



ACT Government Gazette

Gazetted Notices for the week beginning 05 December 2019

VACANCIES

Calvary Health Care ACT (Public)

Finance

Accountant

Executive Level ASO 6 \$84,257 - \$96,430, Canberra (PN: Expected)

Gazetted: 11 December 2019

Closing Date: 17 December 2019

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

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

Reference Number: 11088

Contact Officer: Scott MacKenzie 02 6201 6019 Scott.Mackenzie@calvarycare.org.au

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

Finance

Business Manager

SOG C \$104,043 - 114,146, Canberra (PN: LP6807)

Gazetted: 05 December 2019

Closing Date: 18 December 2019

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

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

Reference number: 11229

Contact Officer: Melanie Andrews Melanie.Andrews@calvary-act.com.au

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

Medical

Senior Registrar

Senior Registrar \$138,667, Canberra (PN: LP7625)

Gazetted: 06 December 2019

Closing Date: 15 December 2019

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

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

Reference Number: 11198

Contact Officer: Nicole McCosker (02) 6201 6798 nicole.mccosker@calvary-act.com.au

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

HR

Project Director - Great Workplaces

Executive Level SOG B \$124,891 - \$140,596, Canberra (PN: expected several)

Gazetted: 05 December 2019

Closing Date: 16 December 2019

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

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

Reference Number: 11230

Contact Officer: Judi Childs judi.childs2@calvarycare.org.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

CIT Technology and Design

Cyber Security and Virtualisation

Cyber Security Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 51511, several)

Gazetted: 06 December 2019

Closing Date: 13 December 2019

Details: The Canberra Institute of Technology (CIT) Centre for Cyber Security and Games is seeking skilled and enthusiastic full-time teachers to deliver Cybersecurity training to students. Located at the CIT Reid Campus, the Centre delivers a range of nationally recognised training courses in Cybersecurity, Games and virtual worlds (programming). Successful applicants are expected to demonstrate a strong ability to work within a team and support the department to contribute towards the CIT Strategic Compass 2020. As a teacher within the cyber team, you will provide educational outcomes and meet compliance requirements for apprentices and general students, in a Vocational Education and Training (VET) environment. CIT teachers are also encouraged to liaise with industry and other stakeholders for the Department, whilst managing various educational resources. The Centre also works closely with the CIT Information Technology Department and shares teaching resources where required. Therefore, this may include teaching staff working across different areas such as security scripting, penetration testing, communication, network security, offensive network security and Cryptography. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*); and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

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

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

DESIRABLE

Diploma or Bachelor in Information Technology or Bachelor in Cyber Security or higher qualification

Industry certifications eg CEH, CISSP, MCSE, CCNA Security, CCNP Security, CompTIA Security+, CISCO Cyber Security Specialist, CompTIA Network+

Data analytics

Web security

Prince 2, Agile

Programming languages e.g. Python, R

Note: This is a temporary position available for a period of 12 up to two years with the possibility of extension and/or permanency. 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 to address the Selection Criteria (maximum 300 words per criteria) located in the Position Description, and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Abu Barkat (02) 6207 4078 abu.barkat@cit.edu.au

Education and Training Services

Technology and Design

Cyber Security and Virtualisation

Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 41368)

Gazetted: 05 December 2019

Closing Date: 12 December 2019

Details: The Canberra Institute of Technology (CIT) Centre for Cyber Security and Games is seeking a skilled and enthusiastic full-time teacher to coordinate the delivery of the Bachelor of Games and Virtual Worlds programs, facilitate delivery in remote campuses and Cyber security training to students. Located at the CIT Reid Campus, the Centre delivers a range of nationally recognised training courses in Cyber security, Games and virtual worlds (programming).

Successful applicants are expected to demonstrate a strong ability to work within a team and support the department to contribute towards the CIT Strategic Compass 2020. As a teacher within the cyber team, you will provide educational outcomes and meet compliance requirements for apprentices and general students, in a Vocational Education and Training (VET) and Higher Education environment.

CIT teachers are also encouraged to liaise with industry and other stakeholders for the Department, whilst managing various educational resources. The Centre also works closely with the CIT Information Technology Department and shares teaching resources where required. Therefore, this may include teaching staff working across different areas such as Cyber security, Website security, Security data analytics, Business analysis, IT Project planning/management, Professional Practice.

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

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing

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:

Bachelor in Information Technology or Bachelor in Cyber Security or higher qualification

Industry certifications eg CEH, CISSP, MCSE, CCNA Security, CCNP Security, CompTIA Security+, CISCO Cyber Security Specialist, CompTIA Network+

Data analytics

Web security

Prince 2, Agile

Programming languages e.g. Python, R

Computer Architecture

How to Apply: Please provide written response to Selection Criteria (maximum 300 words per criteria) and submit application, response and current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Abu Barkat (02) 6207 4078 abu.barkat@cit.edu.au

Education and Training Services

CIT Technology and Design

Cyber Security and Virtualisation

Client Service Officer

Administrative Services Officer Class 2/3 \$55,934 - \$68,204, Canberra (PN: 42565)

Gazetted: 05 December 2019

Closing Date: 19 December 2019

Details: The Canberra Institute of Technology (CIT) is seeking a self-motivated individual with high level administrative skills to work within the Centre for Cyber Security and games. The centre is located in CIT Reid. This centre delivers a range of nationally recognised training courses in Cyber Security, Games and virtual world (programming). The role encompasses customer support services including phone, email and face to face communication with clients. You need to attend to routine enquiries from staff, students, prospective students and community and industry personnel. The position requires entering data into local information systems, files, databases and student enrolment systems, providing general administrative support in user choice management, recognition of prior learning etc.

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:

- Certificate II in Business.
- Certificate III in Business Administration or equivalent.
- Current driver's licence.

Note: This is a temporary position available immediately for 12 months with possibility of extension and/or permanency. 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 to address the Selection Criteria (maximum 300 words per criteria) located in the Position Description, and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Abu Barkat (02) 6207 4078 abu.barkat@cit.edu.au

Corporate Services

Senior Director, Human Resources

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E1068)

Gazetted: 09 December 2019

Closing Date: 23 December 2019

Details: Canberra Institute of Technology is seeking an experienced and motivated executive for the position of Senior Director, Human Resources to play a pivotal leadership role as CIT adopts and organisation-wide shift in new thinking and practices to meet the training needs of the new world of work.

CIT is a trusted, iconic feature of Canberra's vocational education and training landscape, offering a unique value proposition benefiting the ACT region and the nation as a whole.

At CIT we are 'evolving together' to transform CIT to meet local, regional, national and global training needs. It is complex, challenging and exciting. Business systems and processes need to also be transformed to meet the need of the ACT community.

The Senior Director will work closely with the senior executive team in leading Human Resources, Industrial Relations and Work Health and Safety including developing and implementing strategies to enhance workforce capabilities in the contemporary and changing environment.

Applicants should have an established record in developing and implementing public sector policy, empowering managers across an organisation, excellent leadership credentials and a commitment to public service integrity. You should have a strong focus on customer service, delivering outcomes and be experienced in maintaining effective working relationships with stakeholders.

If this sounds like you, and you can hit the ground running, then we want to hear from you.

Note: Please note that the interview for this role will be conducted during the week beginning Monday, 20 January 2020.

Remuneration: The position attracts a remuneration package ranging from \$236,451 to \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Andrew Whale, Executive Director, Corporate Services, andrew.whale@cit.edu.au, (02) 6207 8960

Education and Training Services

Education Services

Education Services Management

Learning Designer

Senior Professional Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45833)

Gazetted: 06 December 2019

Closing Date: 15 January 2020

Details: Canberra Institute of Technology (CIT) is seeking an innovative learning designer. You will have recent and wide experience in developing a range of engaging learning content optimised for vocational education and training; as well as be able to contribute to organisational uplift in online learning skills. You will have experience in leading multiple projects with varying timelines and workloads; as well as great skills in contemporary design principles and knowledge of current thinking in how people learn and engage with learning content. You will model CIT's cultural traits and the ACT Public Service values and signature behaviours. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory: Qualification in learning design, online learning, or contemporary design; or equivalent work experience. Highly Desirable: At least five years' Vocational Education and Training (VET) experience. Qualification in information technology, management or project management.

Note: This is a temporary position available from 17 February 2020 until 31 December 2020.

How to Apply: Please submit a pitch (max two pages) showcasing your match to the role, and a detailed curriculum vitae (max 6 pages) with two referees (preferably including a current or recent manager).

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.edu.au up to 20 December or Sandra Duchnaj (02) 6205 7465 from 6 January sandra.duchnaj@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.

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

Access Canberra

Projects, Governance and Support

Customer Experience and Design.

Customer Service Integration Analyst

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 24523)

Gazetted: 09 December 2019

Closing Date: 16 December 2019

Details: Are you able to place the customer first in the design of digital services? Do you relish the prospect of problem solving and engaging with service challenges? At Access Canberra, we are focused on delivering innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all.

The Customer Experience and Design team is currently looking for an enthusiastic, results-driven person to provide support for the ACT Government Customer Relationship Management (CRM) system using specialised software applications. At Access Canberra, we find innovative solutions that create positive change in our community. If you have experience in the development of digital service delivery, we want to hear from you.

Applications are sought from applicants with experience in CSS3 (Bootstrap), HTML5 and JavaScript (jQuery and Angular libraries), and expertise in implementing customer-focused services/initiatives and re-engineered business processes, particularly those involving internet-based services and databases.

Note: This is a temporary position available until 30th June 2020 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 Position Description for details about the role and associated responsibilities. It is recommended that you make contact with the contact officer, by phone to discuss the roles and related responsibilities prior to submitting your application.

Suitability for this position will be assessed on the Skills, Knowledge and Behaviour of the applicant based on the duties and Selection Criteria listed in the Position Description. Please submit a written application, 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: Vladislav Munteanu (02) 6205 5460 vladislav.munteanu@act.gov.au

Treasury

Venues Canberra

National Arboretum Canberra

Community Engagement Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 24502)

Gazetted: 06 December 2019

Closing Date: 20 December 2019

Details: The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, scientific and educational study, display and preservation. The Arboretum enjoys strong community support and has a large volunteer presence, and also works closely with the Friends of the National Arboretum. Volunteers undertake a variety of roles including guided tours, working bees, scientific research, interpretation and public events. If you have solid experience managing diverse groups of volunteers and interpretation staff, undertaking professional development training for volunteers, creating and running events, ensuring a five star customer service and would like to join a positive and energetic team, we want to hear from you. The successful applicant will be based at the National Arboretum 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.

Eligibility/Other Requirements: Relevant tertiary or vocational qualifications. Demonstrated high level verbal and written communication and at least three years volunteer managerial experience in addition to extensive stakeholder liaison. Five star front of house customer service management experience. Current manual drivers licence. Database experience. Knowledge of adult learning and training principals. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

For further information on Working with Vulnerable People registration refer to -

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

Notes: The position includes some evening and weekend work. This is a permanent position working 73.5 hours per fortnight. 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 take care to address each of the Selection Criteria providing examples that demonstrate your experience in each area.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Callen (02) 6205 4468 christine.callen@act.gov.au

Shared Services

Finance Services

Finance Service Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 07660, several)

Gazetted: 11 December 2019

Closing Date: 18 December 2019

Details: Shared Services Finance Operations is currently seeking enthusiastic and highly motivated individuals to join their team. In these roles you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment. This may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner.

You will be someone who is able to work cooperatively within a team environment, be committed to high quality customer service principles, have well developed problem solving and analytical skills and have a demonstrated ability to prioritise workloads in order to meet tight deadlines whilst ensuring attention to detail and maintaining high standards of quality.

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

Eligibility/Other Requirements: Previous experience in a finance operations or accounts processing environment would be highly regarded.

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

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioral capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Platt (02) 6207 8070 kim.platt@act.gov.au

Commercial Services and Infrastructure

Shared Services

Finance Services

Senior Director Finance Operations

Senior Officer Grade A \$145,048, Canberra (PN: 45853)

Gazetted: 11 December 2019

Closing Date: 18 December 2019

Details: Who we are: Shared Services employs about 950 people and provides strategic, technical, tactical and transactional support for ICT, finance, human resources and commercial services to ACT Government Directorates. Shared Services Finance provides high quality, timely and compliant corporate services for ACT Government directorates. These services include financial accounting and reporting, taxation, salary packaging, financial applications support, banking services, debt management, accounts payable and receivable.

What you will do: the successful candidate will join the Shared Services Financial Operations team to manage and deliver the functions including banking services, debt management, accounts payable and receivable within Shared

Services Finance. You will also manage strategic relationships between internal program areas and other external stakeholders as well as deliver the sections program of work, ensuring relevance of content, continuous progress, tangible outcomes, and developing strategic plans that consider work in the context of future priorities.

This position will directly be responsible for a team of up forty eight (48) staff and directly supervise seven (7) staff. The occupant will report directly to the Executive Branch Manager, Shared Services Finance.

What we require: The occupant should have a high level strategic thinking, conceptual and analytical skills, research and problem-solving skills including demonstrated experience in managing large budgets, and strategic planning to support business activities in a rapidly changing environment. The occupant should have proven experience in the development of strategic direction and provision of advice on the alignment of an organisation's core activities with strategic priorities as well as a demonstrated high level communication, negotiation, interpersonal, liaison and representation skills, and a proven ability to deliver quality outcomes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience commensurate in either a Government or private enterprise context is desirable for this role.

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

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

Contact Officer: Calvin Robinson (02) 6205 3819 calvin.robinson@act.gov.au

Shared Services

Strategic HR & Corporate

Employee Relations

Senior Director, Employee Relations

Senior Officer Grade A \$145,048, Canberra (PN: 45758)

Gazetted: 06 December 2019

Closing Date: 12 January 2020

Details: Shared Services employs 950 people and provides strategic, technical, tactical and transactional support for ICT, finance, human resource and commercial services to ACT Government Directorates. Strategic HR and Corporate Branch provides advice and support to Shared Services business units in Human Resources and corporate management, with a focus on being a valued business partner. In this role, you will guide, advise and coach managers and executives through the wide variety of complex people-related matters that arise in the workforce.

To succeed in the role, you will need to have extensive experience as an Employee Relations Manager, with expert knowledge and high-level skills in Industrial Relations/Employee Relations. A sound understanding of the ACT's employment framework will be highly regarded.

You will be required to establish and maintain effective and diverse strategic business partnerships to ensure key outcomes. Our preferred candidate for this role must be resilient, flexible and able to demonstrate strong interpersonal skills and high-level influencing, leadership and organisation skills.

Your expert written communications skills will be heavily relied on to ensure that all records and written communications are accurate and clear when communicating with executive, managers, staff and external bodies. Your sound judgement and ability to analyse and find solutions to complex problems will enable you to excel in this position.

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 a legal or Human Resources related discipline will be highly regarded.

Note: The duties of this position are able to be arranged to suit flexible start and finish times for full time hours or reasonable part time hours; subject to negotiation prior to commencement.

How to Apply: Please provide your Resume, contact details of two Referees and a two-page written response to support your application. In your response, please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Al McLean, al.mcLean@act.gov.au, (02) 6207 2260

ACT Health

Digital Solutions

Division Technology Operations

Clinical and Administrative Systems Hub

Senior Director, Clinical and Administrative Systems Hub

Senior Information Technology Officer Grade A \$145,048, Canberra (PN: 39932)

Gazette: 9 December 2019

Closing Date: 23 December 2019

Details: Are you a senior ICT Professional that's up for a challenge? Do you have experience and certification in the management of many integrated and complex ICT systems? Do you want to contribute to the transformation of our health system and make a difference to the community? The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to manage a strong energetic team of talented system administrators. This team manage a quality support system for ACT Health, ensuring that all staff in Canberra Hospital and Health services have access to both clinical and administrative information to assist them in providing quality health care to the ACT community. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

- The implementation and support of the Digital Health Strategy,
- management of technology services and projects,
- the development and implementation of a performance reporting framework,
- statutory and intergovernmental reporting requirements,
- management of the relationship and services delivery by technology vendors including Shared Services ICT,
- development, implementation and maintenance of technology policies and procedures, and
- information management and information security.

Eligibility/Other Requirements: This is a security assessed position requiring Negative Vetting Level 1 (NV1) clearance. The successful applicant must currently hold or be eligible to hold an NV1 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.

How to Apply: Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button.

Contact Officer: Peter McNiven (02) 6205 3852 ACTHealthCIO@act.gov.au

Procurement ACT

Goods and Services Procurement

WhoG Contracts and Category Management Teams

Director, Contracts and Category Management

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 24339)

Gazetted: 10 December 2019

Closing Date: 17 December 2019

Details: Procurement ACT is seeking a Director to join the Territory's Whole of Government Contracts and Category Management team. You will be responsible for leading a small team to manage the lifecycle of a suite of contracts. The role has diverse responsibilities including research and analysis, procurement strategy and

execution, implementation planning and project management and ongoing contract and performance management.

About you

We are seeking a procurement and/or contract management professional with skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills.

You will deal extensively with internal and external stakeholders, be able to quickly form positive relationships, and communicate with influence. As well as the client aspect, the daily workload involves a significant amount of documentation drafting and review across the full procurement lifecycle.

The role involves supervising a small team, where you will provide technical expertise and guidance and build their capability. You will lead by example and demonstrate a positive and collaborative work culture with a customer service orientation.

Note: This is a temporary position available for six months with a possibility of extension up to 12 months and/or permanency. An order of merit pool will be established to fill future vacancies at level over the next 12 months. All prospective applicants are strongly encouraged to apply to this process. Note that following successful appointment to the merit pool, future job offers from the merit pool will be based on the best fit of applicant experience, capability and culture in the context of branch needs.

How to Apply: Please provide a statement against the Selection Criteria and a copy of your current curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

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

Shared Services ICT

Technical Services Branch

Business Applications and Strategy

Director, Business Applications and Strategy

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 41453)

Gazetted: 10 December 2019

Closing Date: 17 December 2019

Details: Technical Services Delivery is seeking a Director to oversee the management of the technical teams that deliver services such as software application delivery, Application Lifecycle Management (ALM) and platform services to ACT Government Directorates. This will entail stakeholder coordination and communication, resource allocation and management using the Scrum and Agile methodologies, ensuring before and after implementation of projects and services are delivered in accordance with the Product Owners criteria.

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: Certified Scrum master and experience applying Scrum process in a variety of different business and technical areas.

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

Selection may be based on application and referee reports only.

How to Apply: Provide a one page response addressing the 'what you will do' section in the position description with a focus on the Scrum and Agile processes how successful Team management in delivery can be achieved adopting these processes.

Applications should be submitted via the Apply Now button below.

Contact Officer: Con Bogiatzis (02) 6207 8923 con.bogiatzis@act.gov.au

Revenue Management Group

Business Systems

Enterprise Business Architect

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 03663)

Gazetted: 05 December 2019

Closing Date: 12 December 2019

Details: The ACT Revenue Office is seeking an Enterprise Business Architect to progress the Office's business architecture - influencing the design of business systems for the digital age. The Enterprise Business Architect will

work with digital solution providers and business stakeholders to help deliver digital solutions fit for a modern Revenue Office. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants should provide a current curriculum vitae and a response to the professional/technical skills and knowledge and behavioural capabilities listed under the "What you Require" section in the selection documents.

Applications should be submitted via the Apply Now button below.

Contact Officer: Domenic Dichiera (02) 6207 0076 domenic.dichiera@act.gov.au

Community Services

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

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

Inclusion and Participation Division

Senior Policy Officer/Senior Program Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 36581, several)

Gazetted: 05 December 2019

Closing Date: 16 January 2020

Details: We are seeking a Senior Policy Officer to join the Inclusion and Participation Division. Your primary role will be the development and implementation policies and programs that strengthen community cohesion and ensure new arrivals are welcome in the ACT. Additional roles include secretariat support to the Multicultural Advisory Council and implementing actions under the ACT Multicultural Framework 2015-2020. We are seeking applicants with a demonstrated ability to manage competing tasks and tight work to deadlines.

We offer the successful applicant a rewarding and flexible work environment. You will enjoy working with people as you will regularly liaise with Commonwealth, State and Territory Governments and community stakeholders. You will have the opportunity to support interesting community events.

Notes: These are temporary position for twelve months, with the possibility of permanency. These positions may be required to work afterhours, on-call and on weekends in accordance with Enterprise Agreement provisions. 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 (maximum 350 words) 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: Jenny Wells (02) 6207 9432 jenny.wells@act.gov.au

Children, Youth and Families

Business Support

Executive Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 02000)

Gazetted: 06 December 2019

Closing Date: 20 December 2019

Details: The Children, Youth and Families (CYF) Business Support team, is seeking an experienced and motivated Executive Officer to work in partnership with the CYF executive. The successful candidate will support the executive in delivering professional outcomes for CYF, including providing high level strategic advice, briefings and support; undertaking secretariat functions; the creation and management of confidential documents; the facilitation of project reporting; and the analysis and reporting of financial and statistical information.

Business Support is the central business unit for the Children, Youth and Families division and is the office responsible for providing support to the Executive Group Manager. The unit provides coordination and management of matters relating to Government and Assembly business and contributes to the development of whole of government strategic policy initiatives.

Eligibility/Other Requirements:

Proven high level competencies in working with senior executives.

Proficiency with Microsoft Office products and database systems.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Grace (02) 6205 9225 alison.grace@act.gov.au

Cultural Facilities Corporation

Canberra Museum and Gallery

Assistant Director, Access and Learning (Programs)

Senior Professional Officer Grade C \$106,043- \$114,146, Canberra (PN: 8523)

Gazetted: 09 December 2019

Closing Date: 16 December 2019

Canberra Museum and Gallery is seeking a talented individual to manage the Access and Learning team in the role of Assistant Director, Access and Learning (Programs). The Access and Learning team is responsible for delivering programs and services to a range of audiences at Canberra Museum and Gallery. The Assistant Director manages this small team to develop and deliver both learning and community programs. The successful applicant will have demonstrated experience in the management and delivery of learning experiences to school groups and community programs to diverse audiences within a museum and/or gallery context. A demonstrated ability to manage staff, budgets, competing tasks and work to deadlines is essential.

Note: This is a temporary vacancy available for a period of three months from 6 January 2020 to 3 April 2020. This is a part-time position at four days per week. The advertised salary will be paid pro-rata for part-time hours.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are essential. A current driver's licence is essential.

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.

Applications should be sent to Trudy Collins, HR Advisor trudy.collins@act.gov.au

Contact Officer: Sophie Chessell (02) 6207 9130 sophie.chessell@act.gov.au

Director of Public Prosecutions

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

Legal

Paralegal Grade 3 COCA

Paralegal Grade 3 \$68,699 - \$72,175, Canberra (PN: 35961)

Gazetted: 05 December 2019

Closing Date: 19 December 2019

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and

staff employed under the Public Sector Management Act 1994, to assist the Director. The successful applicant will be a part of the Confiscation of Criminal Assets team (COCA) they will be required to perform administrative tasks and assistance in the preparation of matters. You will have the ability to undertake research and analysis and may be required to attend court. The role requires the applicant to maintain complete confidentiality regarding the functions, roles and cases within the COCA unit. The Office of the Director of Public Prosecutions 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:

Minimum Mandatory qualification Certificate IV in Legal Services, or willingness to acquire such qualification.

Understanding of the legal process would be an advantage

The successful candidate will be required to undergo a National Police check.

Applicants should be aware that they will from time to time be exposed to difficult materials through a number of mediums in written, verbal or photographic form in the processing of day to day business.

Applicant who has obtained or who are currently enrolled in Law Degree or equivalent is exempt from the requirement to have a Certificate IV in Legal Services.

How to Apply: Please provide your curriculum vitae and your Statements addressing the Selection Criteria.

Applications should be submitted via the Apply Now button.

Contact Officer: Shane Drumgold (02) 6207 5190 shane.drumgold@act.gov.au

Education

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

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

Service Design and Delivery

Student Engagement

Clinical Practice

School Psychologist

School Psychologist \$81,210 - \$116,546, Canberra (PN: 08596, several)

Gazetted: 10 December 2019

Closing Date: 12 February 2020

Details: Are you a psychologist who is passionate about seeing children and young people thrive? ACT Education is seeking applicants for several permanent School Psychologist positions to commence in Term 1, 2020. Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will: conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals; consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students; identify and assess mental health issues and provide follow up support or refer to other mental health services; provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers; assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations; and maintain registration requirements as a Psychologist with the Australian Health Practitioners Regulation Agency (AHPRA). 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 applicants require: full general registration as a psychologist with the Psychology Board of Australia. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 It is highly desirable applicants hold a current drivers' licence.

Note: There are several permanent positions available. An order of merit will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months.

How to Apply: Please submit your current curriculum vitae, statement of claim addressing the Selection Criteria (maximum of five pages), two referees including your current supervisor and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joan Webb (02) 6207 6986 joan.webb@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.

Education

Service Design and Delivery

Universal School Support

Service Design and Delivery

Assistant Director -SLC EALD Coach

School Leader C \$122,856 , Canberra (PN: 45716)

Gazette: 9 December 2019

Closing Date: 16 December 2019

Weeks to Close: **1**

Details: Expressions of interest are sought to fill a temporary position from 28 January 2020 - 27 January 2023. The Universal School Support Programs and Services team has a two-year vacancy for an Assistant Director (SLC):

- Within a culture of high performance, collaboration and innovation, provide strategic leadership in the development and delivery of a wide range of Preschool-Year 12 education initiatives to support the provision of world-class education in ACT schools including new and emerging resources.
- Liaise with schools and provide high quality coaching services to school leaders, EAL/D teachers and classroom teachers around the identification and implementation of high impact evidence-based practices as required, and ensure the needs of EAL/D students are met.
- Support planning and implementation of professional learning, including support for a strong Professional Learning Community to achieve optimal learning and social outcomes for EAL/D students.
- Support the English as an Additional Language or Dialect (EAL/D) Census and Moderation processes, supporting schools to implement continuous formative assessment practices that inform English language teaching.
- Support the effective implementation and management of Introductory English Centre (IEC) programs, including management of the budget.
- Review and develop policy, procedures and practice guidance documentation, and provide informed advice to Education Directorate staff.

Eligibility/Other Requirements: This position has a predominant coaching role and is for a two-year placement with the possibility of extension. This position is based in the Education Support Office with office-based conditions. The applicant should demonstrate high level writing and communication skills. TESOL qualifications or EAL/D expertise would be highly regarded.

Note: This is a temporary position available from the 28 January 2020 until the 27 January 2023 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If this role interests you, please send a two page Expression of Interest (EOI) referencing Professional Practice 1, 3 and 4 from the School Leader Capability Framework demonstrating your skills and experiences relevant to the position and a current curriculum vitae.

Applications should be submitted via the Apply Now button.

Contact Officer: Kerri Clark (02) 6207 2187 kerri.clark@act.gov.au

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

School Improvement

North/Gungahlin

Dickson College

Classroom Teacher - Photography - Dickson College

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 06281)

Gazetted: 10 December 2019

Closing Date: 17 December 2019

Details: Dickson College is seeking a highly motivated, dynamic and innovative classroom teacher of Photography for a temporary position of one term, with possibility of extension. The successful applicant will have the ability to teach Black and White film photography including darkroom practices. They will also be required to teach Digital Photography using Adobe software. An additional teaching area would be an advantage. 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: Registration or eligibility for registration with the ACT Teacher Quality Institute. 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. Ability to teach in another subject discipline is desirable.

Note: This is a temporary position available from 3 February 2020 until 9 April 2020 with the possibility of extension up to 12 months.

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: Lex Warfield (02) 6142 0140 lex.warfield@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.

Schools Performance and Improvement Division

Tuggeranong Network

Erindale College

Science Assistant

School Assistant 3 \$53,889 - \$57,998, Canberra (PN: 01059)

Gazetted: 05 December 2019

Closing Date: 12 December 2019

Preparation and safe handling and disposal of chemicals for class experiments;

Preparation and safe handling and disposal of biological materials for class experiments;

Physics equipment handling, cleaning and maintenance;

Geology rocks handling and safety precautions with UV lamp;

Provide maintenance and records for all science equipment and resources;

Science and Maths text book distribution and collection;

Maintain Science Hazardous Chemical register;

Monitor compliance with Department of Education Risk Management Policy for ACT Secondary Science programs;

Monitor compliance with Dangerous Substances, Occupational Health and Safety Legislations, and Workplace

Australia National Code of Practice for the Labelling of Workplace Hazardous Substances;

Maintain MSDS file and update using chemical data base CHEMWATCH; and

Monitor and maintain Risk Assessment requirements and files for legal purposes.

Eligibility/Other Requirements: The successful applicant must have a demonstrated knowledge of the management of all aspects of a Secondary College science faculty, including chemical management, set up for practicals, and maintaining assets and equipment. The successful applicant will also be required to do all the ordering for the Science faculty and be prepared to assist in classroom, laboratory and administration when required. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available from 31 January 2020 until 3 July 2020 with the possibility of extension and/or permanency. This position is part-time at (17:30) hours per week spread over a five day working week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Gilbert (02) 6142 2977 tracy.gilbert@ed.act.edu.au

School Performance and Improvement

North Canberra/Gungahlin School Network

Gold Creek School

Senior Site Learning Support Unit - Learning Support Assistant

School Assistant 2/3 \$47,563 - \$57,998, Canberra (PN: 00740)

Gazetted: 10 December 2019

Closing Date: 17 December 2019

Details: Gold Creek School is an International Baccalaureate School offering learning for students from preschool to year 10. The LSA position is full-time and will be required to work closely with the Learning Support Unit (LSU) classroom teacher to set up and establish the new LSU space within the Senior Site (7-10). The successful applicant will be required to work collaboratively as part of a multi-disciplinary team. They will be able to work with and implement a variety of strategies to meet the needs of a diverse range of students. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current First Aid certificate or a willingness to obtain. Willingness to undertake HAAS program training in relation to health care procedures/tasks if required. Desirable: Certificate III or Equivalent in Disability, Education Support or School Support Services. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

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: Hamish McDonald (02) 6142 1316 hamish.mcdonald@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Fadden Primary School

Executive Teacher

School Leader C \$122,856, Canberra (PN: 41883)

Gazetted: 10 December 2019

Closing Date: 16 December 2019

Details: Fadden Primary School is seeking a confident, collaborative School Leader with the skills, drive and experience to lead a team of highly capable educators to meet the educational and wellbeing needs of a small group of students in a highly supported environment. As a valued member of the school's Leadership Team, the School Leader will drive quality outcomes for students with disabilities through modelling best-practice approaches and coaching to improve inclusive practices primarily in the Learning Support Unit, as well as across the school, as needed. The suitable applicant will demonstrate the ability to establish effective, trusted relationships with all members of the school community, including students, staff, parents, carers and external providers. Which will allow them to lead a positive culture of inclusion across the school.

Eligibility/Other Requirements: Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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. A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Qualifications for EALD highly desirable.

How to Apply: Please submit a statement of claims based on the five Leadership Capabilities outlined in the Position Description (maximum five pages), your curriculum vitae, and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cherie Connors 0407 207 791 cherie.connors@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

Charles Conder Primary School

Executive Teacher Years 3 - 6

School Leader C \$122,856, Canberra (PN: 33947)

Gazetted: 05 December 2019

Closing Date: 12 December 2019

Details: Charles Conder Primary School is seeking a dynamic leader to work collaboratively as a member of the leadership team to build teacher capacity and foster high quality teaching and student engagement. As a member of the leadership team within a Professional Learning Community (PLC) support the achievement of school and system priorities. Lead a collaborative teaching team/PLC to use multiple sources of data to plan inquiry based teaching and learning programs that meet the needs of all students. Support the implementation and development of the whole school conceptual based Inquiry model curriculum. Teach an appropriate load and provide coaching and mentoring within a team. Lead a team to implement the PBL framework.

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

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

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and two referees. Statement of claims based on the Position Information and School Leader Capability Framework: The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position. Curriculum vitae: Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read. Referees: In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Walmsley 02) 6142 0177 jason.walmsley@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 Division

North Canberra/ Gungahlin Network

Ainslie School

Business Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 46244)

Gazetted: 09 December 2019

Closing Date: 16 December 2019

Details: Ainslie School has a long held reputation as a community school, where students, parents and the broader community work together with a dedicated professional team to ensure every child achieves success. The school holds cultural significance within the ACT, nationally and internationally, and community and business partnerships are highly valued. In 2019, Ainslie School's future has been in sharp focus in the context of urban renewal and development. Heritage Conservation Management and master planning in its early stages are heralding rich potential for the delivery of contemporary education. The Business Manager of Ainslie School will play a critical role, alongside the Principal as a member of the School Leadership team in designing, developing and

sustaining innovative, future focused educational services. The successful applicant will have responsibility for business modelling that will support rigorous education for communities of learning now and into the future. 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 a Business - related role

Financial qualification or relevant experience

First Aid Certificate

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

Note: This is a temporary position available from the 28 January 2020 for a period of three months 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 are asked to provide a written response, addressing the Selection Criteria and a curriculum vitae, along with

two Referee reports,

copies of relevant qualifications, and

proof of *Working With Vulnerable People* registration.

Please note there is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button.

Contact Officer: Wendy Cave (02) 6142 3060 wendy.cave@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

Engagement and Executive Support

Communications and Engagement

Communications and Engagement Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42973)

Gazetted: 06 December 2019

Closing Date: 20 December 2019

Details: Are you a communicator? Do you like a fast pace and lots of variety? Can you make the complex simple? Then Environment, Planning and Sustainable Development Director (EPSDD) has the job for you! Under broad direction of the Communications and Engagement Senior Director, you will contribute to the design and delivery of strategic communications and engagement. You will work closely with Ministerial offices, the Directorate executive and staff to provide engagement and communications services for our internal and external clients. You will be a key part of delivering on EPSDD's commitment to informed, connected and innovative communications and engagement with the community.

Eligibility/Other Requirements: Relevant tertiary qualifications and two years' experience working professionally in the fields of strategic engagement, strategic communications, media or public relations is preferred.

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

How to Apply: Please provide a written application that addresses the Selection Criteria in a two-page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bohdana Szydlik (02) 6205 1978 bohdana.szydlik@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Clinical Services

Medicine

Gastroenterology and Hepatology

Specialist - Inflammatory Bowel Diseases

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 38225)

Gazetted: 12 December 2019

Closing Date: 22 January 2020

Overview of the work area and position: The Gastroenterology and Hepatology Unit (GEHU) is well established with 14 consultant medical staff and Advanced Trainees. Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions. Participation in the on call and weekend arrangements for the GEHU roster is expected. 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: Qualifications and experience: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o

Fellowship of the Fellowship of the Royal Australasian College of Physicians (FRACP) in Gastroenterology/Hepatology or equivalent specialist qualifications. Desirable: o Gastrointestinal endoscopy certification in upper and lower GI endoscopy. 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 is a temporary full time position available for 16 - 24 months. Contact Officer: Vipul Aggarwal (02) 5124 2195 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

Surgery

Medical Staff

Anaesthetist

Visiting Medical Officer Sessional Rate, Canberra (PN: n/a)

Gazetted: 12 December 2019

Closing Date:

Overview of the work area and position: The Canberra Health Services Department of Anaesthesia, Perioperative Medicine and Pain Management is a busy department that facilitates over 32, 000 anaesthetic procedures (elective and emergency) per year with our 75 colleagues. Perioperative Medicine has become a significant focus of our department. We operate in a variety of environments, including Canberra Hospital, the regions largest tertiary and trauma facility, Calvary Public Hospital, John James Calvary Hospital, National Capital Private and other private day surgery locations within Canberra. The breadth of anaesthetic procedures undertaken are all encompassing (cardiac, neurosurgery, and neonatal surgery) with the exception of solid organ transplant. As the primary teaching hospital and major trauma centre for ACT and the Southern NSW region, exposure to interesting cases is a certainty. The Department has a strong focus on education and offers a comprehensive rotational training scheme in anaesthesia and pain management. The Canberra Region Rotation Registrar Training Program is accredited for 32 training positions. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. We are currently looking for Anaesthetists of varying skillsets and experience to assist in meeting the ever-increasing service demand of a

swiftly growing population. We are seeking anaesthetists who are eager to learn and those who are engaged to grow the next generation of anaesthetists as we expand our service into the Surgical Procedures, Interventional, Radiological and Emergency (SPIRE) precinct which is due to open on the main Canberra campus in 2024. Learn more about SPIRE go to www.health.act.gov.au/about-our-health-system/planning-future/spire-project Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online:

<http://www.legislation.act.gov.au/ni/2013-381/default.asp> Please

note: As of July 2019, the current rates have increased by 7.6% from those listed in the contract Eligibility/Other Requirements: Be registered or be eligible for unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA). o Hold a Fellowship of the Royal Australian and New Zealand College of Anaesthesia or equivalent specialist qualifications. o Be an Australian Citizen or permanent resident of Australia. Please note prior to commencement successful candidates will be required to: o undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Shannon Dougan, A/g Operations Manager (02) 5124 3207 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Justice and Community Safety

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

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

ACT Corrective Services

Corporate Services

Business Services Unit

Finance Officer, Detainee Finance

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 45884)

Gazetted: 06 December 2019

Closing Date: 20 December 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Finance Officer, Detainee Finance (ASO5) with the Business Services Unit.

The Business Services Unit is located within the Corporate Services Division and is responsible for a range of governance administration functions. The team provides daily, monthly and annual financial reporting, develops and maintains the procurement and contract management framework, and undertakes day-to-day activities to meet the needs of relevant business units and external reporting. The services include accounts payable and receivable, and other disbursements and acquittals.

The Finance Officer, Detainee Finance is a customer focussed role, requiring services to be provided from 8:00am. The successful applicant will undertake timely and accurate entry of data to ensure detainee accounts are up to date. Further, you will also provide and maintain accurate and timely data records for detainee finance within the Alexander Maconochie Centre Trust Account.

In addition, you will manage finance related enquiries from detainees and their representatives. This position may involve direct supervision of Detainee Finance staff. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications in accounting are highly desirable.

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

Current registration, or the ability to gain current registration, issued under the *Working with Vulnerable People (Background Check) Act 2011*.

Current driver's licence.

How to Apply: Applicants are required to submit four items: 1) a one to two page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; 2) a current curriculum vitae; 3) the names and contact details of two referees (one should be a current Supervisor/Manager); and 4) a copy of your current driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Callum McNicol (02) 6207 4121 callum.mcnicol@act.gov.au

Legislation, Policy and Programs

Criminal Law Group

Senior Legal Policy Officer

Legal 1 \$61,785 - \$124,436, Canberra (PN: 42651)

Gazetted: 11 December 2019

Closing Date: 6 January 2020

Details: Legislation, Policy and Programs (LPP) is seeking applications for an experienced Senior Legal Policy Officer, at the Legal 1.10 level. The Criminal Law Group is responsible for criminal law policy and legislation in the ACT including in relation to criminal offences, concepts of criminal responsibility and police investigative powers, family violence, bail, forensic procedures, counter-terrorism and sentencing laws. The successful applicant will be required to cover a diverse range of legal and policy issues and impact on the criminal justice system in the ACT. The successful applicant will provide leadership and manage an extensive work program; prepare high quality reports, briefs, submissions and correspondence, including for the Attorney-General, Minister for Justice and Minister for Policy and Emergency Services on a number of complex and technical legal policy issues; and develop and manage justice projects across government and with the community; and develop and promote positive relationships with key stakeholders. The successful applicant will also contribute to the strategic direction of LPP. The successful applicant will require excellent legal research and analytical skills, a detailed understanding of government processes and high order communication, stakeholder engagement, organisational and collaboration skills.

Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office.

How to Apply: Interested applicants should send a two-page pitch with your curriculum vitae and the contact details of at least two referees. The two page 'pitch' should indicate your capacity to perform the duties and responsibilities outlined in the Position Description and outline how your abilities, experience and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Philippa Spence (02) 6205 2198 philippa.spence@courts.act.gov.au

Deputy Director-General (Justice)

Executive Level 3.2 \$361,128 - \$375,818 depending on current superannuation arrangements, Canberra (PN: E723)

Gazetted: 11 December 2019

Closing Date: 20 January 2020

Drive the development and implementation of legal policy and law reform in the ACT

Career-defining leadership opportunity

Key member of the Senior Executive team

Substantial remuneration package

The ACT Justice and Community Safety Directorate (JaCS) advises and supports the Attorney-General; the Minister for Police and Emergency Services; the Minister for Justice and Consumer Affairs and Road Safety; and the Minister for Corrections and Justice Health. The Directorate delivers a wide range of justice and community safety services within the ACT and seeks to maintain a fair, safe and peaceful environment in which people's rights and interests are respected and protected.

In this important senior leadership role, you will provide high level policy advice to Government on key law reform issues and oversee the administration of ACT Courts and Tribunals and the delivery of legal services to Government. You will also manage the Government's relationships with a number of independent statutory office holders including the Solicitor-General, Director of Public Prosecutions, Human Rights Commissioner and Public Trustee and Guardian. As a key member of the executive leadership team, you will also contribute to the overall strategic direction and management of the Directorate.

To be a strong contender, you will need to have an outstanding record of achievement as a senior executive in a large, complex, politically sensitive and operationally diverse organisation. You will also have a proven record of achievement in contributing to and influencing key policy decisions and providing timely and robust advice on a range of portfolio / service-wide issues. Your well-honed representational and stakeholder management skills,

sound judgement and collegiate approach will be complemented by an interpersonal style that engenders trust and respect. Formal legal qualifications will be expected.

Remuneration: The position attracts a remuneration package ranging from \$361,128 - \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

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

Before applying, please obtain selection documentation by emailing admin@ianhansen.com.au. If additional information is required, please contact Ian Hansen on 0408 306 769.

Applications close on 20 January 2020.

ACT Human Rights Commission

Discrimination, Health, Disability and Community Services Commissioner

Senior Conciliator and Review Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 09942)

Gazetted: 11 December 2019

Closing Date: 3 January 2020

Details: The ACT Human Rights Commission seeks to fill a temporary, full time position within the Health, Discrimination, Disability and Community Services Commissioner's complaints team.

The Commission is looking for an analytical, solutions-focused and resilient person to be responsible for managing a caseload of complex complaints, including investigation and conciliation in the areas of discrimination, health services, disability and community services and services for children and young people. This position also involves undertaking policy and project tasks and community education and engagement.

Key conciliation officer requirements:

- Alternative Dispute Resolution experience is essential.
- Experience as a conciliator in a statutory environment is highly desirable.

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 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: A curriculum vitae and written response should be made to each individually numbered Selection Criteria, which are listed in order of importance. Examples are included to assist applicants to address the Selection Criteria. Please limit your response to a maximum of two pages in total.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Murley (02) 6205 2222 alison.murley@act.gov.au

ACT Corrective Services

Corporate Services

Training and Development Unit

Senior Trainer, Custodial Operations

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 10029)

Gazetted: 09 December 2019

Closing Date: 23 December 2019

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Senior Trainer Custodial Operations, Training and Development Unit. The successful applicant will be primarily responsible for the Design, Development and delivery of high quality accredited and operational training and assessment for ACTCS. You will also be responsible for providing support to the Training and Development Manager in the management and implementation of custodial operations training activities. In addition, you will establish and maintain effective working relationships with both internal and external stakeholders and prepare complex reports, correspondence and submissions on behalf of the Unit and/or the Training and Development Manager. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities. The ACT Public Service supports workforce diversity and is committed to

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

Eligibility/Other Requirements:

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

Current driver's licence is highly desirable.

Custodial experience in a Correctional facility is highly desirable.

Certificate III and Certificate IV in Correctional Practice are highly desirable.

Certificate IV or Diploma level qualifications in Training and Assessment are highly desirable.

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

Applications should be submitted via the Apply Now button.

Contact Officer: Natalie Jones (02) 6207 1834 natalier.jones@act.gov.au

Corporate Governance

Directorate Liaison Officer

Senior Officer Grade A/B/C \$106,043 - \$145,048, Canberra (PN: 19247, several)

Gazetted: 06 December 2019

Closing Date: 20 December 2019

Details: Sitting in the office of either the Attorney-General (AG) or the Minister for Police and Emergency Services (MPES) at the ACT Legislative Assembly, the AG Department Liaison Officer and MPES Department Liaison Officer positions act as primary conduits between the Ministers' offices and Justice and Community Safety Directorate and provide a high-level of administrative support in meeting the needs of the Ministers. The roles liaise across the highest levels of the ACT Government while maintaining confidentiality and discretion, demonstrating a critical eye for detail, and consistently exercising independence and sound judgement. The positions also engage in continual problem solving and complex and sensitive issues management and prioritise issues daily.

Eligibility/Other Requirements: For the AGDLO a legal qualification or work towards it is desirable.

Note: These are temporary positions as follows: AGDLO position - 2 March 2020 to 18 November 2020 (inclusive) MPES DLO position - 24 February 2020 to 18 November 2020 (inclusive). Both positions are available with the possibility of an extension up to 12 months. These positions are available at either the Senior Officer Grade C, B or A classification depending on qualifications, skills and/or experience. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a two page pitch addressing the behavioural capabilities and qualifications, professional/technical skill and knowledge outlined in the duty statement, a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hart (02) 6207 4813 david.hart@act.gov.au

Emergency Services Agency

Communications Centre

Assistant Director, E000 Communications Centre Training Coordinator

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 16777)

Gazetted: 05 December 2019

Closing Date: 19 December 2019

Details: The Emergency Services Agency (ESA) is seeking a highly motivated and enthusiastic 'people' person for the E000 Communications Centre Training Coordinator position. The ESA Communications Centre (ComCen) is unique in that it provides its services to all four of the ESA's response agencies including ACT Ambulance Service, ACT Fire and Rescue, ACT State Emergency Services and the ACT Rural Fire Service. The ComCen operates 24 hours per day, 365 days per year and is responsible for the initial receipt, triage and resource allocation of emergency, non-emergency and aeromedical resources to incidents in the ACT and surrounding NSW regional areas. The ESA is committed to a best practice approach to train and equip its people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks.

The Training Coordinator will work closely with both the ComCen Director and the Director of ESA Training to develop and deliver evidence based training courses for ComCen staff. The successful applicant will have sound technical knowledge, skills and experience in the design, development and delivery of vocational education training programs, and preferably, have experience in the operation and functionality of a communications centre. The ESA 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 Certificate IV in Training and Assessment is required as a minimum. Applicants should have experience working in the vocational education and training environment. A current driver's license is essential.

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

How to Apply: Applicants are required to provide a written response to the Selection Criteria and attach a copy of their curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Harriott (02) 6207 3964 mark.harriott@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

territory and business services

Libraries ACT

Libraries ACT

Branch Coordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 37653)

Gazetted: 11 December 2019

Closing Date: 1 January 2020

Details: The Branch Coordinator is a leadership role responsible for managing the day to day operations of the branch, ensuring excellent customer service through exemplary staff management and motivation, impeccable facilities and merchandising management, and the highest levels of customer service. This position requires extensive liaison between Libraries ACT branches and operations, digital, lifelong learning, collections services and business administration areas, as well as with other businesses within Transport Canberra and City Services, other ACT Government directorates and external organisations. The position supervises branch staff to deliver high quality customer service, efficient transactional processing, and the maintenance of collections and facilities. Branch Coordinators also actively progress the strategic direction of Libraries ACT by participating in or leading working groups, drafting policy and operating procedures, presenting training on specific topics, etc.

Eligibility/Other Requirements:

This position is mobile and position holders will routinely move between branches after set periods, i.e. on an annual or bi-annual basis, as determined by the Libraries ACT.

In addition to the above, willingness to work at any Libraries ACT location, and on occasion at short notice.

This position works on a fortnightly roster that will include a weekend day shift.

Willingness to wear a uniform and abide by the dress code.

Candidates selected for interview are required to undertake a short survey prior to interview that provides feedback to the panel on the candidate's judgement.

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

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

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

Applications should be submitted via the Apply Now button.

Contact Officer: Penny Davies (02) 6207 5721 penny.davies@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

Transport Canberra Operations

Contracts and Assets

Procurement and Contracts Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 30974)

Gazetted: 10 December 2019

Closing Date: 24 December 2019

Details: Expression of Interest are sought to fill a temporary position in the Procurement, Contracts and Assets team. The Procurement and Contracts Officer plays a key role within the Procurement, Contracts and Assets team and reports to the Senior Director Strategic Transport Asset, Procurement and Contracts Management. The role is responsible for providing Transport Canberra Operations (TCO) high-level support for procurement processes to meet business outcomes and ensuring that procurement processes comply with relevant legislation and policy requirements.

To be successful in this position you will need:

Well-developed communication and interpersonal skills, especially in written (including technical and non-technical) and oral communication, facilitation, liaison, representation and negotiation skills to effectively influence positive outcomes.

Demonstrated decision-making and problem-solving skills.

Demonstrated knowledge of relevant legislation, or ability to quickly acquire appropriate knowledge, as it applies to procurement activities within the ACT Government.

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

Eligibility/Other Requirements:

Driver's licence (C-class) is essential.

Qualification or training in government procurement and contracting is highly desirable.

Note: This is a temporary position available from 1 February 2020 to 30 June 2020 with the possibility of extension of up to 12 months. This position will be moving to a new workplace designated for Activity Based Working (ABW) in 2020. ABW is a transformation in the way we work. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please attach your curriculum vitae and a one-page pitch demonstrating your professional/technical Skills and Knowledge and Behaviour capabilities in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button.

Contact Officer: Glenn Dougall (02) 6207 7647 glenn.dougall@act.gov.au

Communications and Engagement

Communications and Engagement Branch

Digital Communications Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 11993)

Gazetted: 05 December 2019

Closing Date: 17 December 2019

Details: Do you enjoy the fast paced nature of communications? Are you experienced in delivering contemporary content? We are looking for an experienced, proactive and creative professional to join the Communications and Engagement team and fill the role of Digital Communications Officer. In this role you will be part of a small team responsible for managing the day to day delivery of the Directorate's channels including social media and websites. You will work with officers from across the division to develop, publish and improve content across channels and manage this with key stakeholders.

Eligibility/Other Requirements: Relevant tertiary qualifications and or experience working professionally in digital communications or public relations is preferred. The ability to work flexibly with some out of hours work is required.

Other desirable skills include:

Understanding of and experience in using and administering Content Management Systems such as Squiz and Drupal.

Understanding of the Australian accessibility standards.

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

How to Apply: If you are interested in this role, submit your current curriculum vitae, details of two referees, and an application of no more than two pages addressing the selection criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button.

Contact Officer: Jeff Garner (02) 6207 1422 jeff.garner@act.gov.au

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Project Manager/Infrastructure Planning Professional

Infrastructure Officer 3 \$106,288 - \$116,675, Canberra (PN: 37068)

Gazetted: 11 December 2019

Closing Date: 17 December 2019

Details: The Project Officer is responsible for the planning (including business case development), procurement, design, management and construction phases of key capital projects for Transport Canberra and City Services, Environment, Planning and Sustainable Development, Suburban Land Agency and others. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex design and construction projects to deliver great services to the Canberra community.

Eligibility/Other Requirements: A Project Manager, Planning, similar University Degree/Diploma or relevant planning, environmental, technical and project management qualifications.

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: Applicants should address the numbered Selection Criteria and limit responses to one A4 page (maximum) against each of the Selection Criteria along with a curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael McGrath (02) 6207 1491 michael.mcgrath@act.gov.au

Canberra Health Services

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

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

Clinical Services

Women, Youth and Children

Department of Nursing and Midwifery

Assistant Director of Nursing, Paediatrics and Neonatology

Registered Nurse Level 4.3 \$137,840, Canberra (PN: 26098)

Gazetted: 12 December 2019

Closing Date: 23 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 and Alcohol and Drug Services.

Overview of the work area and position:

The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community based sectors. These services include specialist paediatric services, including high care, adolescents, medical and surgical wards, and day stay and outpatient services. Specialist neonatology services include a tertiary level Neonatal Intensive Care Unit, and a Special Care Nursery. Maternity Services include antenatal, birthing and postnatal care for low risk women, and women requiring complex care. Reporting to the Director of Nursing and Midwifery, the Assistant Director of Nursing (ADON Paediatrics and Neonatology) holds a senior leadership position within the Division of Women Youth and Children (WYC). The ADON provides leadership, strategic direction, planning and operational leadership to the Paediatric and Neonatal Nursing teams to achieve high quality and safe patient care within WYC.

The Paediatric department at the Centenary Hospital for Women and Children provides holistic, evidence based quality health care and advocacy for all children and adolescents up to their 16th birthday in the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. There are 36 funded inpatient beds as well as 12 day stay beds and a multidisciplinary outpatient area.

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 27 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Post graduate qualifications in health management, leadership and/or project management.

Post graduate qualifications in Nursing and/or Midwifery.

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 a period of six months.

Contact Officer: Cathy O'Neill (02) 5124 7470 cathy.o'neill@act.gov.au

Clinical Services

Critical Care

Critical Care Executive

Trauma Coordinator

Registered Nurse Level 3.2 \$120,730, Canberra (PN: 22264)

Gazetted: 12 December 2019

Closing Date: 6 January 2020

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 ACT Trauma Service is a Level 1 trauma service providing care to trauma patients injured within the ACT and the southern NSW region from south of Sydney, east to the Sapphire Coast and west to Wagga Wagga. The ACT Trauma Service endeavours to ensure that all trauma patients are optimally cared for from prehospital to discharge.

The Trauma Coordinator:

works with the Trauma Director to ensure patients receive appropriate care and coordinates the day to day Hospital activities of the trauma service,

provides expert clinical leadership and management within a nursing and multidisciplinary team,

is responsible for the development and implementation of policies, procedures and guidelines for trauma management,

is to develop and maintain collaborative partnerships with internal and external stakeholders regarding trauma management. This role includes a strong emphasis on clinical education and training.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate qualification in or working towards a higher degree in 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 a period of 12 months.

Contact Officer: Georgia Gotts (02) 5124 2793 georgia.gotts@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Nursing

Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 22768)

Gazetted: 12 December 2019

Closing Date: 19 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:

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

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

The Link team is responsible for providing afterhours nursing services to patients with a broad range of needs within the ACT community by coordinating the afterhours rapid response service for community nursing including weekends and ACT public holidays

This part time role is instrumental to providing effective support to patients in the community to enable them to remain in their own environment wherever possible. The role oversees interventions which actively contribute to the prevention of unnecessary presentations to acute facilities.

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

Eligibility/Other Requirements:

Mandatory:

- Registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- A current driver's licence.

Desirable:

- Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position

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

- Undergo a pre-employment National Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Note:

This is a part-time position at 21 hours per week and the full-time salary noted above will be paid pro rata. This position works a regular five x two part-time evening roster including every second weekend. As the team is small, the capacity and flexibility to work extra shifts to provide backfill for leave on both evening and night duty shifts is an important consideration. The potential to relieve in Higher Duties as an RN3.1 is also available.

Contact Officer: Leontine Muis (02) 5124 2900 leontine.a.muis@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children, Community Health Programs

Women's Health Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 22679, several)

Gazetted: 12 December 2019

Closing Date: 24 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

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

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

You will work collaboratively within the interprofessional team and with other relevant services. This role includes components of primary health clinical in a women's health context; practice nurse duties for the service; and health promotion and liaison, particularly focusing on inclusion of women in disadvantaged population groups such as Culturally and Linguistically Diverse and women who identify as Aboriginal or Torres Strait Islander. The person we are seeking will have a commitment to working within an interprofessional environment and an understanding of delivering health services to women using a trauma informed approach and from a feminist perspective.

Eligibility/Other Requirements:

Mandatory:

Registered with the Nursing and Midwifery Board of Australia with an annual practice certificate.

Qualifications in Sexual and Reproductive or Women's Health.

Must hold a current driver's licence.

Desirable:

Experience or qualification working in areas of disadvantage e.g. mental health; drug and alcohol.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

There are two temporary positions available, one full-time position and one part-time position for six months with the possibility of extension and/or permanency. The part-time position hours will be negotiated with the successful candidate and the full-time salary noted above will be paid pro-rata. The shifts are in business hours.

Contact Officer: Megan Taylor (02) 5124 1787 meganb.b.taylor@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Service

Rehabilitation and Specialty Service

Health Professional

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 22131)

Gazetted: 12 December 2019

Closing Date: 24 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

Overview of the Work Area and Position

The Mental Health Service for People with Intellectual Disability (MHS-ID) team is a specialist, consultation liaison service providing comprehensive clinical assessment and psychiatric treatment to consumers with a known or suspected intellectual disability and a known or suspected mental illness / mental disorder including Autism Spectrum Disorders. The team provides mental health expertise, training and education to community professionals and support agencies assisting people with an intellectual disability and a known or suspected mental illness / mental disorder. This multidisciplinary service collaborates with a range of stakeholders and external agencies including treating practitioners, medical specialists, therapeutic service providers, schools, families and support agencies.

The team is located at the Gungahlin Community Health Centre.

This position involves critical thinking, complex assessment, a high standard of report writing and an ability to work independently as well as collaboratively with multidisciplinary team colleagues.

Providing mental health services to this complex consumer group requires clinicians to be able to work effectively with consumers who often have limited verbal communication, families, support teams and service providers.

Eligibility/Other Requirements:

Mandatory:

Current driver's licence

Desirable:

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

Ability to work full time.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note:

This is a temporary position available for six months.

Contact Officer: Janelle Walker (02) 5124 1144 janelle.walker@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Occupational Therapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 27178, several)

Gazetted: 12 December 2019

Closing Date: 24 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

Overview of the Work Area and Position

The Brindabella Day and Ambulatory Rehabilitation Service is a multidisciplinary rehabilitation service that operates from the University of Canberra Hospital (UCH). The Brindabella Rehabilitation Service offers a number of specialised centre and home based rehabilitation services for patients who have experienced a recent health or medical event resulting in a loss of function and/or independence. The Brindabella Rehabilitation Service has a close professional relationship with other RACS services including the RACS Occupational Therapy service which provides inpatient rehabilitation and aged care services to persons at UCH and the Canberra Hospital.

Senior Occupational Therapists fulfil an important leadership role within each service and are responsible for the coordination and provision of high quality occupational therapy services that facilitate positive patient outcomes. Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants and students within each service.

Vacancies currently exist for highly motivated and innovative Senior Occupational Therapists with high level rehabilitation, critical thinking, and teamwork skills, to join the Brindabella Rehabilitation Service on a full-time permanent, and extended part-time temporary (until September 2022) basis. A merit list will be created for filling future permanent and temporary full-time and part-time positions in Brindabella Rehab Service and/or RACS Occupational Therapy Service over the next 12 months.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy.

Registered (or eligible for registration) with the Occupational Therapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA)

Current driver's licence.

Desirable:

Previous experience working in the rehabilitation and aged-care sector.

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

Undergo a pre-employment Police check.

Comply with CHS credentialing requirements for allied health.

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

Note:

There is one permanent full-time and one temporary part time position available until September 2022. The part time position is available at 18:37 hours per week and the full-time salary noted above will be pro-rata. These position(s) maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Michelle Bennett (02) 5124 0079 michelle.bennett@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Cancer Supportive Care Team

Social Worker

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 28331)

Gazetted: 12 December 2019

Closing Date: 20 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 community-based Cancer Counselling Service includes Social Workers who provide a wide range of services and support, including:

Individual counselling.

Therapeutic and skills training groups.

Information and referral to other community services.

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

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

Eligibility/Other Requirements:

Mandatory:

Degree in Social Work.

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

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

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

Desirable:

Current driver's licence.

Previous hospital or health experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Comply with CHS credentialing requirements for allied health.

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

Note:

This is a temporary position available for 14 months, it is part-time at 29.5 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

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health

Access Mental Health Team, Health Professional

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 40902, several)

Gazetted: 12 December 2019

Closing Date: 23 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

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

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

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

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

Overview of the work area and position:

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

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

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services.

Justice Health Services.

Rehabilitation and Specialty Mental Health Services.

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services.

The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24 hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life threatening risks for people calling the service.

The successful candidate will work under the supervision of senior clinicians to conduct phone and office based triage assessments, of persons who require mental health care. This work will primarily be based in the Belconnen

Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role and the successful candidate will be expected to work on a 38 hour, seven day per week 24 hour rotating roster.

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).

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.

Current driver's licence.

For Psychology:

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

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

Current driver's licence.

For Social Work:

Degree in Social Work.

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

Registration under the *ACT Working with Vulnerable People Act 2011*.

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

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.

Contact Officer: Julie Hanson (02) 6205 3266 julie.hanson@act.gov.au

Medical Services

Pathology

Pathology Administration

Subject Matter Expert - Pathology LIS Project

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 45788, several)

Gazetted: 12 December 2019

Closing Date: 20 December 2019

Details: Our Vision: creating exceptional health care together

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

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

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

- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Overview of the work area and position

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

An exciting opportunity exists for organised and motivated people to be involved in the implementation of the Pathology Laboratory Information System (LIS). The LIS Project aims to provide a modern and contemporary system that supports the entire process of the pathology services from ordering and specimen collection through to testing and reporting. This includes managing all current and historical patient information and test results, as well as interfacing to the automated analysers, managing quality control across the laboratory and supporting billing.

The new LIS system will support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care. The Pathology LIS Project requires the expertise of a specialised laboratory subject matter expert (SME) to support the Implementation Planning Study, the Solution Design, Configuration, Implementation, Go-Live and Post Go-Live support phases of the project in the following discipline:

- Anatomical Pathology

Eligibility/Other Requirements:

Mandatory:

- Tertiary qualifications in medical laboratory science or equivalent.

Highly Desirable:

- A current driver's licence.

Desirable:

- Experience in the configuration and/or use of a Pathology Laboratory Information System.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note:

This is a temporary part-time position and hours will be up to a maximum of 22.05 hours per week for a period of 12 months with the possibility of extension. There is the possibility of job sharing. Selection may be based on application and referee reports only.

Contact Officer: Monica Brady (02) 5124 2101 monica.brady@act.gov.au

Medical Services

Pathology

Pathology Administration

Subject Matter Expert - Pathology LIS Project

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 44850, several)

Gazetted: 12 December 2019

Closing Date: 20 December 2019

Details: Our Vision: creating exceptional health care together

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Overview of the work area and position

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- Diagnostic Genomics

Eligibility/Other Requirements:

Mandatory:

- Tertiary qualifications in medical laboratory science or equivalent.

Highly Desirable:

- A current driver's licence.

Desirable:

- Experience in the configuration and/or use of a Pathology Laboratory Information System.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note:

This is a temporary part-time position at 14.70 hours per week for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Monica Brady (02) 5124 2101 monica.brady@act.gov.au

Medical Services

Pathology

Pathology Administration

Subject Matter Expert - Pathology LIS Project

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45787)

Gazetted: 12 December 2019

Closing Date: 20 December 2019

Details:

Our Vision: creating exceptional health care together

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

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Overview of the work area and position

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

An exciting opportunity exists for organised and motivated people to be involved in the implementation of the Pathology Laboratory Information System (LIS). The LIS Project aims to provide a modern and contemporary system that supports the entire process of the pathology services from ordering and specimen collection through to testing and reporting. This includes managing all current and historical patient information and test results, as well as interfacing to the automated analysers, managing quality control across the laboratory and supporting billing.

The new LIS system will support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care. The Pathology LIS Project requires the expertise of a specialised laboratory subject matter experts (SMEs) to support the Implementation Planning Study, the Solution Design, Configuration, Implementation, Go-Live and Post Go-Live support phases of the project in the following disciplines:

- Anatomical Pathology.

Eligibility/Other Requirements:

Mandatory:

- Experience in the configuration and/or use of a Pathology Laboratory Information System.

Highly Desirable:

- A current driver's licence.

Desirable:

- Tertiary Qualifications in relevant area of expertise

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note:

The position is part-time to a maximum of 22.05 hours per week and the full-time salary noted above will be paid pro rata. This is temporary position available for a period of 12 months with the possibility of extension and may be job shared. Selection may be based on application and referee reports only.

Contact Officer: Monica Brady (02) 5124 2101 monica.brady@act.gov.au

Finance and Business Intelligence

Health Information Services

Clinical Forms Designer/Developer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 45760)

Gazetted: 12 December 2019

Closing Date: 24 December 2019

Details: Our Vision: creating exceptional health care together

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

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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.

Overview of the Work Area and Position

The Health Information Service (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

In this position you will assist in forms review, process and workflow, and provide support in developing clinical record forms and templates.

Eligibility/Other Requirements:

Desirable:

Experience in the use and development of clinical record forms

Knowledge or understanding of electronic forms and their development using technologies such as JavaScript, XForms, HTML/XML and CSS, or electronic form builder solutions such as Orbeon Forms.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Jamian Manton (02) 5124 2245 jamian.manton@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Ambulatory Services

Community and Bookings Team Leader

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 33270, several)

Gazetted: 12 December 2019

Closing Date: 19 December 2019

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Overview of the Work Area and Position

Do you have a flair for managing teams?

Does creating a class leading operational framework interest you?

Do you prefer working in a dynamic and fast paced environment?

If you answered Yes to the above questions, please read on:

Central Health Intake is the centralised team that supports Community and Outpatient services in managing tasks aligned with Single Intake Model of Care. The administration area of CHI is a fast paced centre of excellence, providing a single point of entry via phone and fax for consumers wishing to access community based health services. This administration team receive, handle and transfer calls from the general public and other health

professionals, both internal and external to Canberra Health Services. The administration team are supported by a nursing team who are responsible for referral management and the support of more complex client care. The Central Outpatient Bookings team are the first point of contact for consumers wishing to access specialist consultant outpatient clinics held from the Central Outpatients and Orthopaedic, Plastics, and Fracture Clinic locations and are responsible for the intake for these services. The tasks include referral management, wait list management, initial appointment bookings, and consumer service via the telephone.

Under broad direction, you will play a key role in:

Providing day to day supervision of administration staff within Intake by managing the workflow within the area

Ensuring administrative Key Performance Indicators (KPIs) are met

Creating an effective operational framework which will include standardisation and documentation of procedures in consultation with the management team

You will also provide support to the Manager of Administration in relation to reporting and human resource management

Eligibility/Other Requirements

Desirable:

Supervisory experience

Experience in health related field

Data management which includes accurate data entry and quality data checking

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

There are two positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Asif Zaidi (02) 6207 6081 asif.zaidi@act.gov.au

Clinical Services

Mental Health, Justice Health, Drug and Alcohol Services

Rehabilitation and Specialty Mental Health Services

Allied Health Assistant

Allied Health Assistant 3 \$64,509 - \$67,676 (up to 71,593 depending on qualification level), Canberra (PN: 40168)

Gazetted: 12 December 2019

Closing Date: 13 December 2019

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Overview of the work area and position

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is the largest rehabilitation centre in the ACT and surrounds, with capacity for 140 inpatient beds, 75 day places and additional outpatient services.

The hospital will bring together rehabilitation services and specialist staff from many locations across Canberra into one purpose-built location—making it easier for people to access the services they need.

In July 2018 two services within Specialty Mental Health services were opened at the University of Canberra Hospital; a 20 beds Adult Mental Health Rehabilitation Unit (AMHRU) and a 25 day places Adult Mental Health Day Services (AMHDS).

The position is intended to be based at AMHRU, however staff may be asked to work across Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS).

AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio- psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their careers and other key stakeholders.

Under the direction of an Allied Health Professional, Allied Health Assistants provide support to clinical staff with delivering psychosocial interventions to people with a mental illness or a mental disorder. Allied Health Assistants promote the identified recovery goals, working collaboratively with people to achieve these, and support the person to link with community agencies or NDIS providers. Allied Health Assistants level 3 are expected to provide supervision to staff at AHA level 1 and 2 and AHA students.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory: Certificate IV in Mental Health or Allied Health Assistance, or equivalent, A minimum of 24 months experience in a related/relevant organisation/service. Desirable: Two years previous experience of working in a mental health setting, or similar, 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*.

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

Comply with Canberra Health Services Credentialing and Scope of Clinical Practice requirements for allied health professions. Note:

This position is required to participate in afterhours, on call and/or rotation roster (40 hours per week)

Contact Officer: Toni Cooper (02) 5124 0220 toni.cooper@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

Allied Health Assistant

Allied Health Assistant 3 \$64,509 - \$67,676 (up to 71,593 depending on qualification level), Canberra (PN: 37821)

Gazetted: 12 December 2019

Closing Date: 17 December 2019

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

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

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

Overview of the work area and position

The Child and Adolescent Mental Health Service (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 Cottage Adolescent Day Program is a therapeutic group program for young people between the ages of 12 and 18 in the ACT who are experiencing moderate to severe mental health issues. The Cottage has a recovery focus and the program aims to reduce the severity of mental health symptoms to achieve functional gains in schooling, social functioning and fostering life skills.

Eligibility/Other Requirements:

Mandatory:

- Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification) plus relevant experience.
- Current driver's licence.

Desirable:

- A minimum of one years experience in mental health.

Prior to commencement successful candidates will be required to:

- Have current registration issued under the ACT *Working with Vulnerable People Act 2011*; and
- Undergo a pre-employment National Police check.

Notes: This is a permanent full time position. Staff are required to undertake mandatory training to promote quality service delivery.

Contact Officer: Jessica Ross (02) 5124 1880 jessica.ross@act.gov.au

Clinical Services

Medicine

Neurology

New Graduate Clinical Neurophysiology Scientist

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 38737)

Gazetted: 12 December 2019

Closing Date: 8 January 2020

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Overview of the Work Area and Position

The Neurology Department sits within the Division of Medicine and is responsible for providing a Neurology Service to the ACT and surrounding region, including Clinical Neurophysiology Testing. Tests provided by this service are Electroencephalograms, Nerve Conduction Studies, Electromyography, Visual Evoked Potentials, Auditory Evoked Potentials and Somatosensory Evoked Potentials. Electroencephalography is provided across all ages, while the remaining tests are limited to 16 years and older.

Under direct supervision, you will provide Clinical Neurophysiology testing appropriate to level and other activities to develop your skills in preparation to work independently. You will be expected to complete the ACT Health Work Based Transition to Practice Program during the New Graduate year. You will need to be available to work between the hours of 7am and 7pm.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Clinical Neurophysiology and must hold a current Australian driver's licence. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Prior to commencement successful candidates will be required to:
Undergo a pre-employment National Police check,
Comply with 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.

Contact Officer: Angela Borbelj (02) 5124 4577 angela.borbelj@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

New Graduate Social Worker

Health Professional Level 1 \$61,160 - \$80,129, Canberra (PN: 40161, several)

Gazetted: 12 December 2019

Closing Date: 24 December 2019

Details:

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

Overview of the work area and position:

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

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post-acute and long-term illnesses. The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics. The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services. Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing. The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service

speciality areas. CHS is seeking dynamic new graduates (graduating 2018) to fill several positions within CHS, in areas such as Cancer Psychosocial Service, Acute Support Social Work and Rehabilitation Aged and Community Services. CHS offers a 12 month, structured program that provides orientation, supervision and support for social work graduates to further develop their knowledge for social work practice in health.

Under professional supervision you will play a key role in delivering high quality patient centred and associated functions to support service delivery in clinical areas by:

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.

Providing individual or group service delivery.

Applying knowledge, skills and professional judgement in the delivery of routine services.

Eligibility/Other Requirements

Mandatory:

Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).

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

Current driver's licence.

Desirable

Interest in community, rehabilitation, aged care or hospital based social work settings.

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).

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Note: These are temporary position available for a period of 12 months. These positions may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. From this recruitment round an order of merit list may be established to fill permanent, temporary and casual positions over the next 12 months. Selection may be made on written applications alone. All applicants must provide written referee reports from two referees, a written response addressing the relevant selection criteria and a current curriculum vitae as part of their written application.

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

Medical Services

Pathology

Haematology

Technical Officer, Haematology

Technical Officer Level 1 \$57,759 - \$60,556, Canberra (PN: 42945)

Gazetted: 12 December 2019

Closing Date: 24 December 2019

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

Overview of the Work Area and Position

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

The Haematology department provides vital, accurate and timely results as well as blood and blood products to critical care and routine hospital patient. The laboratory is a tertiary facility doing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities. The TCH laboratory is also responsible for the supervision of the Haematology component of the Calvary Hospital Pathology laboratory, ensuring control over the monitoring and rendering of services, including oversight of protocols and staff training. Under direction, you will play a key role in running and maintaining laboratory instrumentation, instrument trouble shooting, monitoring temperatures, running of quality control materials, monitoring stock levels, maintaining a clean work area, processing patient samples and checking work lists in the Haematology laboratory.

Eligibility/Other Requirements:

Mandatory:

An associate diploma, science degree or equivalent medical laboratory science qualification.

Desirable: Experience in Haematology would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note: This is a temporary position available for six months with the possibility of extension. The laboratory operates 24 hours 7 days a week and the successful applicant will be required to participate in the after-hours roster.

Contact Officer: Jackie Pratt (02) 51240 2034 jackie.pratt@act.gov.au

Clinical Services

Medicine

Canberra Clinical Genomics Service

General Manager, Clinical Genomics

Health Professional Level 5 \$124,891 - \$140,596, Canberra (PN: 37803)

Gazetted: 12 December 2019

Closing Date: 23 December 2019

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Overview of the Work Area and Position

Canberra Clinical Genomics (CCG) is a division of the Canberra Health Services with laboratories located at the Australian National University. CCG provides diagnostic, analytical and consultative services to medical specialists and general practitioners in the field of Genomics. CCG currently provides accredited diagnostic whole exome sequencing service to the ACT and surrounding regions.

Under broad direction of the Director, you will be required to:

Day-to-day management and administration of Canberra Clinical Genomics to provide a high quality diagnostic service

Supervise and coordinate all aspects of the the scientific and technical workflow including the quality, timeliness, appropriateness and presentation of results.

Assist in clinical liaison to develop greater knowledge of clinical genomics within the ACT medical workforce.

Eligibility/Other Requirements:

Mandatory:

Postgraduate qualifications in Genomics/Molecular Biology or a Fellowship of the Human Genetics Society of Australasia (Molecular Genetics)

Five years relevant experience or extensive experience and management expertise in a technical field.

Desirable

An interest and proven record in research.

Hold a 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).

Contact Officer: Matthew Cook (02) 5124 5586 matthew.cook@act.gov.au

Chief Operating Officer Clinical Services

Rehabilitation, Aged and Community Services

Contenance Clinical Nurse Consultant

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 24335)

Gazetted: 12 December 2019

Closing Date: 3 January 2020

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

Overview of the Work Area and Position

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

RACS has recently established the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Hospital (UCH) is part of Canberra Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT. These services include direct nursing care from newborn and aged through to end of life in the areas of wound, continence, stoma, post-acute support and palliative care. This full-time position is responsible for providing high level clinical leadership, education and support in the specialty of continence to staff, patients and carers in the primary health care setting.

The Community Care Program is seeking applications from motivated Registered Nurses to fill a full-time permanent Continence Clinical Nurse Consultant (CNC) position at RN3.1 level. This is a dynamic position; responsible for providing high level clinical leadership, education and support in the speciality of continence; to staff, patients, and carers in a primary health care setting.

Eligibility/Other Requirements:

Mandatory:

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Must hold a current driver's licence.

Desirable:

Tertiary or post graduate qualifications/ or recent experience in continence management.

Experience as a Registered Nurse in the community setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Gail Hawke (02) 5124 1672 gail.hawke@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Ambulatory Services

Clinical Nurse Consultant -Outpatients Central Health Intake

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 28276)

Gazetted: 12 December 2019

Closing Date: 19 December 2019

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

Overview of the work area and position:

The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres. The Central Health Intake team provides a call centre, referral receipt and management and outpatient bookings services. It is a busy and dynamic service supporting over 100 clinical services, handling 20,000 calls and 3,000 referrals per month. A team of nurses and administrative staff provide a two-tiered approach to the management of referrals, screening and booking. The CNC 3.1 will work collaboratively with the CHI Operational Manager, in ensuring the delivery of integrated efficient intake services. The CNC will ensure the nursing team provides high value nursing input into the screening and assessment of referrals to ensure they are directed to the appropriate service in a timely manner. The CNC is responsible for day to day management of the team and ensuring a proactive approach to relationship management and clinical services. The 3.1 role is composite with some direct service provision requirements.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Holds or is progressing towards a post graduate qualification in management and/or in a relevant clinical specialty.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Cassandra Beaumont 0403 050 967 cassandra.beaumont@act.gov.au

Clinical Services

Clinical Support Services

UC Public Hospital

Operations Manager, Research and Education UC Clinical School

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45637)

Gazetted: 12 December 2019

Closing Date: 20 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 of publicly funded health facilities, programs and services including but not limited to:

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

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

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 UC Clinical School is based at the Canberra Hospital and is led by the Director, UC Clinical School. The UC Clinical School will enable improved clinical education, clinical research, and the application of research into practice, and enhance the quality of health care across the disciplines of nursing, midwifery and allied health. The UC Clinical School will be achieved through a collaborative partnership between Canberra Health Services (CHS) and UC, leveraging existing expertise to embed and cultivate a valuable network of clinicians and researchers. The Operations Manager provides support for the management and delivery of the core research and educational objectives of the Clinical School, and the coordination of resources within the School. In addition to supporting the work of the Director, UC Clinical School this position will work closely with the joint CHS and UC professorial appointments; and the Office of Research and Education to establish and develop the Clinical School.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in a nursing, midwifery or allied health profession.

Strategic planning and/or project management experience.

Desirable:

Experience in managing deeds, contracts and expenditure.

An understanding of government processes and accountabilities.

Previous experience working with the higher education/tertiary sector.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary full-time position available for a period of 12 months. This position will assist in establishing the UC Clinical School at the Canberra Hospital as a joint initiative between CHS and UC. The successful applicant will be based at Canberra Hospital within Canberra Health Services.

Contact Officer: Nick Brown (02) 6206 8415 nick.brown@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health

HAART Manager

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 25683)

Gazetted: 12 December 2019

Closing Date: 24 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:

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

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

- Adult Acute Mental Health Services.
- Adult Community Mental Health Services.
- Alcohol and Drug Services.
- Child and Adolescent Mental Health Services.
- Justice Health Services.
- Rehabilitation and Specialty Mental Health Services.

Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people who access the service, their carers and other key services.

The Home Assessment and Acute Response Team (HAART) is an extended hours, highly mobile and intensive service focused on providing assessment and brief interventions in a person's home or other community environment, when a person is experiencing an acute exacerbation of a mental illness/disorder and/or severe psychological or emotional distress. HAART consists of two functions: the Rapid Response component of this team provides a rapid mental health assessment and response where there is a marked deterioration in a person's mental health resulting in significant functional impairment. The Intensive Home Treatment component provides continued acute response up to two weeks and is focused on averting admissions wherever safe and appropriate to do so.

The holder of the Manager position is required to work from 8:30 to 16:51, Monday to Friday. As Manager, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of Learning and Achievement Plans.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation.

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

Strong understanding of adult community mental health services.

Hold a current driver's licence.

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.

Note: This is a temporary position available for 14 months.

Contact Officer: Jade Nolan (02)5124 1567 jade.nolan@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Program

Community Care Physiotherapy Manager

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 28642, several)

Gazetted: 12 December 2019

Closing Date: 19 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.

Rehabilitation, Aged and Community Care (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, 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 Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population.

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

Overview of the work area and position:

Opportunities exist for suitably qualified and experienced physiotherapist to lead and manage the physiotherapy teams within the division of RACS. This recruitment round will be used to develop a merit list of candidates to provide cover for the two Physiotherapy manager positions within RACS over periods of extended leave. This recruitment round will be used to provide cover or the next 12 months.

RACS Physiotherapy services are offered from community health centres, in patient homes across the ACT, the Canberra Hospital and the University of Canberra Hospital.

A limited home visiting domiciliary service is available for patients who are physically/ medically home bound.

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.

Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements:

Mandatory:

Degree in Physiotherapy, or recognised equivalent.

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Applicants must have a minimum of five years post-qualification experience.

Current 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).

Note:

This recruitment is to create a merit list to cover potential vacancies over the next 12 months. Please note, the decision for the successful/suitable applicants may be made by written application alone.

Contact Officer: Todd Kaye (02) 5124 0017 todd.kaye@act.gov.au

Clinical Services

Medicine

Diabetes Service

Dietitian

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 30679, several)

Gazetted: 12 December 2019

Closing Date: 19 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 Canberra Health Services Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

Under the direction of Senior Diabetes Dietitian and as a member of the ACT Diabetes Service Nutrition team, the Diabetes Dietitian is responsible for the provision of clinical assessment, treatment, supervision and evaluation of nutrition care to patients and outpatients at risk of, or who have diabetes. This involves providing individual and group nutrition appointments, collaborating with Endocrinologists, Diabetes Nurse Educators, Dietitians, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of diabetes.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Nutrition and Dietetics.

Obtain (or eligible to obtain) Accredited Practising Dietitian status with the Dietitians Association of Australia.

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

Desirable

Two years post-graduate experience.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

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

Undergo a pre-employment National Police check.

Note: This position is available for a period of six months with a possibility of extension and/or permanency and may be based on written applications and referee reports.

Contact Officer: Rosemary Young (02) 5124 3794 rosemary.young@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Digital Solutions Division

Executive Branch Manager, Information and Data Management Branch

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E1031)

Gazetted: 05 December 2019

Closing Date: 20 December 2019

Details: Applications are being sought from high performing and highly skilled executives to fill the position of Executive Branch Manager, Information and Data Management Branch within the ACT Health Directorate.

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

The Executive Branch Manager, Information and Data Management Branch is a critical leadership role within the Directorate, and plays an important function in the relation between the ACT Health Directorate and the ACT public health services, including Canberra Health Services and Calvary Public Hospital Bruce.

To be successful in the role, you will have a strong track record in leading data and information management functions in a highly complex environment, as well as a good understanding of the national health system and of Commonwealth and State/Territory interactions. You will be capable in leading engagement of key stakeholders on activity based management (ABM) and activity based costing (ABC), and in managing the successful implementation of ABC and costing submissions for the National Hospital Cost Data Collection.

In order to be eligible to apply you will have a detailed understanding of leadership, data management and governance, strategic direction setting and the challenges facing modern health care service delivery, as well as relevant tertiary qualifications.

Remuneration: The position attracts a remuneration package ranging from \$236,451 to \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Mr Peter O'Halloran, Chief Information Officer, peter.ohalloran@act.gov.au, (02) 5124 9000

Digital Solutions Division
Policy Partnership and Programs
Office of the Chief Information Officer
Registered Nurse Level 5.4 \$147,617

Gazetted: 05 December 2019

Closing Date: 2 January 2019

Details: ACT Health is embarking on a program of digital transformation. We are seeking a nursing leader to support the delivery of the ACT Health Digital Health Strategy 2019-29.

This is an exciting opportunity for an experienced nursing professional with established track record in large-scale clinical practice change and experience in the implementation, use and optimisation of large and complex clinical information systems to join the Digital Solutions Division team.

The Chief Nursing and Midwifery Information Officer (CNMIO) will provide leadership and strategic advice to ensure that clinical systems are delivered with patients and clinical staff at the forefront of considerations from commencement to completion. They will also facilitate engagement of clinical staff across Canberra Health Services and Calvary Public Hospital Bruce in the design and implementation of the Digital Health Record and other important initiatives of the Division.

As part of the Digital Solutions Division the CNMIO will have the opportunity to contribute to the realisation of the vision - "enabling exemplary person-centred care through digital innovation". See the attached position description for further information.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager/supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Keep (02) 5124 9340 Katrina.Keep@act.gov.au

Office of Director-General
Office for Mental Health and Wellbeing
Project Officer
Administrative Services Officer Class 6 \$84,257 - \$96,430

Gazetted: 10 December 2019

Closing Date: 24 January 2019

Details: The Office for Mental Health and Wellbeing (the Office) is seeking two experienced Project Officer's to provide high level administrative skills and project management expertise to deliver a range of projects within the Office. As a Project Officer, you will work within a small team and utilise your high-level interpersonal skills to work across Government and with the community. We encourage all candidates with relevant program/project management experience and/or qualifications to apply.

Note: These are temporary positions commencing in February 2020 until 30 June 2021, with the possibility of extension and/or permanency.

How to Apply: Please submit a written response to the Selection Criteria, together with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Johnson (02) 5124 9860 natalie.johnson@act.gov.au

Health Systems Policy and Research
Office of Professional Leadership and Education
Quality and Safety Unit Project Officer
Senior Officer Grade B \$124,891 - \$140,596

Gazetted: 09 December 2019

Closing Date: 24 January 2019

Details: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. The ACT Health Directorate provides a strong policy and population health capability based on a foundation of world-leading health and medical research. ACT Health Directorate develops strategies and sets the direction to ensure that services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective, and sustainable now and in the future.

The ACT Health Directorate Quality and Safety Unit reports to the Chief Medical Officer and work collaboratively with the Office of the Chief Medical Officer. The Quality and Safety Unit is responsible for the evolution of, and

ensuring the successful implementation of, quality improvement and patient safety systems across the ACT public health system.

This six month role has been developed to support, manage, and implement specific projects that relate to the implementation, monitoring and evaluation of the ACT Health Quality Strategy 2018-2028, including the analysis of clinical quality and safety performance information, and for developing a work program of quality improvement initiatives suitable for implementation across the ACT public health system.

We are looking for a dynamic and motivated person to work collaboratively in the Quality and Safety Unit. For more details contact the Contact Officer.

Note: This is temporary position available for six months with the possibility of extension up to 12 months.

How to Apply: Applicants interested in applying are asked to include:

- Current curriculum vitae,
- Written statement addressing the professional/technical Skills and Knowledge and Behavioural capabilities (maximum 3 pages)
- Names and contact details for two professional referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kingsbury (02) 5124 9137 alison.kingsbury@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.

Major Projects Canberra

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

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

Project Development and Support

Project Management Office

Senior Projects Control Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 36948)

Gazetted: 09 December 2019

Closing Date: 23 December 2019

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Project Development and Support will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division will be responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

The position is a senior project officer role within Major Projects Canberra, Project Management Office (PMO) team. The PMO is a functional area of Project Development and Support and is responsible for ensuring effective project management functions including risk, issue management, master program management, document management, information management, project reporting and quality management.

The Senior Project Controls Officer will report to the Executive Branch Manager, Project Management Office and will be expected to liaise closely with all project delivery teams, and other staff and advisors across the Directorate. The key focus of the role is to support and deliver the project controls, project reporting and document management functions across Major Projects Canberra. Training in specific systems (e.g. project scheduling and project controls software) will be provided on the job.

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:

Required:

Experience working in a project delivery/project support environment.

Sound knowledge of Microsoft Office Suite and other standard software.

Desirable, but not essential

Tertiary qualifications in project management (or related field).

Experience using Microsoft Project or Primavera P6;

Experience using ProjectWise and or Objective information management systems; and/or

Audit and quality management experience.

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

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

Applications should be submitted via the Apply Now button below.

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

**Executive Group Manager (Project Director), CIT New Facility Project
Executive Level 2.1 \$266,234 - \$276,672 depending on current superannuation arrangements, Canberra (PN: E1124)**

Gazetted: 06 December 2019

Closing Date: 12 January 2020

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. Major Projects Canberra will bear budget accountability for those projects and have accountability to the relevant Minister responsible for those projects. The first projects designated into Major Projects Canberra are: the SPIRE Canberra Hospital project, the City to Woden light rail (as well as finalisation of the Light Rail Stage 1 delivery phase); and the CIT campus development; 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 project 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 Role

Executive Group Manager (Project Director), CIT Project will be responsible for providing high quality leadership and strategic planning for the delivery of this large capital works project. You will be responsible for the business case, planning and development of a new Canberra Institute of Technology facility. The project may also incorporate other site uses.

Major Projects Canberra will work in close collaboration with CIT to create a modern campus which offers the best possible learning experience for students.

Remuneration: The position attracts a remuneration package ranging from \$266,234 - \$276,672 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$208,769.

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

How to Apply: If you are interested in this exciting new role, please provide a two-page application addressing the Executive Capabilities, and a current curriculum vitae with two referees.

Applications should be submitted via the Apply Now button below.

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

Communications and Engagement

Director Communications and Engagement

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 38075)

Gazetted: 09 December 2019

Closing Date: 5 January 2020

Details: Do you like a challenge and want to lead a high-performing project communications team in the delivery of best-practice communications and engagement for one of our large infrastructure projects? Do you want to support the delivery of the next stage of light rail or the expansion of Canberra Hospital?

Major Projects Canberra (MPC) was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. The Communications and Engagement division at MPC is responsible for delivering both internal and external communications and engagement activities that support the successful delivery of these infrastructure projects.

In this role you will create, implement and evaluate engaging, evidence-based communications strategies for one of three designated MPC projects. You will inform stakeholder and community engagement activities, and work closely with internal and external stakeholders to ensure all activities are aligned with wider government priorities. This will include planning and delivering meaningful engagement activities, including management of sensitive issues and conversations, as well as finding proactive media and communication opportunities to promote the project's benefits, milestones and progress.

Think this role is for you but live interstate? Reimbursement or partial-reimbursement of relocation expenses, in line with the Enterprise Agreement, may be considered for the right applicant.

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:

Relevant formal higher education qualifications such as in Communications, Marketing and/or Public Relations. Experience (10+ years) in high-end campaign management, corporate communications, public relations, marketing.

Desirable:

Experience working with infrastructure projects is highly desirable.

The ability to work flexibly with some out of hours work is required.

International Association for Public Participation (IAP2) Engagement Qualifications.

An ACT Government CMTEDD Baseline clearance (or ability to acquire).

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Cant (02) 6205 9951 amanda.cant@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Imalka Dissanayake 821-12005, Section 68(1), 9 December 2019

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 2 \$55,934 - \$61,764

Brendan Archer 858-73459, Section 68(1), 5 December 2019

Administrative Services Officer Class 2 \$55,934 - \$61,764

Robert Gilmer 858-73504, Section 68(1), 5 December 2019

Community Services

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

Paul Clowry 863-42270, Section 68(1), 9 December 2019

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

Allison Kirby 863-42836, Section 68(1), 9 December 2019

Education

Building Service Officer 3 \$67,752 - \$71,593

Paul Murta 858-25588, Section 68(1), 10 December 2019

Environment, Planning and Sustainable Development

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

Zefan Yu 863-43572, Section 68(1), 9 December 2019

Justice and Community Safety

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

Cristy Clark 863-44006, Section 68(1), 9 December 2019

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

Mark Devasagayam 858-63701, Section 68(1), 5 December 2019

Transport Canberra and City Services

Bus Operator - Training \$68,960

Shea Coffey 863-42780, Section 68(1), 7 December 2019

Bus Operator - Training \$68,960

Rupinder Singh Dhindsa 863-42887, Section 68(1), 7 December 2019

Bus Operator - Training \$68,960

Glen Harris 863-42860, Section 68(1), 7 December 2019

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

Benjamin Huston 863-43177, Section 68(1), 12 December 2019

Bus Operator - Training \$68,960

Matthew Jones 863-42799, Section 68(1), 7 December 2019

Bus Operator - Training \$68,960

Gobind Kumar 863-42983, Section 68(1), 7 December 2019

Bus Operator - Training \$68,960

Paul Lucerne 863-42975, Section 68(1), 7 December 2019

Bus Operator - Training \$68,960

Katrina McLachlan 863-42756, Section 68(1), 7 December 2019

Bus Operator - Training \$68,960

Shane Skilling 863-42828, Section 68(1), 7 December 2019

Canberra Health Services

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

Julie Bromwich 863-43740, Section 68(1), 12 December 2019

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

Jane Cumberland 862-09445, Section 68(1), 16 December 2019

Technical Officer Level 1 \$57,759 - \$60,556

Drajica Grujoska 859-52325, Section 68(1), 5 December 2019

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

Simone Neich 863-43548, Section 68(1), 9 December 2019

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

Melanie Ryan 862-09867, Section 68(1), 12 December 2019

Health Professional Level 2 \$65,216 - \$89,528

Amelia Watson 858-60447, Section 68(1), 9 December 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Susan Wood 862-08987, Section 68(1), 6 December 2019

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

Alexander Bobinskas, 86131692 Section 68(1), 9 December 2019

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

Dylan Kurda, 86265543 Section 68(1), 3 February 2020

Senior Specialist \$222,205

Stewart Edgell, 86265551 Section 68(1), 19 December 2019

Dentist Level 1- 2 \$77,276 - \$140,596

Vanessa Holm, 86130884 Section 68(1), 10 December 2019

ACT Health

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

Iain Kinsella 754-17070, Section 68(1), 5 December 2019

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

Liam White 844-84451, Section 68(1), 2 December 2019

TRANSFERS

Education

Meegan Stuart: 824-40500

From: School Leader A 2 \$176,028

Education

To: School Leader A 2 \$176,028

Education, Canberra (PN. 46209) (Gazetted 23 August 2019)

Justice and Community Safety

Jack Powsey: 820-78409

From: \$127,891 - \$143,596

Community Services

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

Justice and Community Safety, Canberra (PN. 44000) (Gazetted 2 September 2019)

Canberra Health Services

Anndrea Clear: 261-27202

From: Health Professional Level 3 \$92,103

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. 44742) (Gazetted 26 September 2019)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Catherine Ellis: 835-92303

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. 39419) (Gazetted 18 October 2019)

Communications and Engagement

Strategic Communications and Media

Access Canberra Communications

Amy Faulks: 827-41880

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42524) (Gazetted 25 March 2019)

Shared Services

Shared Services ICT

Executive

Ashlee Hall: 836-13311

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31273) (Gazetted 23 May 2019)

Finance and Budget

Budget and Infrastructure Coordination

Thi Hardham: 844-79839

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. 33373) (Gazetted 19 November 2019)

Access Canberra

Projects, Governance and Support

Projects and ICT, Records Management

Milos Koloundzic: 835-62702

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. 39309) (Gazetted 28 May 2019)

Information and Communication Technology

Customer Engagement Services

CIT - ICT

Deepansh Kwatra: 821-05032

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$145,048

Chief Minister, Treasury and Economic Development, Canberra (PN. 27630) (Gazetted 30 October 2019)

Shared Services

Finance and Payroll Services

Accounts Processing - General Finance

Radica Milovanovic: 853-47571

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07192) (Gazetted 11 April 2019)

Shared Services Information and Communication Technology

Technology Services

Technical Services Delivery

Andreza Viana Redmayne: 858-55904

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. 31079) (Gazetted 2 April 2019)

Community Services

Corporate Services

People Management

Workforce Development

Anna Pieratos: 853-81972

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

Community Services

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

Community Services, Canberra (PN. 37975) (Gazetted 10 October 2019)

Housing ACT

Executive, Government and Engagement

Kara Stapleton: 858-60471

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

Community Services

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

Community Services, Canberra (PN. 39762) (Gazetted 21 October 2019)

Children , Youth and Families

Children and Families

Child Development Service

Melanie Thompson: 740-97212

From: Health Professional Level 5 \$124,891 - \$140,596

Community Services

To: †Senior Officer Grade A \$145,048

Community Services, Canberra (PN. 36086) (Gazetted 11 September 2019)

Education

School Performance and Improvement Division

Tuggeranong Network

Richardson Primary School

Stephanie Bermingham: 835-69314

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

Education

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

Education, Canberra (PN. 28130) (Gazetted 19 November 2019)

School Performance and Improvement

North/Gungahlin Network

Harrison School

Rose Clifton: 849-06730

From: Administrative Services Officer Class 3 \$64,230 - \$69,125

Education

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Education, Canberra (PN. 37207) (Gazetted 13 November 2019)

School Performance and Improvement

North Gungahlin Network

Franklin Early Childhood School

Patricia Duffy: 777-84333

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

Education

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

Education, Canberra (PN. 40107) (Gazetted 12 November 2019)

School Performance and Improvement Division

Belconnen Network

Kingsford Smith School

Bradley Robert Huckstepp: 827-60408

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

Justice and Community Safety

To: Building Service Officer 3 \$67,752 - \$71,593

Education, Canberra (PN. 28972) (Gazetted 19 November 2019)

System Policy and Reform Division

Enrolments and Planning

Harley Julian: 846-92453

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

Education

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

Education, Canberra (PN. 44360) (Gazetted 17 September 2019)

School Performance and Improvement

Tuggeranong Network

Monash School

Todd McCoy: 824-41183

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 04107) (Gazetted 24 October 2019)

School Performance and Improvement

Belconnen Network

Kaleen Primary School

Michelle Northey: 755-79862

From: School Leader C \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 34157) (Gazetted 30 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 Performance and Improvement

Tuggeranong Network

Calwell Primary School

Emma Vince: 785-51566

From: Classroom Teacher \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 45605) (Gazetted 4 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.

Business Services Division

Governance and Community Liaison

Ministerial and Commonwealth Relations

Jessica Walpole: 858-60383

From: Graduate Administrative Assistant \$70,359 - \$72,515

Education

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

Education, Canberra (PN. 41932) (Gazetted 15 November 2019)

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.

Justice and Community Safety

Emergency Services Agency

People Culture and Training

ESA Training

Benjamin Ribbons: 817-34144

From: Administrative Services Officer Class 6 \$84,257 - \$69,430

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 10969) (Gazetted 22 October 2019)

Transport Canberra and City Services

City Services

City Presentation

Licensing and Compliance

Nicholas Morris: 827-21134

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 17351) (Gazetted 15 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.

City Services

ACT NoWaste

Service Delivery

Carena Soldo: 848-65713

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 32479) (Gazetted 22 October 2019)

Transport Canberra and Business Services

City Places and Infrastructure

Business Development Unit

Emma Wright: 848-78127

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 23944) (Gazetted 8 November 2019)

Canberra Health Services

Canberra Hospital and Health Services

Shimmy Davis: 825-49864

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45153) (Gazetted 3 October 2019)

Infrastructure Management and Maintenance

Tundi-Rose Hammond: 858-61351

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

Transport Canberra and City Services

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

Canberra Health Services, Canberra (PN. 24297) (Gazetted 25 October 2019)

Infrastructure and Health Support Services

Ruwinder Kaur: 835-88160

From: Health Service Officer Level 3 \$51,072 - \$52,732

Canberra Health Services

To: Health Service Officer Level 6 \$58,287 - \$60,794

Canberra Health Services, Canberra (PN. 23281) (Gazetted 3 October 2019)

Canberra Hospital and Health Services

Shanty Mathew: 834-44423

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45152) (Gazetted 3 October 2019)

Canberra Hospital and Health Services

Ullas Mathew Vadakkal: 827-62681

From: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45151) (Gazetted 3 October 2019)

Clinical Services

Laura Tieppo: 857-44403

From: Registered Midwife Level 1 \$67,078 - \$89,604

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23450) (Gazetted 4 July 2019)

ACT Health

Policy, Partnerships and Programs

Health Policy and Strategy

Rachel Imholz: 817-44908

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

Canberra Health Services

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

ACT Health, Canberra (PN. 33367) (Gazetted 4 October 2019)

CORRIGENDA

Chief Minister, Treasury and Economic Development

Annabelle King: 858-58654

From: Graduate Administrative Assistant \$70,359 - \$72,515

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 45370) (Gazetted 15 November 2019)

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.

Correcting position number and Directorate (see below) - Originally in Gazette 05/12/2019

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ACT Health

Health System Policy and Research

Health System Planning and Evaluation

Territory Wide Services Framework

Administrative Services Officer Class 5