December 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.

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

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

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

Overview of the work area and position

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

- Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions
- Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

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

The successful applicant will be required to work as a member of the multidisciplinary team providing high quality clinical interventions and care, and to achieve positive outcomes for people, including a specific focus on those people who are residing in Bail Hostels. Bail Hostels are 'residential establishments that accommodate people as a condition of their bail' and are designed to reduce 'prison overcrowding, upholds the principle of innocent until proven guilty, and minimise the risk of reoffending'. There is a current plan to establish bail hostel/s in the ACT as part of a broader Corrective Services Accommodation Strategy. This role may also be involved in service design processes associated with this specific client cohort.

The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. Importantly, nursing staff working within ACMHS are required to support people to achieve their personal recovery goals as identified in Care Plans.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Providing supervision to staff at the Registered Nurse 1 and 2 Levels as well as students is a key part of the role.

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

The position reports to a Team Leader who is based on site in the health centre 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:

Tertiary qualifications in Nursing with current 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.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Bruno Aloisi (02) 5124 1716 bruno.aloisi@act.gov.au

Clinical Services

Women, Youth and Children

Clinical Support and Project

Paediatric Clinical Support Nurse

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 04735)

Gazetted: 28 November 2019

Closing Date: 13 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the Work Area and Position

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

We are committed to staff excellence, with a supportive culture of ongoing professional development within the specialty of Paediatrics.

The Clinical Support Nurse, in conjunction with the Clinical Nurse Consultants, leads the planning, development, implementation and evaluation of learning programs with the Paediatric Department and ensures that professional development programs meet the learning needs of clinical nursing staff.

As the Clinical Support Nurse you will also work closely with the NSW Children's Healthcare Network (CHN).

Canberra Health Services works in partnership with the Southern region of this network to provide high quality healthcare across NSW and the ACT. The aim of the CHN is to ensure that all children, no matter where they live, have access to high quality healthcare as close to home as possible. The Clinical Support Nurse will provide clinical expertise, support and education to health professionals within the Southern district.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post-graduate qualifications in Paediatric Nursing and Health Services Management

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for eight months. This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Fiona Cameron (02) 6142 6159 fiona.cameron@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Cancer Allied Health

Head and Neck Cancer Specialist Nurse

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 00891)

Gazetted: 28 November 2019

Closing Date: 11 December 2019

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

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

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

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

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

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

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

Overview of the work area and position:

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Head and Neck Cancer Specialist Nurse will work as part of the division's Cancer Supportive Care team. The Cancer Specialist Nurse role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of head and neck cancer, across the cancer journey.

Eligibility/Other Requirements:

Mandatory:

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

Holds or is working towards relevant post graduate nursing qualifications

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note:

This position is part-time at 30 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: David Larkin (02) 6174 5637 david.larkin@act.gov.au

Clinical Services

Rehabilitation Aged and Community Care

Community Care Program

Occupational Therapist

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 22027)

Gazetted: 28 November 2019

Closing Date: 6 December 2019

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

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

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

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

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

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

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

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of 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 CHS. CHS is a values-led Directorate.

Overview of the work area and position:

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

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

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

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

Eligibility/Other Requirements

Mandatory:

Degree in Occupational Therapy, or recognized equivalent

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

Current Driver licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Profession.

If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: This is a temporary position available for up to 12 months.

Contact Officer: Dominic Furphy (02) 5124 1671 dominic.p.furphy@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Health Centres Management

Physiotherapist

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 16056)

Gazetted: 28 November 2019

Closing Date: 5 December 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 Walk in Centres (WiC) are a primary health service working with Advance Practice Nurses (APN) and Nurse Practitioners (NP) to provide episodic care for minor injury and illness to the ACT community and surrounds.

Physiotherapy Services are provided to a range of clients primarily focusing on musculoskeletal presentations. You will play a key role in delivering high quality patient centred care and associated functions to support service delivery in the WiC and CHS clinical areas.

This position will report directly to the WiC Clinical Nurse Manager for operational management. Clinical supervision, training and competency assessment is provided by Acute Allied Health Services Advanced Practice and/or Extended Scope of Practice Musculoskeletal Physiotherapist working in the Emergency Department at Canberra Hospital. You will be required to complete the Primary Contact Musculoskeletal Physiotherapy Standard of Practice.

Eligibility/Other Requirements

Mandatory:

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

Degree or Diploma in Physiotherapy or equivalent qualifications.

Desirable:

Post-Graduate Masters level qualification in relevant clinical field.

Minimum of five years clinical experience post entry level qualifications.

Minimum of three years' experience in relevant specialist area (musculoskeletal physiotherapy).

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 position may be required to work on an overtime roster.

Contact Officer: Cassandra Beaumont 0403 050 967 cassandra.beaumont@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

Infrastructure Delivery Partners

Civil and Commercial Infrastructure Branch

Infrastructure Project Support Officer

Infrastructure Officer 1 \$69,932 - \$82,628, Canberra (PN: 31576, Several)

Gazetted: 25 November 2019

Closing Date: 10 December 2019

Details: Major Projects Canberra was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. It has two main components:

Procuring and delivering infrastructure projects designated by the Chief Minister into Major Projects Canberra.

Typically those designated projects will have significant complexity and scale; and

Delivering other whole-of-government infrastructure projects in partnership with other Directorates.

Led by the Chief Projects Officer, Major Projects Canberra reports to the Head of Service and is accountable directly to the Treasurer and the relevant Ministers.

Other functions of Major Projects Canberra include contractor pre-qualification and IRE Certification, project management and reporting, superintendency of works and WHS Active Certification.

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

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

Eligibility/Other Requirements: A Degree or Diploma in a relevant technical field (Engineering, Architecture, Project Management or Construction Management); and/or Trade certification with building and infrastructure and/or project management experience would be beneficial.

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: Applications addressing the Selection Criteria are sought from potential candidates (maximum 4 pages) and must include contact details of at least two referees in a separate current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Sally Wright, sallya.wright@act.gov.au, (02) 6205 3530

Infrastructure Delivery Partners

PMARS Operations Support

Administration Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 18908, several)

Gazetted: 25 November 2019

Closing Date: 9 December 2019

Details: The Operations Support Branch provides advice to Directorates and Treasury in relation to the Project Management and Reporting Services in relation to delivering Capital Projects for the ACT Government. The branch works closely with the three Infrastructure Delivery branches of Infrastructure Delivery Partners (IDP) which are responsible for delivering capital works each year including project management, cost and contract management of the Government's capital works program, including the design, construction and defects phases of projects. The Operations Support Branch also has responsibility for the financial management function for IDP, including reporting, debtor and creditor managements, systems support, and capital works reporting.

The role within the Project Management and Reporting System (PMARS) team requires:

Providing customer support to ACT Government directorates and delivery agencies;

Providing a high level of customer service in responding to supplier enquiries on the telephone and via email, actively contributing to achievement of deliverables in the implementation of the PMARS;

Provide advice and guidance on PMARS related enquiries;

Provide advice on PMARS processes and procedures, including invoicing and payments.

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

Eligibility/Other Requirements:

Desirable:

Experience in the use of Microsoft Office applications, particularly Excel

Experience in undertaking administration duties (Inbox management, Records keeping, Data entry etc.)

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Judith Dudok (02) 6207 4978 judith.dudok@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 Health

Office of the Director-General

Culture Review Implementation Branch

Project and Administration Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41544)

Gazette: 22 November 2019

Closing Date: 9 December 2019

Details: The Culture Review Implementation Branch is looking for an energetic, result-driven person to fill the position of Project and Administration Officer. We are a small team charged with facilitating and supporting the cultural change process across the ACT public health system in close collaboration with staff and other key stakeholders internally and externally. Our environment is fast-paced. We support a number of governance committees and prepare Cabinet and Legislative Assembly materials including briefs and speeches. We oversight a large program of work and are responsible for managing projects. This position will be involved in undertaking project work, preparing meeting agendas and papers, and providing administrative support to the team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately up until the 30 June 2020.

How to Apply: Applicants are asked to send a copy of their curriculum vitae and a written response of no more than two pages addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Bertrand-Bruce (02) 5124 9892 cameron.bertrand-bruce@act.gov.au

APPOINTMENTS

ACT Audit Office

Auditor \$63,374 - \$82,771

Tehmina Tehmina 858-74961, Section 68(1), 28 November 2019

ACT Long Service Leave Authority

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

Dipak Mehta: 86341649, Section 68 (1), 25 November 2019

Canberra Institute of Technology

Teacher Level 1 \$74,437 - \$99,320

Adrian Gibbons 848-66820, Section 68(1), 20 November 2019

Note: This Appointment is to a non-Advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14, and Direct Appointment of Employee General. An Appointment under this section is not appealable.

Teacher Level 1 \$74,437 - \$99,320

Vanessa Hagon 858-49387, Section 68(1), 25 November 2019

Teacher Level 1 \$74,437 - \$99,320

Edwin Ingram 853-55547, Section 68(1), 25 November 2019

Teacher Level 2 \$106,090

Bronwyn Ings 836-16504, Section 68(1), 21 November 2019

Teacher Level 1 \$74,437 - \$99,320

Narelle Phillips 848-82273, Section 68(1), 25 November 2019

Teacher Level 1 \$74,437 - \$99,320

Rebecca Seale 821-00725, Section 68(1), 21 November 2019

Teacher Level 1 \$74,437 - \$99,320

Fleur Martinussen 827-16036, Section 68(1), 26 November 2019

Note: This Appointment is to a non-Advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14, and Direct Appointment of Employee General. An Appointment under this section is not appellable.

Chief Minister, Treasury and Economic Development

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

Jacqueline Bunt 858-65475, Section 68(1), 14 November 2019

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

Philip Dachs 863-41286, Section 68(1), 26 November 2019

Administrative Services Officer Class 2 \$55,934 - \$61,764

Andrew Hankin 858-58662, Section 68(1), 21 November 2019

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

Maxwell Rankin 863-13963, Section 68(1), 25 November 2019

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

Kylie Sakul-Thongbai 861-84815, Section 68(1), 28 November 2019

Community Services

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

Kerrie-Ann Foster 858-55525, Section 68(1), 19 November 2019

Education

Health Professional Level 2 \$65,216 - \$89,528

Alison Evans 862-74634, Section 68(1), 19 November 2019

Health Professional Level 4 \$106,043 - \$114,146

Catherine Robson 858-24374, Section 68(1), 26 November 2019

Environment, Planning and Sustainable Development

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

Matthew Auhl 853-76081, Section 68(1), 25 November 2019

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

Brodie Ferson 858-73694, Section 68(1), 7 November 2019

Justice and Community Safety

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

Emily Butterfield Moxon 858-64560, Section 68(1), 28 November 2019

Senior Officer Grade A \$145,048

Clinton McAlister 863-41032, Section 68(1), 25 November 2019

Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Jaclyn Van De Wetering 853-78642, Section 68(1), 21 November 2019

Office of the Legislative Assembly

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

Sophie Milne 00794, Section 68(1), 21 November 2019

Transport Canberra and City Services

General Service Officer Level 3/4 \$49,702 - \$54,276

Charles Russell 846-97537, Section 68(1), 27 November 2019

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

Dilip Thapa 863-41358, Section 68(1), 6 November 2019

Canberra Health Services

Health Service Officer Level 4 \$52,732 - \$54,750

Roary Beggs 859-53870, Section 68(1), 28 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Katrina Cardona 853-64232, Section 68(1), 28 November 2019

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

Geraldine Coulton 863-41315, Section 68(1), 16 December 2019

Health Professional Level 1 \$61,160 - \$80,129

Janessa Curry 861-32820, Section 68(1), 25 November 2019

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

Tammy Dredge 862-09883, Section 68(1), 27 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Helen Graham 839-25972, Section 68(1), 28 November 2019

Health Professional Level 1 \$61,160 - \$80,129

Keely Howard 861-32556, Section 68(1), 25 November 2019

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

Maybelline Katindoy 862-11211, Section 68(1), 28 November 2019

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

Alysia Koloamatangi 863-41972, Section 68(1), 25 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Jasmin Lajarca 857-93491, Section 68(1), 12 December 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Andrea Laragan 862-64831, Section 68(1), 12 December 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Diana Lucenario 857-45086, Section 68(1), 28 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Gabby Mabborang 857-4447, Section 68(1), 26 December 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Katherine Ndeira 862-64217, Section 68(1), 28 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Miguel San Pedro 859-51920, Section 68(1), 28 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Samjhana Shah 859-51779, Section 68(1), 28 November 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Effy Sijo 857-93758, Section 68(1), 28 November 2019

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

Gurdeep Singh 857-43179, Section 68(1), 25 November 2019

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

Grace Terry 863-40988, Section 68(1), 3 December 2019

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

Patrick Walsh 857-44761, Section 68(1), 6 January 2020

Major Projects Canberra

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

Vanessa Kaufhold 863-42094, Section 68(1), 26 November 2019

Senior Officer Grade A \$145,048

Lorraine Mulholland 863-40750, Section 68(1), 25 November 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Lowri Grice: 82745451

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

Education

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 10288) (Gazetted 29 October 2019)

Hannah Pearce: 863-42879

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

Office of the Legislative Assembly

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 45726) (Gazetted 1 October 2019)

Canberra Health Services

Nicole Saunders: 739-65997

From: Registered Nurse Level 2 \$93,151

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22654) (Gazetted 10 October 2019)

Jennifer Stein: 846-85544

From: Health Professional Level 3 94,305

Justice and Community Safety

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

Canberra Health Services, Canberra (PN. 44743)

PROMOTIONS

ACT Audit Office

Financial Audit

Linlin Cheng: 853-59951

From: Auditor \$63,374 - \$82,771

ACT Audit Office

To: †Senior Auditor \$85,091 - \$103,624

ACT Audit Office, Canberra (PN. 42807) (Gazetted 11 October 2019)

Financial Audit

Xinchen Wu: 858-70266

From: Auditor \$63,374 - \$82,771

ACT Audit Office

To: †Senior Auditor \$85,091 - \$103,624

ACT Audit Office, Canberra (PN. 11185) (Gazetted 11 October 2019)

ACT Long Service Leave Authority

Long Service Leave Authority

Compliance

Jennea Drake-Brockman: 858-51487

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

ACT Long Service Leave Authority

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

ACT Long Service Leave Authority, Canberra (PN: 45506) (Gazetted 14/10/2019)

Chief Minister, Treasury and Economic Development

Workplace Safety and Industrial Relations

Regulatory Policy Branch

Teo Findlay: 835-86026

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34476) (Gazetted 17 April 2019)

Shared Services ICT

Strategic Business

Project Front Door

Yuxin (Cheryl) Jin: 853-41815

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41832) (Gazetted 9 November 2018)

Access Canberra

Licensing and Registrations and Customer Coordination

Various

Leah McHenry: 827-27456

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35708) (Gazetted 8 November 2019)

Shared Services ICT

Strategic Business

Project Front Door

Obieze Moneke: 846-97932

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39264) (Gazetted 8 November 2018)

Shared Services ICT

Technical Services Branch

Shared Applications Management

Qing Rong: 835-87782

From: Information Technology Officer Class 2 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14270) (Gazetted 30 September 2019)

Shared Services Information and Communication Technology

Strategic Business

Portfolio Delivery Office

Sasha (Candice) Zhou: 847-27396

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 40707) (Gazetted 14 June 2018)

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

Community Services

Strategic Policy

Performance and Systems

Rebecca Fraser: 858-59120

From: Administrative Services Officer Class 2 \$55,934 - \$61,764

Community Services

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

Community Services, Canberra (PN. 41517) (Gazetted 19 November 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.

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

Housing ACT

Client Services Branch

Complaints and Information

Kristie Lorenzi: 835-67968

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

Community Services

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

Community Services, Canberra (PN. 40734) (Gazetted 11 October 2019)

Corporate Services

Finance and Budget

Kanitha Mony: 835-70104

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

Community Services

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

Community Services, Canberra (PN. 09850) (Gazetted 20 September 2019)

Director of Public Prosecutions

ACT Director of Public Prosecutions

Legal

Elizabeth Sutton: 844-01994

From: Prosecutor Grade 2 \$92,999 - \$113,159

Justice and Community Safety

To: †Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions, Canberra (PN. 45405) (Gazetted 24 September 2019)

ACT Director of Public Prosecutions

Legal

Chamil Wanigaratne: 761-93144

From: Prosecutor Grade 2 \$92,999 - \$113,159

Justice and Community Safety

To: †Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions, Canberra (PN. 04207) (Gazetted 24 September 2019)

ACT Director of Public Prosecutions

Legal

Elizabeth Wren: 848-79736

From: Prosecutor Grade 2 \$92,999 - \$113,159

Justice and Community Safety

To: †Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions, Canberra (PN. 17498) (Gazetted 24 September 2019)

Education

School Performance and Improvement

School Operations

Janet Abbott: 821-20398

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

Education

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

Education, Canberra (PN. 09417) (Gazetted 5 September 2019)

Service Design and Delivery

Learning and Wellbeing Policy and Design

Aboriginal and Torres Strait Islander Education

Patrick Chapman: 820-94337

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

Education

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

Education, Canberra (PN. 09431) (Gazetted 8 July 2019)

School Performance and Improvement

South and Weston Network

Narrabundah Early Childhood School

Julie Dixon: 772-12423

From: \$143,046

Education

To: †School Leader A 1 \$163,413

Education, Canberra (PN. 14755) (Gazetted 10 October 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.

School Improvement and Performance

North and Gungahlin Network

Gungahlin College

Melissa Horrocks: 817-45767

From: School Assistant 2/3 \$47,563 - \$57,998

Education

To: School Assistant 4 \$64,615 - \$69,965

Education, Canberra (PN. 35639) (Gazetted 11 October 2019)

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Parks and Partnerships

Nicholas Mikhailovich: 000-0475

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. 13564) (Gazetted 14 March 2019)

Environment

ACT Natural Resource Management

Resilient Landscapes

Jackson Taylor-Grant: 827-28491

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 16097) (Gazetted 20 August 2019)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Detainee Services

Vanessa Pece: 846-95005

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 39536) (Gazetted 13 September 2019)

Legislation, Policy and Programs

Justice Planning and Safety Programs

Laura Pound: 853-58131

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42743) (Gazetted 4 October 2019)

Transport Canberra and City Services

City Services

City Presentation

Place Management

Jacob Keed: 846-89051

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 47711) (Gazetted 10 October 2019)

City Services

Yarralumla Nursery

Heather Wilkins: 853-62077

From: General Service Officer Level 3/4 \$49,702 - \$54,276

Chief Minister, Treasury and Economic Development

To: †General Service Officer Level 5 \$55,097 - \$58,001

Transport Canberra and City Services, Canberra (PN. 17128) (Gazetted 2 October 2019)

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

Canberra Health Services

Medical Services

Jacob May: 844-83619

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. 21263) (Gazetted 17 October 2019)

Zoia Rusavov: 853-79004

From: Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807 (up to 60,556 depending on qualification level)

Canberra Health Services

To: Administrative Services Officer Class 4 \$70,359 - \$76,184
Canberra Health Services, Canberra (PN. 43972) (Gazetted 3 October 2019)

ACT Health

Health Systems, Policy and Research

Commercial Projects Management

Joshua Chris Thomas: 858-59083

From: Administrative Services Officer Class 1 \$49,703 - \$54,678

ACT Health

To: †Administrative Services Officer Class 2 \$55,934 - \$61,764

ACT Health, Canberra (PN. 45655) (Gazetted 19 November 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.

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Major Projects Canberra

Infrastructure Delivery Partners

Commercial Projects Management

Sam Djordjieski: 858-59112

From: Administrative Services Officer Class 1 \$49,703 - \$54,678

Major Projects Canberra

To: Administrative Services Officer Class 2 \$55,934 - \$61,764

Major Projects Canberra, Canberra (PN. 45791) (Gazetted 19 November 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.

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Infrastructure Delivery Partners

Commercial Projects Management

Liam Lupton: 858-54303

From: Administrative Services Officer Class 1 \$49,703 - \$54,678

Major Projects Canberra

To: Administrative Services Officer Class 2 \$55,934 - \$61,764

Major Projects Canberra, Canberra (PN. 45790) (Gazetted 19 November 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.

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021.