



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 12 December 2019**

## VACANCIES

### ACT Electoral Commission

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

#### **Election Training Manager**

**Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 36852)**

Gazetted: 18 December 2019

Closing Date: 24 January 2020

Do you have experience training staff? Do you have experience administering Moodle online training platforms?

The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small team to co-ordinate and deliver the polling official training package for the 2020 ACT Legislative Assembly election. This position offers the experience of working during the highly dynamic period when the Electoral Commission is preparing for, and conducting, the 2020 ACT election.

The successful applicant will be required to review, develop and maintain training materials, including the Moodle based online training package, related to the conduct of elections and referendums in the ACT. The successful applicant will also be tasked with reviewing, developing, delivering and overseeing the face-to-face training programs for the staff employed to manage our polling places.

Staff of the Electoral Commission are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcomes focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

The ACT Electoral Commission is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and/or Torres Strait Islander background, or People with Disability, and those who identify as LGBTIQ to apply for any position.

Eligibility/Other Requirements: The successful applicant will require experience in administering Moodle online training platforms.

Note: This is a temporary position available immediately until 30 November 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. As an electoral officer the person occupying this position will be required to perform duties on election and referendum days.

How to Apply: Applicants are asked to submit a one-and-a-half-page pitch addressing the capabilities set out in the Position Description and a copy of their curriculum vitae including details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Rohan Spence (02) 6205 0224 [rohan.spence@act.gov.au](mailto:rohan.spence@act.gov.au)

### Calvary Health Care ACT (Public)

#### **Medical**

#### **Obstetrics and Gynaecology**

#### **Senior Staff Specialist**

**Senior Staff Specialist \$222,205, Canberra (PN: LP7602)**

Gazetted: 12 December 2019

Closing Date: 5 January 2020

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

Reference Number: 11100

Contact Officer: Narelle Comer 02 6201 6160 narelle.comer@calvary-act.com.au  
Applications can be forwarded to: <https://calvary.mercury.com.au>

### **Canberra Institute of Technology**

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

#### **Education and Training Services**

##### **Student Services**

##### **Client Relationship**

##### **Client Services Officer**

##### **Administrative Services Officer Class 2/3 \$56,689 - \$69,125, Canberra (PN: 54907)**

Gazetted: 12 December 2019

Closing Date: 19 December 2019

Details: Applications are invited to fill a Client Service Officer role in a dynamic team with the Canberra Institute of Technology (CIT) Student Services Client Relations team to provide first-point-of-contact for all general counter services. Staff will complete a variety of administrative tasks including enrolments and re-enrolments, issue CITCards, take payments and provide information to prospective and current students on the products and services available at CIT. Successful applicants will be required to accurately use student information systems and a client relationship management system. This role requires high level customer service skills and the ability to work shifts as required. 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: Applications are invited to fill a Client Service Officer role in a dynamic team with the CIT Student Services Client Relations team to provide first-point-of-contact for all general counter services. Staff will complete a variety of administrative tasks including enrolments and re-enrolments, issue CITCards, take payments and provide information to prospective and current students on the products and services available at CIT. Successful applicants will be required to accurately use student information systems and a client relationship management system. This role requires high level customer service skills and the ability to work shifts as required.

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

How to Apply: Please provide a written response to Selection Criteria, and submit application cover sheet, response and current curriculum vitae along with two referee reports in your application.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Meena Divakaran (02) 6207 3451 meena.divakaran@cit.edu.au

### **Chief Minister, Treasury and Economic Development**

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

#### **Economic Development Division**

##### **Finance and Business Services**

##### **Business Services**

##### **Human Resources Officer**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 42593)**

Gazetted: 13 December 2019

Closing Date: 20 December 2019

Details: The Finance and Business Services Unit is seeking a highly capable individual to provide Human Resource services to the business units situated within the Economic Development Division. As the Human Resources Officer for the division, you will demonstrate your knowledge and experience of human resource policy and best practice strategies at an organisational level. This role will provide support and advice in relation to recruitment, workforce planning, work health & safety, and human resource reporting. To be successful in this position, you will need to be a collaborative team player that can demonstrate the capability to apply previously gained experience and quickly adapt to a varied workspace in an administrative setting.

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: Certificate IV qualification in Work Health and Safety, or working towards.

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

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

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

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae with the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Steven Gallace, [steven.gallace@act.gov.au](mailto:steven.gallace@act.gov.au), (02) 6205 0793

#### **Shared Service ICT**

#### **Customer Engagement Services Branch**

#### **Service Assurance**

#### **Refresh Asset Coordinator**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 16474)**

Gazetted: 16 December 2019

Closing Date: 23 December 2019

Details: This Refresh Asset Officer is responsible for the co-ordination of ICT hardware refreshes across ACT Government Directorates, whilst engaging with staff and Directorates on the life-cycle management of ICT assets. The successful occupant will co-ordinate ICT asset replacement activities and ensure assets are replaced in a timely manner and in accordance with the refresh schedule, along with maintain working relationships with users, technical staff, management and customers to determine and resolve issues with deployments. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for up to three months with the possibility of extension up to six 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: Please provide a written response of up to two pages addressing all "What you require" Skills, Experience and Qualifications. Please also include your curriculum vitae.

*Applications should be submitted to the Contact Officer.*

Contact Officer: Sandra O'Rourke (02) 6207 7924 [sandra.o'rourke@act.gov.au](mailto:sandra.o'rourke@act.gov.au)

#### **Economic Development**

#### **Events ACT**

#### **Events Officer**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 44680)**

Gazetted: 16 December 2019

Closing Date: 1 January 2020

Details: Events ACT is looking for an applicant to fill the role of Event Officer for a maternity cover vacancy in the team.

The successful candidates will be working in a fast-paced environment, responsible for assisting in the delivery of major events including Floriade and the Enlighten Festival as well as many much loved cultural events such as the Canberra Nara Festival, Reconciliation Day, the Canberra Balloon Spectacular, New Year's Eve and Australia Day to name a few. There is never a dull moment at Events ACT as we strive to showcase the best of Canberra through our events. The successful candidates will be undertaking event and project coordination activities associated with supporting the planning, management and delivery of community and major events in the ACT. You will need to be highly motivated, reliable, willing and committed to contributing to a high performing team. Your ability to demonstrate administrative and organisational skills and adapting to changing priorities is key in this role. With a positive disposition and generating solution focused outcomes under pressure, you will have proven high-level interpersonal and customer service skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position for someone to start as soon as possible for up to twelve 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.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Sarah Boyd (02) 6207 5720 sarah.boyd@act.gov.au

## **Corporate**

### **People and Capability**

#### **Organisational Development**

##### **Human Resource Advisor**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 36257)**

Gazetted: 12 December 2019

Closing Date: 19 December 2019

Details: The People and Capability Branch is looking for an energetic, results-driven person who works collaboratively while managing multiple priorities to join our team as a Human Resource Advisor. We are a small team charged with delivering a range of strategic human resource projects that improve workplace culture and capability across Chief Minister, Treasury and Economic Development (CMTEDD). The successful applicant will be required to manage the CMTEDD training calendar, provide accurate and timely Human Resource advice and guidance, coordinate events, provide secretariat functions to a range of forums, manage various HR reports and providing ad hoc administrative support across the team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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 are asked to submit a two-page pitch addressing the capabilities set out in the Position Description and a copy of their curriculum vitae including the details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Casey Barrie (02) 6205 2458 casey.barrie@act.gov.au

## **Treasury**

### **Commercial Services and Infrastructure**

#### **National Arboretum Canberra**

##### **Visitor Service Officer**

**Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: C09530)**

Gazetted: 19 December 2019

Closing Date: 23 January 2020

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 National Arboretum engages its diverse visitors by providing recreational and educational opportunities through public activities including events, programs and guided tours. We build community support by providing enjoyable visiting experiences to increase understanding of the National Arboretum, including its scientific research. We are looking for experienced, enthusiastic and motivated individuals to join our Visitor Services Team. The primary purpose of this position is to provide high quality and pro-active customer service to all National Arboretum visitors, including working at the Information Desk within the Village Centre. The position also supports the Education Officer to deliver education programs and tours to visiting school groups. The successful applicants will have experience working in a busy and dynamic environment with multiple demands and possible emergency situations.

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

Eligibility/Other Requirements:

Current driver's licence.

Willingness to work rostered weekends.

First Aid Certificate desirable.

This position requires a pre-employment medical.

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

Note: This is a casual position with both weekday and weekend work. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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: Further information about the position is available from Shelly Parer, [shelly.parer@act.gov.au](mailto:shelly.parer@act.gov.au), (02) 6205 2269

**Policy and Cabinet**

**Executive Branch Manager, Wellbeing Indicator Project**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1101)**

Gazetted: 17 December 2019

Closing Date: 10 January 2020

Details: Policy and Cabinet is looking for an individual who can bring people and ideas together.

We are seeking candidates for the position of Executive Branch Manager in CMTEDD's Policy and Cabinet Division. This Executive position leads the design, coordination and implementation of the new Wellbeing Indicator Project across the Service.

The applicant will have the proven ability to provide high-quality policy advice and analysis on complex strategic policy.

The Executive Branch Manager is responsible for managing and developing staff, including their professional development, and fostering positive and productive relationships with stakeholders inside and outside the Government and the ACTPS.

Note: This is a temporary position is available from February 2020 to 30 June 2023.

Applicants may be assessed on application and referee reports only.

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

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

Contract: The successful applicant will be engaged under an executive contract initially up until 30 June 2023 due to current funding. Subject to availability of additional funding, the contract may be extended up to 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 should submit an application based around the selection criteria below which draw from the Executive Capabilities. A curriculum vitae and the contact details of two referees should be sent to the Contact Officer.

*Applications should be sent to the Contact Officer.*

Contact Officer: Further information about the position is available from Leesa Croke  
[leesa.croke@act.gov.au](mailto:leesa.croke@act.gov.au) (02) 6207 3751

**Economic and Financial Group**  
**Economic and Financial Analysis**  
**Economic and Policy Regulation**  
**Senior Director**

**Senior Officer Grade A \$147,006, Canberra (PN: 32133)**

Gazetted: 17 December 2019

Closing Date: 7 January 2020

Details: We are looking for a motivated person with strong economic analysis and communication skills to manage a small team operating in a dynamic and challenging environment. The unit provides economic analysis and advice on a policy proposals across Government, and briefs the Treasurer on a diverse range of strategic matters. We also implement reforms to deliver the governments key priorities. The role requires a person with exceptional liaison and negotiation skills who can work constructively and collaboratively across Government. An enquiring mind and demonstrated ability to think laterally and solve problems to deliver outcomes are also essential.

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 qualification in Economics, Commerce or other relevant field.

How to apply: Applicants should prepare a written response addressing the Selection Criteria together with their curriculum vitae and two current referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Further information about the position is available from Kathy Goth,  
[kathy.goth@act.gov.au](mailto:kathy.goth@act.gov.au), (02) 6205 0772

**Property and Venues**

**ACT Property Group**

**Assistant Director, Move Manager**

**Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 45743)**

Gazetted: 13 December 2019

Closing Date: 20 December 2019

Details: ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. ACT Property Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Government in service delivery through flexible, efficient and cost effective accommodation solutions and property services supports. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. Seconded to the Government Accommodation Projects team, a fast paced and innovative team the Assistant Director, Move Manager, will be responsible for coordinating the move of over 3,000 ACT Government employees from existing tenancies to newly constructed buildings in the Dickson and City precincts. The Move Manager will liaise with relevant stakeholders to coordinate and support directorates to relocate and make good existing tenancies. In addition, the Move Manager will oversee the design of the move and coordinate staff and contracted services so that timeframes are maintained and staff moving are supported.

Note: This is temporary position available until 19 February 2021 with the possibility of extension. Selection may be based on application and referee reports only.

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Ben Naughton (02) 6207 4265 ben.naughton@act.gov.au

### **Shared Services**

#### **Strategic HR and Corporate**

#### **Employee Relations**

#### **Assistant Director, Senior HR Adviser**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 31633)**

Gazetted: 12 December 2019

Closing Date: 2 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 provide advice and support to Executives, Directors and staff on a broad range of HR matters from general employment conditions through to addressing workplace behaviour matters such as underperformance, or ACTPS RED framework related matters.

To succeed in the role, you will need to have extensive experience in an Employee Relations role with an in-depth 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 have well developed liaison skills to establish and maintain effective workplace relationships and to effectively support and manage sensitive workplace matters. Our preferred candidate for this role must be resilient, flexible and able to demonstrate strong interpersonal, analytical and organisational skills, to manage a range of competing HR matters in accordance with the ACTPS employment framework.

Your well developed written communication skills are essential to develop correspondence and briefs relating to staffing and employment conditions matters. Your sound judgement and ability to analyse and recommend solutions to complex problems will enable you to achieve 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 Human Resources related discipline or extensive relevant experience in a human resource management 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. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide your curriculum vitae, 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: Louise Fitzgerald (02) 6207 6198 louise.fitzgerald@act.gov.au

### **Access Canberra**

#### **Licensing and Registrations Branch**

#### **Transport Solutions, Vehicle Safety Standards**

#### **Assistant Director**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 32923)**

Gazetted: 12 December 2019

Closing Date: 3 January 2020



Details: Are you an outstanding and motor-vated leader? Do you want to be the next Assistant Director for the Motor Vehicle Inspection Station at Hume? We are looking for someone who understands the importance of maintaining community safety, the requirements of legislation and the significance of high quality customer service. The successful applicant will understand the impacts of legislation and policy at the frontline and will apply a sound risk and harm approach to vehicle safety and compliance procedures. So, if you're a people person who understands how to get a variety of jobs done, can see the transmission through the trees, and knows the difference between drive trains and road trains, we'd like to hear from you! Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Certificate 3 Automotive mechanic qualifications is required. Knowledge of ACT Road and Transport legislation is highly desirable.

Note: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your skill, knowledge and behaviour with reference to the duties/responsibilities listed in the Position Description.

How to Apply: Please submit a written application of no more than two pages, responding to: 1. Detail your greatest achievement in the past five years and how it relates to this position and duties; 2. Outline your ability, ingenuity, experience and qualification and how they make you the best person for this role. This two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description. You must indicate your capacity to perform the duties and responsibilities at the specified classification using the three key areas of Skills, Knowledge and Behaviour. Please provide a curriculum vitae and the contact details of at least two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Katrina Fleck (02) 6205 8415 [katrina.fleck@act.gov.au](mailto:katrina.fleck@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](mailto:jobs@act.gov.au)**

#### **Inclusion and Participation**

##### **Community Relations and Funding Support**

##### **Service Funding Support**

##### **Program Officer**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 10165)**

Gazetted: 18 December 2019

Closing Date: 21 January 2020

Details: The Inclusion and Participation Division is seeking a dynamic and self-motivated individual with a passion for making a difference in the lives of vulnerable children, young people and their families.

The Community Relations and Funding Support Unit manages a range of child and youth centred and family focused services within an integrated and collaborative service model, through policy development and relationship management of key community sector organisations and partnerships.

The successful applicant will possess strong proficiency in relationship management, working collaboratively across government and the community sector to achieve improved outcomes for children, young people and their families.

The position requires understanding of the current policy environment and government contracting in a human services setting and knowledge of the ACT community.

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: Government procurement and contract management experience, preferably in the human services sector. A current driver's licence. An understanding and knowledge of issues related to policy and the human services portfolio, including children, young people and their families and; Tertiary qualifications in a related discipline are desirable but not essential.

Note: This is a temporary position available until 31 January 2021 with the possibility of extension.

How to Apply: Please provide a written response against each of the Selection Criteria along with your curriculum vitae and the names of at least two referees.

Please contact Penny Taylor, (02) 6207 8830 or Hannah Semler (02) 6205 3571 if you would like further information.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Penny Taylor (02) 6207 8830 [penny.taylor@act.gov.au](mailto:penny.taylor@act.gov.au)

## **Corporate Services**

### **Finance and Budget**

#### **Executive Assistant**

##### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 37376)**

Gazetted: 18 December 2019

Closing Date: 10 January 2020

Details: Corporate Services is seeking an enthusiastic and exceptionally organised person to temporarily fill the position of Executive Assistant to the Executive Group Manager, Corporate Services. Applicants must have high level organisational skills, be able to quickly adapt to a fast paced environment, be proficient at handling confidential material and have proven experience as an Executive Assistant. Experience in the use of TRIM and APIAS would be an advantage. The successful candidate will proudly demonstrate our Directorate's values: Respect, Integrity, Collaboration and Innovation in their work.

Note: This is a temporary position available from 29 January 2020 until 15 February 2021. Selection may be based on application and referee reports only.

How to Apply: If you are interested, please submit a maximum of two pages addressing the Selection Criteria, with your current curriculum vitae and details of two referees.

*Applications should be submitted via the Apply Button now.*

Contact Officer: Magdalena Palys (02) 6205 0874 [magdalena.palys@act.gov.au](mailto:magdalena.palys@act.gov.au)

## **Housing**

### **Infrastructure and Contracts**

#### **Specialist Homelessness Service Delivery**

##### **Director - Specialist Homelessness Service Delivery Team**

##### **Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 30326)**

Gazetted: 17 December 2019

Closing Date: 7 January 2020

Details: Housing ACT is a division of the Community Services Directorate and is responsible for the provision and management of public housing services and delivery and management of homelessness services in the Territory. To support this work we are seeking applications from innovative leaders with a strong engagement focus to manage a specialist team administering and monitoring compliance on contracts and service funding agreements to the social housing and specialist homelessness sector. This rewarding position requires you to be customer focused and resilient in a dynamic and at times, challenging environment. The position will be required to provide high level advice; demonstrated written communication skills preparing complex documents will be highly regarded. Experience in human services contract management, program development and financial acumen is highly desirable.

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

Eligibility/Other Requirements:

Essential:

Experience leading teams, preferably within a contract management environment;

Experience in human services program development and or administration; and

Experience or demonstrated understanding of financial acumen in a contract environment Desirable

Experience in the management of Government contracts; and

Relevant tertiary qualifications.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Andrew Roylance (02) 6207 1306 [andrew.roylance@act.gov.au](mailto:andrew.roylance@act.gov.au)

### **Strategic Policy**

#### **Office for Aboriginal and Torres Strait Islander Affairs**

#### **Director - Policy and Government Relations**

#### **Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 04758)**

Gazetted: 12 December 2019

Closing Date: 19 December 2019

Details: The Office for Aboriginal and Torres Strait Islander Affairs (OATSIA) is responsible for the development and provision of strategic policy, governance and advice to the Minister for Aboriginal and Torres Strait Islander Affairs on matters of importance to Aboriginal and Torres Strait Islander people living in the ACT. OATSIA provides oversight and coordination of the ACT Aboriginal and Torres Strait Islander Agreement 2019-2028 across the ACT Government, and provides strategic advice for the ACT on the COAG Closing the Gap Refresh.

OATSIA brings together a range of functions that support the Aboriginal and Torres Strait Islander community around leadership, lifelong learning, sharing culture and fostering new and emerging community organisations. OATSIA also provides a range of secretariat and administrative support to the United Ngunnawal Elders Council and the ACT Reconciliation Council.

The Policy and Government Relations Team provides strategic advice to the ACT Government on Aboriginal & Torres Strait Islander Affairs and is responsible for the ACT commitments under the ACT Aboriginal and Torres Strait Islander Whole of Government Agreement and COAG 'Closing the Gap' agenda and ensures that both of these important mechanisms are utilised as a foundation for setting the agenda for Aboriginal and Torres Strait Islander Affairs and servicing in Community Services Directorate (and the wider ACTPS). The team also provides policy advice across government and where appropriate supports all Directorates with the development of culturally appreciative policies and program support.

1. Demonstrated knowledge and understanding of the issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander people.
2. Demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander people.
3. Demonstrated experience and proven track record in the development of high-level policy and effectively respond to issues affecting the Aboriginal and Torres Strait Islander community coupled with a Demonstrated understanding of the ACT Aboriginal and Torres Strait Islander Whole of Government Agreement and COAG Indigenous reform agenda and policy impacts on the ACT.
4. High order communication skills, including written and oral, interpersonal, liaison, negotiation, strategic thinking and representational skills for use with a wide range of Government and non-government agencies and individuals.
5. Demonstrated ability to consistently display commitment and leadership in high quality customer service principles practices and attributes.
6. Demonstrated commitment to the implementation of the principles of workplace diversity, participative work practices, Occupational Health and Safety and staff development and training.

Eligibility/Other Requirements: This is an identified position. The successful applicant will need to demonstrate an understanding of contemporary issues affecting Aboriginal and Torres Strait Islander people as well as an ability to communicate effectively with Aboriginal and Torres Strait Islander people. Aboriginal and Torres Strait Islander people encouraged to apply.

Notes: This is a temporary position available from 2 January 2020 until 24 January 2020. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: Please submit a one page personal pitch providing examples from your past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your pitch please provide your curriculum vitae including two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Lisa Charles (02) 6207 9352 [lisa.charles@act.gov.au](mailto:lisa.charles@act.gov.au)

### **Strategic Policy**

#### **OATSIA**

#### **Assistant Director**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 32521)**

Gazetted: 17 December 2019

Closing Date: 24 December 2019

Details: The office for Aboriginal and Torres Strait Islander Affairs is looking for a dedicated Assistant Director who will be responsible for leading program management and continuously improving the suite of grant and support programs. You will be part of a small dynamic team, working in a team whose vision is making a difference for Aboriginal and Torres Strait Islander people in the ACT.

What we offer:

Dynamic, challenging and flexible work environment

A positive inclusive culture

Career development that is nurtured

Competitive remuneration Support and encourage employees who wish to pursue further study

We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people.

Note: This is a temporary role available from 13 January 2020 to 8 January 2021 with the possibility of permanency.

How to apply: Please submit a two page pitch that addresses the Selection Criteria and provide a current curriculum vitae with 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 Jolene Clinch, [jolene.clinch@act.gov.au](mailto:jolene.clinch@act.gov.au), (02) 6207 0431

### **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](mailto:jobs@act.gov.au)**

#### **School Performance and Improvement Division**

#### **Student Engagement**

#### **Network Student Engagement Team (NSET)**

#### **Administration Officer**

#### **Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 34215)**

Gazetted: 13 December 2019

Closing Date: 13 January 2020

Details: Network Student Engagement Team (NSET) is seeking an exceptional Administration Officer to perform professional, administrative and operational duties within the section. This will include processing and triaging incoming referrals from schools requesting support, managing enquiries, data collection, file management as well as day-to-day support for a multi-disciplinary team. The successful applicants will be committed to working within an inclusive workplace and will achieve this by establishing partnerships with schools and the Education Support Office.

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

- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available immediately for a period of six months, with the possibility of extension and/or permanency. A merit list may be established from this process to fill future vacancies at level which may arise over the next 12 months.

How to Apply: Please provide an up to date curriculum vitae, details of two referees (preferably a current manager) and a two page written response to the Selection Criteria. Please carbon copy (cc)

[SDDRecruitment@act.gov.au](mailto:SDDRecruitment@act.gov.au) when you submit your application.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jean Walker (02) 6205 8495 jean.walker@act.gov.au

**Business Services**

**People and Performance**

**Talent Pool**

**Classroom Teacher - Secondary**

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

Gazetted: 17 December 2019

Closing Date: 13 December 2019

**WHY NOT CREATE YOUR FUTURE IN CANBERRA**

The ACT Education Directorate wants to hear from all interested Secondary Teachers

Great Pay Supportive conditions - Teach in Canberra

Well-Funded, Well Planned, Well Resourced

Join ACT Education as a classroom teacher in either our 7-10 High Schools or our 11-12 Colleges. We have an excellent education system, from pre-school and primary school through to high school and college.

Become part of a welcoming, caring and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies.

**Secondary Teachers**

ACT Education is looking for Secondary Teachers who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs of our students. The improved lifestyle that comes from living in Canberra won't be the only benefit from the move, your teaching career will also benefit. With great access to professional development, secondments onto projects and face to face networking opportunities our geographically compact nature means we can deliver more to our Teachers.

**The Future of Education**

The Future of Education Strategy is an ACT education strategy in place for the next 10 years. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

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

Building strong communities for learning

Our new ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 means teachers in the ACT will be the highest paid and will have some of the best employment environments in the country.

Our Agreement leads the sector in Australia. It includes:

Highest wages in Australia

Best superannuation benefits in the country

Increased professional recognition for teachers

Better support for teachers

Investment in school leaders

Safe and supportive workplaces

Be rewarded now and into your future

Outside of the classroom there are even more benefits to moving your teaching career to the ACT Public Education.

12% salary increase over the life of the new EA

Employer superannuation contributions increasing to 11.5%

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

Even more benefits to working for us

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

Within the ACT Education Directorate, you can have a career without needing to move towns every three to five years.

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

Support and mentoring for beginning teachers

Opportunities for professional learning and career development

Professional learning programs tailored to the differing needs of teachers and school contexts.

Your skills and experience

There is a wide range of specialisation that we are currently looking for:

Mathematics

Science

Disability Educators

The Arts (Drama & Dance)

Languages

Outdoor Education

Information Technology

VET

English/HaSS

Your skills and experience

We have a wide range of settings for our Secondary teachers, you may have a specialisation or have a more generalist background but either way there are plenty of opportunities in Canberra for you. We need you to bring:

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

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

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

Your Application

If you are a Secondary teacher, please click <https://app.revelian.com/HorizonOneRMS/ap74356/> to commence the application process.

For any questions regarding this recruitment process please contact: [acteducation@horizonone.com.au](mailto:acteducation@horizonone.com.au)

Contact Officer: HorizonOne Recruitment 02 6189 1044 [acteducation@horizonone.com.au](mailto:acteducation@horizonone.com.au)

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable

People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

## **Business Services**

### **People and Performance**

#### **Talent Pool**

#### **Classroom Teacher - Primary**

#### **Classroom Teacher \$71,113 - \$106,448, Canberra (PN: Various)**

Gazetted: 17 December 2019

Closing Date: 13 February 2020

Details: WHY NOT CREATE YOUR FUTURE IN CANBERRA

The ACT Education Directorate wants to hear from all interested Primary School Teachers:

Preschool to Year 6

Great Pay, Supportive conditions - Teach in Canberra

Well-Funded, Well Planned, Well Resourced

We have an excellent education system, from pre-school and primary school through to high school and college. Become part of a welcoming, caring and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies.

Primary School Teachers

ACT Education is looking for Primary School teachers, Preschool to Year 6 who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students. The improved lifestyle that comes with living in Canberra won't be the only thing to benefit from the move. Your teaching career will also benefit from a change to the Bush Capital, with great access to professional development, secondments onto projects and face to face networking opportunities our geographically compact nature means we can deliver more to our Teachers.

The Future of Education

The Future of Education Strategy is an ACT education strategy in place for the next 10 years. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how

all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

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

Building strong communities for learning

Our new ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment environments in the country.

Our Agreement leads the sector in Australia. It includes:

Highest wages in Australia

Best superannuation benefits in the country

Increased professional recognition for teachers

Better support for teachers

Investment in school leaders

Safe and supportive workplaces

Be rewarded now and into your future

Outside of the classroom there are even more benefits to moving your teaching career to the ACT Public Education.

12% salary increase over the life of the new EA

Employer superannuation contributions increasing to 11.5%

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

Even more benefits to working for us

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

Within the ACT Education Directorate, you can have a career without needing to move towns every three to five years.

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

Support and mentoring for beginning teachers

Opportunities for professional learning and career development

Professional learning programs tailored to the differing needs of teachers and school contexts.

Your skills and experience

We have a wide range of settings for our Primary School teachers, you may have a specialisation or have a more generalist background but either way there are plenty of opportunities in Canberra for you. We need you to bring:

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

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

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

Your Application

If you are a Primary School Teacher, then please click <https://app.revelian.com/HorizonOneRMS/ap74356/> to commence the application process.

For any questions regarding this recruitment process please contact: [acteducation@horizonone.com.au](mailto:acteducation@horizonone.com.au)

Contact Officer: HorizonOne Recruitment 02 6189 1044 [acteducation@horizonone.com.au](mailto:acteducation@horizonone.com.au)

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

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

### **Service Design and Delivery**

#### **Student Engagement**

#### **Network Student Engagement Team**

#### **Speech Language Pathologist**

**Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 38928, several)**

Gazetted: 18 December 2019

Closing Date: 15 January 2020

Details: ACT Education Network Student Engagement Team is continuing to expand the allied health team. Individuals in this position provide speech language pathology supports to students in ACT Public Schools, including the provision of information, advice and professional learning to school staff. These positions are based in one of the school network support teams. NSET Speech Language Pathologists contribute to the development, implementation and evaluation of interventions which support schools to make reasonable adjustments to help students to participate in and access the school curriculum. Support and supervision and quality ongoing professional learning and training is provided to NSET Speech Language Pathologists.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Speech Pathology. Eligibility for membership with Speech Pathology Australia, refer to duty statement. Current drivers licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to: [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: These positions are available to commence from February 2020. Applications for full-time and part-time hours will be considered. For part-time work the full-time salary noted above will be pro-rata. Both permanent and temporary roles may be offered.

How to Apply: Please provide a covering letter that briefly introduces yourself and includes your responses to the two questions below, along with your curriculum vitae. Your covering letter should be no more than two A4 pages, Font size 11. In your responses please consider relevant capabilities as set out in the duty statement. Please do not reduplicate information from your curriculum vitae in your responses.

Describe a time you have worked within a school team or with school aged students as a speech language pathologist, describe the support you provided. How did you know your contribution/support was adding value?

Please tell us why you would be successful in this role, give examples.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Tania Piper 0466 852 573 [tania.piper@ed.act.edu.au](mailto:tania.piper@ed.act.edu.au)

## **School Performance & Improvement**

### **North and Gungahlin Network**

#### **Lyneham High School**

##### **Building Service Officer 1**

##### **General Service Officer Level 3/4 \$50,373 - \$55,009, Canberra (PN: 45688)**

Gazetted: 13 December 2019

Closing Date: 3 January 2020

Details: Lyneham High School is seeking a highly motivated person to fill the role of Building Service Officer 1. The successful applicant will support and work alongside the Senior Building Service Officer (BSO).

Eligibility/Other Requirements:

Prior to commencing in this role the following is required: a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804),

Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to:

[http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable.

Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

A pre-employment medical clearance is required prior to commencement.

Note: This temporary position is available from 6 January 2020 to 3 July 2020 with the possibility of extension and/or permanency.

Temporary employment offered as a result of this advertisement may lead to permanency and/or 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: Submit your address to the selection criteria with reference to the duty statement along with a current curriculum vitae and the contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Further information about the position is available from Jane Herring, [jane.herring@ed.act.edu.au](mailto:jane.herring@ed.act.edu.au), (02) 6142 1173

**School Performance and Improvement Division  
Universal School Support  
Service and Stakeholder Delivery  
PBL coach**

**School Leader C \$122,856, Canberra (PN: 36646)**

Gazetted: 13 December 2019

Closing Date: 20 December 2019

Details: ACT Education is seeking applicants for the Positive Behavior Learning (PBL) Coach role. The successful applicant will:

Within a culture of high performance, collaboration and innovation, provide strategic leadership in the development and delivery of Preschool-12 education initiatives to support the provision of world-class education in ACT schools including new and emerging resources.

Support the planning for and implementation of the Positive Behaviours for Learning (PBL) framework across ACT public schools.

Liaise with schools and provide high quality coaching services to school leaders, teachers and classroom teachers around the implementation of the PBL framework, ensuring school practices are evidence-based, and meet established need.

Promote and monitor the quality and fidelity of implementation of the PBL framework.

Review and support the development of policy, procedures and practice guidance documentation, and provide informed advice to Education Directorate staff on a range of areas including implementation of the PBL framework.

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

Note: This is a contract position for 12 months in the first instance, with the possibility of extension. Please note, that the first 12 months attracts school-based conditions, but any extension beyond that date will revert to office-based conditions. 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.

Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response. Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant. The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively. Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

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: Bronwyn Edwards (02) 6205 3237 [bronwyn.edwards@act.gov.au](mailto:bronwyn.edwards@act.gov.au)

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

**Business Services Division**

**Strategic Finance and Procurement**

**Internal Budgets and Reporting**

**Finance Business Partner**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 16308)**

Gazetted: 13 December 2019

Closing Date: 20 December 2019

Details: The Education Directorate is seeking applications from self-motivated accounting professionals with experience in preparation of financial and management accounting reports for internal and external stakeholders, preparing internal budgets and assisting with external budget development. The successful applicant will also be required to analyse trends in financial operations and provide advice to senior officers as well as undertake ad hoc and special projects as required. Well-developed organisational skills as well as the ability to work under pressure are also an advantage. The Finance Business Partner will be a key contact for all resourcing and planning for the Business Services Division of the Education Directorate.

Eligibility/Other Requirements: Accounting Qualifications and membership or progression towards CPA/CA status.

Note: This temporary position is available immediately until 28 February 2020 with the possibility of extension and/or permanency.

How to Apply: In two pages or less, provide your statement of claims against the Selection Criteria and what you will bring to the role. A current curriculum vitae should be included and details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Further information about the position is available from Lauren Whiley, [lauren.whiley@act.gov.au](mailto:lauren.whiley@act.gov.au), (02) 6205 9115

**Business Services**

**Executive Officer to Executive Group Manager, Business Services**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 35962)**

Gazetted: 17 December 2019

Closing Date: 10 January 2020

Details: The Business Services division is seeking a service oriented and high performing person to perform a range of duties which include supporting the Executive Group Manager. The successful applicant will possess excellent organisational skills, the ability to work with competing priorities under pressure and have experience as an Executive Officer. The role includes: Undertake high level coordination, research and preparation of briefs and correspondence and advice on the activities of the Division, including liaison with the Office of the Director- General, senior government officials, internal and external stakeholders and the Minister's Office. Monitor the workflow and quality control of documents coming in and out of the Executive Group Manager's Office by ensuring all correspondence is correctly formatted on the appropriate templates and provided within the established deadlines. Provide administrative support within the Division including organising travel and appointments, records management, collating papers and secretariat support for meetings. Maintain high levels of confidentiality in handling queries and papers and deal sensitively with issues as they arise.

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. 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 one page pitch outlining your Skills and Experience and a current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

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

## **Business Services**

### **School Cleaning Services**

#### **Cleaning Services Officers**

#### **Cleaning Services Officers 2 \$50,373 - \$52,250, Canberra (PN: School Cleaning Officers - Several)**

Gazette Date: 19 December 2019

Closing Date: 02 January 2020

Details: The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated school cleaners to join our school cleaning workforce. Cleaning positions will be located at public schools across Canberra and will involve shift work between the hours of 4pm and 10pm on weekdays. Work outside of these hours and weekend work may also be available. If you are interested in joining a dynamic team with the important task of keeping our schools clean then we'd love to hear from you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing employment, 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 Access Canberra. Australian visa holders, with work rights, are also encouraged to apply.

Note: These are permanent part-time positions, but temporary contracts will be considered consistent with the individual's visa conditions. Cleaners will be required to have a Working with Vulnerable People card and be available to work shift work. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: To apply please complete the attached *Written Response Form* and submit it along with a copy of your current resume/CV. The attached position description provides further details of the position and should be read before you submit your application. You will need to provide the names and contact numbers of two referees as part of your application. If successfully short-listed you will be required to provide at least one referee report from one of your nominated referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Penny Price (02) 6207 0788 [schoolcleaning@act.gov.au](mailto:schoolcleaning@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.

## **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](mailto:jobs@act.gov.au)**

### **Chief Operating Officer**

#### **Finance, Information and Asset**

#### **Strategic Finance**

#### **Project and Cost Accountant**

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46317)**

Gazetted: 17 December 2019

Closing Date: 24 December 2019

Details: We are looking for a highly motivated individual to join the Strategic Finance Team within Environment Planning and Sustainable Development Directorate (EPSDD). As part of a small team, you will undertake and be responsible for a broad range of tasks and functions of Project and Cost Accounting that are customer-focused and help business areas to track and monitor their budget initiatives. Demonstrated financial analytical skills and relevant ACT Government external budgeting experience are essential.

Eligibility/Other Requirements: Membership of CPA Australia or the Institute of Chartered Accountants in Australia (or working towards).

Note: Due to urgency need to fill this vacancy for EPSDD's external budgeting process currently underway, the Panel may base selection on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Further information about the position is available from YunX Chen, [yunx.chen@act.gov.au](mailto:yunx.chen@act.gov.au), (02) 6207 2941

## **Environment**

### **Park and Conservation Service**

#### **Parks Reserves and Rural Land**

##### **Strategic Planning Officer**

##### **Technical Officer Level 4 \$85,394 - \$97,732, Canberra (PN: 32762)**

Gazetted: 16 December 2019

Closing Date: 10 January 2020

Details: The Environmental Offsets team is seeking a highly motivated self-driven Strategic Planning Officer to assist with planning for the establishment of new reserves that include environmental offsets commitments pursuant to the Environment Protection and Biodiversity Conservation Act. This includes assisting to represent PCS in negotiations with developers to determine offset commitments and developing business cases to secure funds to support the long-term management of the offset sites. The successful applicant will be required to work with a diverse stakeholder network. Excellent interpersonal and representational skills are a must.

Eligibility/Other Requirements: A current manual driver's licence. Tertiary qualifications in a field of environmental management, planning or biological science, is desirable. A willingness to participate in incident management duties, including fire management duties. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available from 20 February till 30 June 2023 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Clare McInnes (02) 6205 4680 [clare.mcinnis@act.gov.au](mailto:clare.mcinnis@act.gov.au)

## **Environment**

### **Heritage**

#### **Aboriginal Liaison Officer**

##### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 13909)**

Gazetted: 18 December 2019

Closing Date: 10 January 2020

Details: ACT Heritage within the Environment Division, Environment, Planning and Sustainable Development (EPSDD) is looking for a suitably experienced Aboriginal Liaison Officer to assist ACT Heritage and the ACT

Heritage Council in engaging with Representative Aboriginal Organisations and the broader Aboriginal community; and in providing advice on Aboriginal heritage assessment and management.

The applicant should have a demonstrated knowledge and understanding of Aboriginal culture and heritage, and an understanding of contemporary Aboriginal heritage management issues. Strong representation and communication skills are required, and the successful applicant should be able to demonstrate teamwork skills and also work independently.

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

Note: This is a temporary position available until 27 March 2020 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Meaghan Russell (02) 6205 5497 [meaghan.russell@act.gov.au](mailto:meaghan.russell@act.gov.au)

## **Climate Change and Sustainability**

### **Policy Delivery**

#### **Climate Change Policy**

##### **Policy Officer**

##### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 39279)**

Gazetted: 18 December 2019

Closing Date: 16 January 2020

Details: An opportunity exists to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency which requires urgent, significant, ongoing and unprecedented action.

The Climate Change and Sustainability Division within the Environment, Planning and Sustainable Development Directorate is looking for agile and collaborative officers with drive and commitment to work within in a fast paced environment. As a member of a team, the successful applicants will be required to develop, implement and evaluate policies in one or all of the themes of climate change, sustainability and energy.

The Climate Change team is responsible for the delivery of greenhouse gas emission reduction targets as set out in the *Climate Change and Greenhouse Gas Reduction Act 2010*. These targets are the most ambitious of any jurisdiction in Australia and include a 40% reduction in GHG emissions from 1990 levels by 2020. To meet these targets, the Climate Change team works to deliver nation-leading climate and energy policies.

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

Note: This is a temporary position available immediately until 30 November 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Occasional after hours and weekend work will be required. Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Suitability for this position will be based on your skills, knowledge and behaviour in relation to the Duties/Responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please also include a current curriculum vitae and the contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description. Instead, please demonstrate your capacity to perform the duties and responsibilities at the specified classification by responding as follows: 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties; 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: David Alexander (02) 6207 1542 [david.alexander@act.gov.au](mailto:david.alexander@act.gov.au)

**Planning, Land and Building Policy**

**Building, Design and Projects**

**Building Policy**

**Policy Officer**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 40271, several)**

Gazetted: 12 December 2019

Closing Date: 19 January 2020

Details: An opportunity exists in the Building Policy team for experienced policy officers to work on the ACT's building reform program. If you have a record of delivering and managing multiple policy projects, then this is the opportunity you are looking for.

Your skills and experience in the analysis and development of strategic and regulatory policy along with your initiative, ability to work under pressure, quick learning and adaptability and managing of competing priorities will provide you with success in this role.

This role relates to building and construction regulation, security of payments, practitioner licensing/regulation, insurance, civil law, construction law, construction project financing, or trusts and familiarity with this is crucial to the position.

Eligibility/Other Requirements: A background or policy experience in relation to building and construction regulation, security of payments, practitioner licensing/regulation, insurance, civil law, construction law, construction project financing, or trusts would be an advantage.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Vanessa Morris (02) 6205 9462 [vanessax.morris@act.gov.au](mailto:vanessax.morris@act.gov.au)

**Justice and Community Safety**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**ACT Corrective Services**

**Community Corrections and Release Planning**

**Community Service Work Supervising Officer**

**Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 10188, several)**

Gazetted: 17 December 2019

Closing Date: 8 January 2020

Details: ACT Corrective Services is looking for enthusiastic, motivated and conscientious people to fill the role of Community Service Work Supervising Officer (ASO3) within the Community Service Work Unit (CSWU).

The successful applicants will be required to supervise and monitor offenders undertaking community services work, as a condition of a Court Order. You will also account for equipment, ensuring it is returned in a clean and serviceable condition and that damaged or unsafe equipment is identified.

In addition, you will provide administrative and clerical support within CSWU, including maintaining files, records and statistical data. You will also assist senior members with other work in the Unit to ensure the objectives of the CSWU are achieved.

The successful applicants will be expected to demonstrate the ability to supervise and work with clients and possess well developed interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other Requirements:

A driver's licence and a Senior First Aid certificate are essential.

Eligible applicants will be subject to a National Police check.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

The duties of this role are currently undertaken via rotating roster arrangements. The current rostering arrangement would require the successful applicant to work on rotating days, from Monday to Sunday, varying each week.

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

Note: Full-time, Part-time and casual positions available.

How to Apply: Applicants are required to submit four items: 1) Applications should include a supporting statement of no more than two pages outlining your qualifications and experience against the required capabilities of the role as set out in the Position Description; 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: Alexandra Candy (02) 6207 8417 [alexandra.candy@act.gov.au](mailto:alexandra.candy@act.gov.au)

## **Corporate**

### **Governance and Business Improvement**

#### **Ministerial Services Unit**

##### **Senior Director**

##### **Senior Officer Grade A \$147,006, Canberra (PN: 35189)**

Gazetted: 13 December 2019

Closing Date: 27 December 2019

Details: The Ministerial Support Unit (MSU) is seeking a highly motivated, organised, flexible and energetic leader who has the capacity to adapt quickly to a new work environment. This temporary vacancy offers an exciting opportunity to further develop your leadership skills and understanding of the Justice and Community Safety Directorate, ACT Legislative Assembly, Cabinet processes and protocols.

During this period, the successful applicant will be required to manage and provide leadership on governance issues relating to Cabinet, Parliamentary, Ministerial, Directorate coordination and whole of government input matters, provide advice on complex Cabinet policy issues, manage a pro-active agenda in relation to Assembly matters, including legislation, speeches, reports, government responses and Committee business and reports and ensure professional and transparent business relationships are maintained across Government, particularly in relation to Ministerial Offices, The Cabinet Office, ACT Policing, JACS Business Units; and Statutory Office Holders.

The successful applicant will also ensure high levels of customer service and take responsibility for workplace diversity and occupational health and safety issues.

Eligibility/Other Requirements: An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes would be an advantage.

Note: This is a temporary position available from 6 January 2020 to 31 December 2020.

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: David Hart (02) 6207 4813 [david.hart@act.gov.au](mailto:david.hart@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](mailto:jobs@act.gov.au)**

**Chief Operating Officer**

**Chief Finance Officer**

**CFO's Office**

**Director, Budgets and Performance Reporting**

**Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 13652)**

Gazetted: 17 December 2019

Closing Date: 31 December 2019

Details: The Finance branch is responsible for facilitating the management of the Directorate's budget and providing financial advice to the Minister, the Executive Leadership Team, Executives and line managers. The Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-ordinating the Directorate's budget and financial processes.

We are seeking applications from highly motivated and goal orientated people to fill the role of Director of Budgets and Performance Reporting which sits with in the finance team and is responsible for responsible for leading a small team of finance professionals to deliver the internal and external budgets of the Directorate, provide appropriation and cash management services to the Directorate and coordinate the Directorate's performance reporting.

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: Tertiary qualifications in commerce and accounting along with professional membership of CPA/CA or comparable bodies are required.

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

How to Apply: Applicants are asked to supply a written response addressing the Selection Criteria and a tailored curriculum vitae including two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Andrew Pedersen (02) 6207 5389 [andrew.pedersen@act.gov.au](mailto:andrew.pedersen@act.gov.au)

**Communications and Engagement**

**Assistant Director, Digital**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 44067)**

Gazetted: 17 December 2019

Closing Date: 3 January 2020

Details: Do you enjoy the fast paced nature of communications? Are you experienced in delivering contemporary digital content?

We are looking for an experienced, proactive and creative professional to join the Communications and Engagement team and fill the role of Assistant Director, Digital. In this role you will lead a small team responsible for managing the day to day delivery of the Directorate's digital channels including social media and websites. You will work collaboratively with the Engagement team and will ensure the directorate's content informs and engages the Canberra community. You will encourage the ongoing development of contemporary digital practice including promoting content design and strategy, and user research methodologies and techniques.

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience working professionally in digital communications 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, as well as experience with SharePoint and Google Analytics. understanding of the Digital Service Standard and Australian accessibility standards understanding of HTML, JavaScript, CSS, responsive design and some experience with User Experience (UX) preferred.

Note: This is a temporary position available from 1 February 2020 to 30 November 2020. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for



activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: 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 below.*

Contact Officer: Kelly Amsteins (02) 6205 5832 [kelly.amsteins@act.gov.au](mailto:kelly.amsteins@act.gov.au)

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

## **City Services**

### **Infrastructure Delivery and Waste**

#### **ACT NoWaste**

##### **Senior Project Officer**

##### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 38476)**

Gazetted: 16 December 2019

Closing Date: 23 December 2019

Details: The ACT NoWaste Team in TCCS is looking for a person who can inspire, energise and positively work towards team outcomes to assist in the delivery of the procurement and delivery of the Bulky Waste Collection Service Contract, to service the whole of Canberra. This project will be delivered through a phased roll out commencing in Tuggeranong and Gungahlin precincts.

The role provides high level advice, draws on extensive procurement, project management and quality assurance experience and demonstrates rigour and expertise in the management of these functions.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The position requires the officer to actively engage with key stakeholders, interpret and apply relevant legislation and demonstrate the ability to deliver project management competencies, including scope, time, costs, quality, human resources, risk, communications, procurement and integration.

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 general skill and capability requirements are:

Excellent written and oral communication skills with a demonstrated ability to work with other groups, persuading and influencing them in a range of situations.

Possess critical thinking and problem solving skills, with the ability to conceptualise work processes and design and map out end to end activities of the organization.

An understanding of and experience in working in a team which deals with complex transition/transformational/concept phase in the delivery of projects.

Proficient in the Microsoft Suite of applications – including MS Project Professional and Visio.

Experience in producing project documentation including risk registers, schedules, procurement, scoping requirements and budget forecasts. This includes excellent time and task management skills.

Please refer to the criteria that are required to perform the duties and responsibilities of the position in the full position description.

Note: This is a temporary position available from 2 March 2020 until 30 October 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please address the skills and capability requirements as outlined in the Position Description in no more than four pages (along with a curriculum vitae with two referees).

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Margaret Kitchin (02) 6207 7623 [margaret.kitchin@act.gov.au](mailto:margaret.kitchin@act.gov.au)

## **Chief Operating Officer**

### **People and Capability**

#### **Organisational Development**

##### **Assistant Director, Culture and Strategy**

**Senior Officer Grade C \$107,475 - \$115,687 Canberra (PN: 39223)**

Gazetted: 18 December 2019

Closing Date: 1 January 2020

Details: People and Capability are seeking applications from experienced candidates to join our team as the Assistant Director, Culture and Strategy. Reporting to the Senior Director, the Assistant Director coordinates and delivers a range of projects and programs that are linked to the delivery of our Transport Canberra and City Services (TCCS) People Strategy and our goal of making TCCS a great place to work. The team is responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. The Assistant Director leads a small team and is responsible for the effective design, consultation and implementation of whole of workforce initiatives aligned to our strategic priorities. As a manager, the Assistant Director requires a strong customer focus to balance the competing needs of stakeholders, while at the same time undertaking a process of continuous improvement with strong change management skills. We want our organisation to be full of talented people who believe in our values and demonstrate behaviours in line with our values, which are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Demonstrated knowledge and skills in strategic government agile policy, project and service design methodologies such as Agile-PRINCE 2. Accreditation, skills or knowledge of formal stakeholder and/or business engagement methodologies. Accreditation in Change Management methodology is highly desirable.

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

How to Apply: Applicants should submit a 'pitch' of no more than three pages addressing the Selection Criteria, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Elizabeth Shaw (02) 6207 6739 [elizabeth.shaw@act.gov.au](mailto:elizabeth.shaw@act.gov.au)

**Suburban Land Agency**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Program Solutions**

**Infrastructure Services**

**Project Director**

**Infrastructure Officer 5 \$152,724, Canberra (PN: 11452)**

Gazetted: 17 December 2019

Closing Date: 17 January 2020

Details: Suburban Land Agency is primarily responsible for the planning and delivery of Greenfield and urban projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's four year Indicative Land Release Program (ILRP). This includes significant development of Government-owned land for release for residential, commercial, industrial, community and non-urban. The projects are managed from planning and design to delivery on the ground. We are seeking applications from experienced Senior Project Personnel (Project Director) to join the Infrastructure Services Branch.

Eligibility/Other requirements: Tertiary qualification in civil engineering or equivalent is desirable. A minimum of 10 years of civil engineering contract management experience is essential.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Further information about the position is available from Guna Seelan  
[guna.seelan@act.gov.au](mailto:guna.seelan@act.gov.au), (02) 6207 5434

## **Finance, Valuations and Systems**

### **Financial Accounting**

#### **Assistant Director, Financial Statements and Budgets**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 40753)**

Gazetted: 17 December 2019

Closing Date: 10 January 2020

Details: The Suburban Land Agency is seeking applications from qualified financial professionals to join the Finance, Valuations and Systems team as the Senior Financial Accountant supporting. The team provides financial support and strategic advice to the Board, Senior Executives and Management within the Agency. Reporting to the Director, Financial Statement and Budgets, the Assistant Director, Financial Statements and Budgets' main responsibilities include the preparation of the internal and external budgeting and financial management, incorporating financial reporting, annual financial statements including notes and statement of performance, and development and implementation of financial policies.

Eligibility/Other Requirements: Mandatory: Tertiary qualification in related field. Completion or substantial progression towards full membership of CPA Australia or Chartered Accountants Australia and New Zealand. Desirable: Advanced skills using financial management information systems, experience with Oracle and TM1 will be highly regarded.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Gail Mason (02) 6205 0451 [gail.mason@act.gov.au](mailto:gail.mason@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](mailto:jobs@act.gov.au)

### **Clinical Services**

#### **Mental Health Justice Health Alcohol & Drug Services**

#### **Office Chief Psychiatrist**

#### **Career Medical Officer1 - Mental Health**

#### **Senior Career Medical Officer 197,201 - \$211,643, Canberra (PN: 21588, several)**

Gazetted: 19 December 2019

Closing Date: 7 January 2020

Overview of the work area and position: The Mental Health, Justice Health and Alcohol & Drug Services (MHJADS) Division of Canberra Health Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres and other community settings including people's

homes. Mental Health, Justice Health and Alcohol & Drug Services include the following programs: o Adult Acute Mental Health Services o Adult Community Mental Health Services o Rehabilitation and Specialty Mental Health Services o Forensic Mental Health Services o Alcohol and Drug Services o Child and Adolescent Mental Health Services o Justice Health Services The position holder is expected to operate within the Public Sector Management Act (1994) and the ACT Public Service Code of Conduct. MHJHADS aims to be socially inclusive and operate within a recovery-focused and/or harm minimisation approach. The position will be accountable and responsible to the Clinical Director of the relevant program area through an Individual Learning and Development Plan. The successful applicant will have experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Proven performance in both undergraduate and postgraduate practice education. Desirable: o Knowledge of the Mental Health Act 2015 and other related legislation. o Current driver's licence. 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: Alice Ringland (02) 5124 1577 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

## **Medical Services**

### **Pathology**

#### **Anatomical Pathology**

#### **Anatomical Pathologist**

#### **Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 46278)**

Gazetted: 19 December 2019

Closing Date: 31 December 2019

Overview of the work area and position: ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology, cytogenetics and liquid cytology are available on site. Under broad direction of the Director of Anatomical Pathology and the Executive Director of Pathology, as an Anatomical Pathologist you will have a key role in the day to day operations of the laboratory and providing diagnostic reporting, leading and being involved in research projects, participating in teaching and training of registrars and students, participating in quality assurance activities and promotes a commitment to high quality customer service. There may be more than one position available dependent on staff movements and leave which this recruitment process may be utilised for. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) with specialist registration in Anatomical Pathology. o Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications. o Must hold current driver's licence. 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 12 months.. Contact Officer: Dr Sanjiv Jain (02) 5124 2867 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**

**Cancer & Ambulatory Services**

**CACHS Medical**

**Radiation Oncology**

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

Gazetted: 19 December 2019

Closing Date:

Overview of the work area and position: Cancer, Ambulatory & Community Health Department, Radiation Oncology. As part of the Radiation Oncology team, you will have the opportunity to contribute to high quality clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment. The successful applicant will be required to have excellent clinical and technical skills in radiation oncology. The Radiation Oncology Department is currently equipped with four Varian Linear Accelerators, ARIA patient management system, BrainLab TPS and ExacTrac, ARIA R&V, one dedicated CT Simulator, SXRT, Eclipse and Pinnacle 3D RTTPS and HDR brachytherapy. There is an established stereotactic brain service and an expanding stereotactic body radiotherapy service. The department has a well-supported RANZCR Radiation Oncology training programme. Involvement in departmental teaching and research is encouraged and supported. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: Mandatory: o Registered or eligible for specialist registration with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian and New Zealand College of Radiologists, Faculty of Radiation Oncology or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This position is temporary part time at 24 hours per week for 12 months, with the possibility of extension. Contact Officer: Dr Brandon Nguyen (02) 5124 5191 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

**Clinical Services**

**Cancer & Ambulatory Services**

**CACHS Medical**

**Radiation Oncology**

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

Gazetted: 19 December 2019

Closing Date:

Overview of the work area and position: Cancer, Ambulatory & Community Health Department, Radiation Oncology. As part of the Radiation Oncology team, you will have the opportunity to contribute to high quality clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment. The successful applicant will be required to have excellent clinical and technical skills in radiation oncology. The Radiation Oncology Department is currently equipped with four Varian Linear Accelerators, ARIA patient management system, BrainLab TPS and ExacTrac, ARIA R&V, one dedicated CT Simulator, SXRT, Eclipse and Pinnacle 3D RTTPS and HDR brachytherapy. There is an established stereotactic brain service and an expanding stereotactic body radiotherapy service. The department has a well-supported RANZCR Radiation Oncology training programme. Involvement in departmental teaching and research is encouraged and supported. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5%

superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: Mandatory: o Registered or eligible for specialist registration with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian and New Zealand College of Radiologists, Faculty of Radiation Oncology or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This position is temporary part time at 24 hours per week for 12 months, with the possibility of extension. Contact Officer: Dr Brandon Nguyen (02) 5124 5191 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

**Canberra Hospital & Health Services**

**Women Youth & Children**

**Department of Neonatology**

**Neonatologist**

**Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 10840)**

Gazetted: 19 December 2019

Closing Date:

Overview of the work area and position: Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The Neonatal Department at Canberra Hospital provides neonatal care to the ACT and surrounding regions. Canberra Hospital has more than 3500 deliveries per year and is a principal referral centre for high risk pregnancies. It is the only tertiary care neonatal unit in the region, which has a delivery population of 10,000. Canberra Hospital's Centre for Newborn Care has 700-800 admissions per year with 300 requiring respiratory support, with 15 NICU/HDU and 14 SCN beds. The Hospital has recently undergone a redevelopment, which included the build of a new, state of the art facility with the potential to increase the 29 cots to 34 cots over the next years. The department is supported by five Neonatologists, one SCMO, two fellows, eight Neonatal Registrars, and 3 residents. The Department has a busy developmental follow up clinic and forms the ACT branch of the NSW Emergency Transport Service. Involvement in Neonatal teaching and research is recommended and highly encouraged by Canberra Hospital's management. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). o Fellowship of the Royal Australasian College of Physicians (SAC in Neonatology) or equivalent specialist qualifications. o Tertiary qualification or equivalent in Neonatology. o Must hold a current Australian driver's licence. Desirable: o Demonstrated experience in clinician performed ultrasound, long term development follow up including General Movements and Bayleys Development assessments desirable. 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. Contact Officer: Dr Hazel Carlisle (02) 5124 7565 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

**Clinical Services**

**Mental Health Justice Health Alcohol & Drug Services**

**Office Chief Psychiatrist**

**Career Medical Officer1 - Mental Health**

**Career Medical Officer 1 \$122,913 - 148,507, Canberra (PN: 21588, several)**

Gazetted: 19 December 2019

Closing Date: 7 January 2020

Overview of the work area and position: The Mental Health, Justice Health and Alcohol & Drug Services (MHJADS) Division of Canberra Health Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres and other community settings including people's homes. Mental Health, Justice Health and Alcohol & Drug Services include the following programs: o Adult Acute Mental Health Services o Adult Community Mental Health Services o Rehabilitation and Specialty Mental Health Services o Forensic Mental Health Services o Alcohol and Drug Services o Child and Adolescent Mental Health Services o Justice Health Services The position holder is expected to operate within the Public Sector Management Act (1994) and the ACT Public Service Code of Conduct. MHJADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The position will be accountable and responsible to the Clinical Director of the relevant program area through an Individual Learning and Development Plan. The successful applicant will have experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Proven performance in both undergraduate and postgraduate practice education. Desirable: o Knowledge of the Mental Health Act 2015 and other related legislation. o Current driver's licence. 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: Alice Ringland (02) 5124 1577 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**

#### **Cancer Ambulatory & Community Health Support**

#### **Mammography Screening**

#### **Radiologist BreastScreen ACT**

#### **Visiting Medical Officer (VMO) Sessional & Fee for Service rates, Canberra (PN: n/a)**

Gazetted: 19 December 2019

Closing Date:

Overview of the work area and position: BreastScreen ACT is seeking expressions of interest from experienced BreastScreen radiologists to undertake the role of Program Radiologist - Visiting Medical Officer (VMO) for the ACT. The successful applicant/s will be required to provide holistic, best practice, breast imaging, mammographic screen reading and interventional services for women participating in the BreastScreen ACT program. BreastScreen ACT currently screens up to 19,500 women per year with an average recall to assessment rate of 5%. The successful candidate/s will be offered a VMO contract in accordance with the provisions of Part 7 of the Health Act 1993. Salary, Remuneration and Conditions: Visiting Medical Officer Sessional & Fee For Service Rates: 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> Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) as a Radiologist with current unconditional registration. o Fellowship of the Royal Australian and New Zealand College of Radiologists or an equivalent specialist qualification. o Participate in continuing professional development. 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: 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> Contact Officer: Yvonne Epping (02) 5124 1826 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**

### **Women, Youth and Children**

#### **Paediatric Outpatient and Day Stay Unit**

##### **Registered Nurse - Paediatric Outpatient and Day Stay Unit**

##### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 45505)**

Gazetted: 19 December 2019

Closing Date: 2 January 2020

Details: About us

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

Overview of the work area and position

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for children and adolescents from the ACT and surrounding areas utilising our service for acute and chronic health needs

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

The Paediatric Ambulatory Care area offers diverse opportunities for professional enrichment and skill development. This is a rewarding and challenging opportunity available for a suitably qualified Registered Nurse to work in the in Paediatric Outpatient Clinics Paediatric with the possibility for shifts in Day Stay Unit as required. There is an opportunity for skill development in Paediatric orthopaedic fracture care due to growth in clinical service delivery in this specialty. The successful candidate would be supported by the Paediatric education team and fracture clinic staff (medical officers, nursing and allied health) to enhance their skills in this specialty.

Additionally the Outpatient nurse has specialty skills including chronic care, management of burns, gastrostomy and enteral feeding care, endocrine, dermatology, immunology, ophthalmology, cystic fibrosis, IBD clinics. The skill opportunities in Paediatric Day Stay include rapid flow day stay elective and emergency surgical procedures: pre and post-operative care, oncology, haematology, rheumatology, immunology, sedation for procedures, endocrine dynamic testing.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:



Tertiary qualifications or equivalent in Paediatric or Child Health Nursing

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

Undergo a pre-employment Police check.

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

Note:

This is a part-time position at 24 hours per week and the full-time salary noted above will be paid pro rata.

The Ambulatory care area is open Monday to Friday and is closed on public holidays.

Contact Officer: Catherine Campbell (02) 5124 7373 catherinem.campbell-m@act.gov.au

## **Clinical Services**

### **Pathology**

#### **Pathology Administration**

##### **Quality Officer**

**Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 33063)**

Gazetted: 19 December 2019

Closing Date: 2 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.

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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**

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

The Quality Department within ACT Pathology is responsible for coordinating, monitoring, maintaining and evaluating activities for ongoing pathology accreditation, standards compliance, Quality Management System performance and patient safety.

This position works within the quality team and reports directly to the Quality Manager and is a full-time permanent position.

There is no required shift work with this position.

#### **Eligibility/Other Requirements:**

##### **Mandatory:**

Minimum tertiary qualifications are a degree in Medical Laboratory Science/Medical Science or equivalent.

##### **Desirable:**

NATA quality management system experience, internal audit and ISO 15189 training or equivalent, or willingness to undertake training.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Lloyd Allen (02) 5124 4004 lloyd.allen@act.gov.au

**Allied Health**

**Acute Allied Health Services**

**Psychology**

**Clinical Psychologist**

**Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade) \*, Canberra (PN: 27897, several)**

Gazetted: 19 December 2019

Closing Date: 2 January 2020

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

The Psychology team in Acute Allied Health Services provides evidence-based care to inpatients and outpatients across four divisions of The Canberra Hospital (TCH) and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

This Clinical Psychology position may work across a number of areas in CHS including:

The Allied Health Led Spinal Pain Service - a multidisciplinary, community based service. ACT Health clients who are referred to the Allied Health Led Spinal Pain Service are provided with education, non-surgical management recommendations and individual physiotherapy and psychological assessments and interventions as appropriate.

The Pain Management Unit - a public tertiary multidisciplinary outpatient service providing services to the population of Canberra and surrounding areas. The multidisciplinary team currently consists of medical (pain physicians, consultant psychiatrist in drug and alcohol, pain fellow), nursing, physiotherapy, clinical psychology, occupational therapy, social work and administration. The core business of the PMU is providing outpatient care for individuals living with chronic pain. The allied health professionals at the PMU play an integral role in the multidisciplinary team facilitating group based assessment and intervention. The position will report to the Manager of Acute Support Psychology, with day to day operational coordination and service planning through the Physiotherapy Clinical Lead of the Spinal Pain Service and the Director of PMU respectively. Clinical supervision will be negotiated with the Acute Support Psychology Manager.

The Clinical Psychologist may be responsible for the provision of psychology services at two different sites, The Canberra Hospital Campus and the Belconnen Health Centre.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications (or equivalent) in Clinical Psychology.

Hold general registration with the Psychology Board of Australia under Australia Health Practitioner Regulation Agency (AHPRA).

Hold an area of practice endorsement in Clinical Psychology.

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

Desirable:

Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology.  
Current driver's licence.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Note: Opportunity exists for both permanent and temporary positions that can be filled either full-time or part-time, with the possibility of extension for temporary positions. The temporary position's are available for up to eight months with the possibility of extension and the full-time salary noted above will be pro-rata.

\*An attractive remuneration package will be available to the selected candidate in accordance with the ACT Public Service Health Professionals Enterprise Agreement, comprising salary and an Attraction and Retention Incentive (ARIn) the maximum combined salary and ARIn amount for this position is \$111,675.

Contact Officer: Elissa Jacobs (02) 5124 2045 [elissa.jacobs@act.gov.au](mailto:elissa.jacobs@act.gov.au)

**Office of the CEO**

**Office of Research and Education**

**Clinical Trials Staff**

**Manager (Finance) Clinical Trials**

**Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 38716)**

Gazetted: 19 December 2019

Closing Date: 27 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: 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.

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

**Overview of the Work Area and Position**

The Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council.

The Manager (Finance) Clinical Trials provides key finance and administrative support across the trials environment at Canberra Hospital. Typical responsibilities of the position include providing financial reports and interpreting financial information to managerial staff while recommending further courses of action; advising on trial activities and providing strategies within a research framework; and maintaining the

financial health of the trials environment. Additionally, the position will be responsible for supporting the Manager Clinical trials across a suite of business requirements and be required to manage and direct staff.

Eligibility/Other Requirements:

Highly Desirable:

A degree in a relevant area from a recognised university with relevant work experience,  
OR

An equivalent combination of experience and/or education.

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 24 months with the possibility of extension and/or permanency. The option to work part time will be considered and the hours of work are flexible. Selection may be based on written application and referee reports only.

Contact Officer: Katherine Johnson (02) 5124 2811 katherine.johnson@act.gov.au

## **Clinical Services**

### **Pathology**

#### **Pathology Administration**

##### **Subject Matter Expert - Pathology LIS Project**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 44851)**

Gazetted: 19 December 2019

Closing Date: 31 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

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:

- Billing

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:

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

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

## **Medical Services**

### **Pathology**

#### **Customer Services**

#### **Pathology Collections Manager**

#### **Technical Officer Level 4 \$85,394 - \$97,732, Canberra (PN: 45371)**

Gazetted: 19 December 2019

Closing Date: 31 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.

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

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

Overview of the Work Area and Position

ACT Pathology is a division of the Canberra Hospital and 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.

Customer Services, ACT Pathology is responsible for the collection of pathology samples from patients within The Canberra, Calvary and University of Canberra Public Hospitals and outpatient collection centres. Under the broad direction of the Manager of Customer Services the Collections Manager will be responsible for coordination of staffing at ACT Pathology's seven (7) collection centres and the four (4) hospital ward rounds. You will be involved with rostering, recruitment, management of training, competencies and evaluations of over fifty (50) staff.

This position will play a key role in providing leadership, support and advice in a management support role to ensuring the effective and efficient collection of Pathology specimens for diagnostic processing in ACT Pathology's relevant laboratories.

Eligibility/Other Requirements:

Mandatory:

Associate Diploma or equivalent qualification from TAFE or vocational training provider in a health industry discipline, or relevant experience and training which enables the officer to competently perform the duties appropriate to the office.

Qualifications and/or experience in human resource management, particularly complex rostering of staff.

Must hold a current driver's licence.

Be registered under the Working for Vulnerable People Act.

Desirable:

Minimum of five years' experience within Pathology, preferably with phlebotomy expertise.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Provide proof of vaccination status

Note:

This is a Temporary position available for six months with the possibility of permanency. This recruitment is for the backfill of long service leave.

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

**Clinical Services**

**Medicine**

**Medical**

**Administration Manager**

**Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 23318)**

Gazetted: 19 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

Under the general direction of the Business Manager, this position provides management and leadership to Division of Medicine Administration staff located at Canberra Health Services. The role involves managing staff who are performing front line services duties including; booking appointments, referral management, screening telephone calls, and clinic support. The role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS and Clinical Portal is required. Demonstrated ability in problem solving as well as small involvement in project management and quality and improvement is highly desirable. This role ensures high quality customer service standards are maintained and provides support and assistance to the Division of Medicine Management team as necessary.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Marilyn Hines (02) 5124 5117 marilyn.hines@act.gov.au

**Allied Health**

**Acute Allied Health Services**

**Aboriginal Liaison Service**

**Aboriginal and Torres Strait Islander Liaison Officer**

**Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 24503)**

Gazetted: 19 December 2019

Closing Date: 27 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.

Overview of the work area and position:

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

The Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The successful candidate will provide liaison and advocacy between patients, their families, staff and external organisations as appropriate. The ALO Service works within Women's and Children's, Emergency Department, Cancer, Medicine and Surgical inpatient areas. The ALO Service also provides support to patients attending outpatient's appointments. The successful candidate will work within a small team environment as well as participate in multidisciplinary teams.

This position will also participate in quality initiatives that enhance service delivery for Aboriginal and Torres Strait Islander communities both locally and southern NSW. Selection may be based on written application and referee report only with the possibility of extension.

Eligibility/Other Requirements:

Mandatory:

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

Knowledge of Aboriginal and Torres Strait Islander community organisations.

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

Desirable:

Hold a current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

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

Contact Officer: Joyce Graham (02) 5124 2055 joyce.graham@act.gov.au

**Clinical Services**

**Mental Health, Justice Health, Alcohol and Drug Services**

**Alcohol and Drug Services**

**Administration Assistant**

**Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 45717)**

Gazetted: 19 December 2019

Closing Date: 2 January 2020

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.

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

Overview of the work area and position

The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS provide a range of specialist services for people affected by alcohol and other drug use incorporating 6 areas including:

- Opioid Treatment Services
- Medical Services,
- Consultation and Liaison Service,
- 10 bed Inpatient Withdrawal Service
- Police and Court Drug Diversion Service
- Counselling and Treatment Services

The ADS are seeking an administrative assistant to provide high level administrative support to staff supporting people with substance misuse disorders in the public health sector, specifically clients referred by ACT Policing and ACT Courts for assessment and referral to treatment. This includes managing referrals, reporting on data, and assisting with the strategic and operational processes of the Diversion service.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

Current driver's licence.

Previous experience in an Administrative role.

Contact Officer: Jodie Kenny (02) 5124 7967 jodie.kenny@act.gov.au

**Office of the CEO**

**Office of Research and Education**

**Clinical Trials Staff**

**Clinical Trials Co-ordinator**



**Research Officer Grade 2 \$71,309 - \$77,212, Canberra (PN: 32047, several)**

Gazetted: 19 December 2019

Closing Date: 30 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.

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

Overview of the Work Area and Position

The Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, while others are Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council.

The Clinical Trials Co-ordinator provides key support to and coordination of clinical research projects undertaken by the Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration of other clinical trial staff. You will act as a contact responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Your work is under the general direction of the Director of Clinical Trials and Manager of Clinical Trials.

The successful applicant will be primarily assisting with the co-ordination of the ASPREE XT (ASPIrin in Reducing Events in the Elderly - eXTension) clinical trial being conducted by the Clinical Trials Unit at Canberra Hospital and other centres in Australia. This study is investigating whether medical therapy in the setting of primary prevention is helpful in prolonging healthy lifespan and will balance this against the risks of treatment. Substantial funding has been secured for the duration of the study.

Eligibility/Other Requirements:

Mandatory:

A degree in a relevant area, from a recognised university with significant subsequent relevant work experience,

OR

an equivalent combination of experience and/or education.

Desirable:

Academic knowledge or practical experience of clinical trials coordination.

There is a requirement to have a current driver's licence and some travel will be involved to conduct patient visits in participant's homes in the local area.

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:

The two positions are temporary for a period of 24 months (with the possibility of extension and/or permanency). The option to work part-time will be considered and the hours of work are flexible. Selection may be based on written application and referee reports only. A merit list may be established to fill identical positions which may arise within the next 12 months.

Contact Officer: Katherine Johnson (02) 5124 2811 [katherine.johnson@act.gov.au](mailto:katherine.johnson@act.gov.au)

## **Clinical Services**

### **Rehabilitation, Aged and Community Services**

#### **Community Health Centres**

##### **Health Centre Service Coordinator**

##### **Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 45575)**

Gazetted: 19 December 2019

Closing Date: 30 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Walk-In Centres, Village Creek Centre in Kambah, and University of Canberra Public Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: care, excellence, collaboration, and integrity. Planning is well underway to establish the ACT's fourth Walk-In/Community Health Centre at Weston Creek in 2019. The new Walk-In Centre is part of Canberra Health Services planned network of health facilities designed to meet the needs of our growing population.

A number of RACS services work collaboratively with patients, their carers and other services within and external to Canberra Health Services.

There are six Community Health Centres as part of Canberra Health Services. These health centres are located at Belconnen, Gungahlin, Dickson, City, Phillip and Tuggeranong. Three of these health centres also have a Walk-In Centres co located with them, and the fourth Walk-In Centre/Health Centre will be opened at Weston Creek later in 2019.

This position is a coordinator role and oversees administration staff in the Health Centres and the Walk-In Centres. This role also supports the building and works closely with clinical services. This applicant will be expected to build and maintain relationships, work as part of a team of coordinators and prioritise work and meet deadlines. This person will also need to have the ability to provide high quality, consistent customer service. This position is under the direction of the Administration Manager for Community Health Centres and the broader direction of the Operations Manager.

Eligibility/Other Requirements:

Desirable:

Working towards or hold a Certificate in Management, Customer Service, Medical Terminology or another relevant field is desirable.

Must hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Steve Sculac (02) 5124 1477 [steve.sculac@act.gov.au](mailto:steve.sculac@act.gov.au)

### **Clinical Services**

#### **Rehabilitation Aged and Community Services**

#### **ACT Equipment Services**

#### **ACT Equipment Scheme Officer**

#### **Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 23127)**

Gazetted: 19 December 2019

Closing Date: 30 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: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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

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

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

Overview of the work area and position:

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

RACS services work collaboratively with patients, their carers and other services within and external to ACT Health.

The ACT Equipment Scheme Officer is responsible for the management and administration of the ACT Equipment Scheme including:

Assessment of applications for financial and clinical eligibility.

Coordinating timely supply of a range of equipment to clients with long term disabilities in the ACT community to maintain independence to live at home.

Liaising with specialists, company representatives, health professionals, clients and carers and other service providers.

Eligibility/Other Requirements:

Mandatory:

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*.

Contact Officer: Jessica Nuss (02) 5124 1065 [jessica.nuss@act.gov.au](mailto:jessica.nuss@act.gov.au)

**Medical Services**

**Executive Director of Medical Services**

**Medical Appointment and Training Unit**

**Senior Manager Credentialing and Scope of Clinical Practice**

**Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 23763)**

Gazetted: 19 December 2019

Closing Date: 1 January 2020

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

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

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

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

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

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

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

Overview of the work area and position:

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services; the development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

This position of Senior Manager Credentialing and Scope of Clinical Practice, sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Health Services. The role leads a small team to manage the operations of the credentialing and scope of practice process and manage the provision of secretariat to the scope of clinical practice committees under the *Health Act 1993*.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This position is temporary for nine months with the possibility of extension.

Contact Officer: Janelle Corey (02) 5124 2507 [janelle.corey@act.gov.au](mailto:janelle.corey@act.gov.au)

**Medical Services**

**Pharmacy - TCH**

**Pharmacy**

**Lead Pharmacist - Cancer Services**

**Pharmacist Level 4 \$113,851 - \$122,566, Canberra (PN: 24088)**

Gazetted: 19 December 2019

Closing Date: 17 January 2020

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

Overview of the work area and position:

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

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

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

Under the broad direction of the Deputy Director of Pharmacy (Clinical), the Lead Pharmacist for Cancer Services will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide leadership, management, and coordination of the clinical pharmacy services to the Cancer Services provided through Canberra Health Services including the Canberra Region Cancer Centre and The Canberra Hospital. This position will also include advanced clinical, education, research and quality improvement roles. This will be done in alignment with the SHPA Standard of Practice in Oncology and Haematology for Pharmacy Services. The position holder will also integrate into the CHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call.

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

Eligibility/Other Requirements

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

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (preferably supported by the development of an Advance Pharmacist Practice Portfolio).

Significant experience of working within the area of haematology/oncology.

Highly Desirable:

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Membership of a professional organisation linked to the area of specialty (e.g. Clinical Oncology Society of Australia (COSA), ISOP, HOPA etc)

Research experience and/or publication in peer reviewed journals.

Project management and management experience.

Current driver's licence.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note: This position could involve working across multiple CHS sites.

Contact Officer: Hameda Lane (02) 5124 2121 hameda.lane@act.gov.au

## **Medical Services**

### **Pharmacy - TCH**

#### **Pharmacy**

##### **Antimicrobial Pharmacist**

##### **Pharmacist Level 4 \$113,851 - \$122,566, Canberra (PN: 21582)**

Gazetted: 19 December 2019

Closing Date: 16 January 2020

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.

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

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

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

Overview of the work area and position

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

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

Under the direction of the Director of Pharmacy, the Antimicrobial Pharmacist is responsible for leading and facilitating the use of antimicrobials within the Canberra Hospital and Health Services (CHHS). The Antimicrobial Pharmacist is required to participate in the CHS antimicrobial stewardship (AMS) program, providing both clinical and administrative input to the program. Additionally, the role will also lead and coordinate additional activities to optimise the use of antimicrobials within CHS.

Eligibility/Other Requirements:

**Mandatory:**

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

Postgraduate qualifications (or equivalent) in Clinical Pharmacy, Management, Education and Training or Research, or extensive clinical experience deemed equivalent.

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

**Highly Desirable:**

Theoretical and practical experience in the management of complex pharmacotherapy, including experience with therapeutic drug monitoring.

Previous project management and/or research experience.

Current driver's licence.

Prior to commencement successful candidates may be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

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

Contact Officer: Daniel Lalor (02) 5124 2121 daniel.lalor@act.gov.au

## **Infrastructure and Health Support Services**

### **Business Support**

#### **Supply Services**

##### **Assistant Director**

##### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 27896)**

Gazetted: 19 December 2019

Closing Date: 2 January 2020

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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**

Logistic Support Services is a section within Infrastructure and Health Support Services (I&HSS). The function of the Logistic Support Services includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply.

Supply Services provides clinical products to the Health Services in ACT, primarily being Canberra Hospital, as well as warehousing and distribution of the products.

The successful candidate will be based at Mitchell and the Canberra Hospital.

The Assistant Director Supply Services is a multi-disciplinary coordinator role and is responsible for the day-to-day activities of the Supply Services Mitchell Warehouse and Supply Services at the Canberra Hospital.

The position is responsible for overseeing the day-to-day rostering, management and Human Resources for Supply Services, as well as supply chain continuity.

##### **Eligibility/Other Requirements:**

###### **Desirable:**

A minimum of five years' experience in Supply Chain management or equivalent logistics / product handling roles is highly desirable.

Duties of the position include the requirement to occasionally drive vehicles, therefore possession of a class MR/HR/MC driver's licence and a forklift licence would be highly desirable, or a willingness to obtain one.

Qualifications and Certifications in Manual Handling, Work Health & Safety, Supply Chain Management and Procurement would be highly regarded, as well as advanced Spreadsheet, Report writing and advanced HR skills.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

###### **Note:**

This is a temporary position available for a period of nine months with the possibility of extension. This recruitment process may be used for vacancies to fill a position for up to 12 months.

Contact Officer: Jacqueline Williams (02) 5124 3109 jacqueline.williams@act.gov.au

## **People and Culture**

### **Workforce Relations and Business Partnerships**

#### **Assistant Director - Injury Management**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 28500)**

Gazetted: 19 December 2019

Closing Date: 16 January 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

#### **Overview of the Work Area and Position**

The People and Culture team is responsible for the strategic and operational management of the effective and efficient operation of strategic people management advice, policy and programs across Canberra Health Services.

Under broad direction, you will play a key role in providing day to day Injury Management support and advice to Executives and Managers across Canberra Health Services on all matters relating to early intervention, workplace rehabilitation, return to work services and fitness for duty assessments.

Please note this is a Full-Time Permanent position.

#### **Eligibility/Other Requirements**

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Heidi Gregson (02) 5124 9625 heidi.gregson@act.gov.au

## **Allied Health**

### **Allied Health Clinical Education Unit**

#### **Division of Allied Health**

#### **Clinical Educator, Clinical Measurement Sciences**

#### **Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 28558)**

Gazetted: 19 December 2019

Closing Date: 9 January 2020

*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 Office of the Executive Director of Allied Health is based at Canberra Hospital and comprises two teams including the Allied Health Clinical Education Unit (AHCEU). This position is located in the AHCEU and will report through the Allied Health Clinical Education Co-ordinator. The CMS Clinical Educator provides education services to the Clinical Measurement Sciences (CMS) and assistance with inter professional clinical education activities of the AHCEU. The CMS disciplines are cardiac science, neurophysiology, respiratory science, and sleep science. These disciplines specialise in the physiological measurement and function for the diagnosis, treatment and prevention of disease, and also undertake research to further the evidence base. Clinical Physiologists are part of multi-disciplinary healthcare teams, including medicine, nursing, other allied health, researchers, and the patient. The CMS disciplines are self-regulated professions, with accreditation provided through the Australian Council for Clinical Physiologists Limited.

This position is for an experienced clinician who leads with commitment, is able to create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes. Key areas of practice include:

The promotion of positive client outcomes through the provision of high-quality evidence-based clinical services and contribution to research.

Providing leadership and making a significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team.

Providing a consultative role across allied health and contribute to their field of professional speciality.

Eligibility/Other Requirements:

Mandatory:

A Bachelor degree in a clinical measurement sciences discipline or an equivalent science degree with a strong clinical physiology component.

Desirable:

Be eligible for accreditation through the Australian Council for Clinical Physiologists (ACCP) Limited Tertiary qualification in a relevant education field or Certificate IV Workplace Training and Assessment, or willing to work towards relevant education qualifications.

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 a period of 12 months.

Contact Officer: Kelli Rixon (02) 5124 7096 kelli.rixon@act.gov.au

## **ACT Health**

### **Health Systems, Policy and Research Group**

#### **Health System Planning and Evaluation**

##### **Branch Operations**

##### **Senior Director Branch Operations**

##### **Senior Officer Grade A \$147,006, Canberra (PN: 15428)**

Gazetted: 12 December 2019

Closing Date: 10 January 2020

Details: As Senior Director Branch Operations you will manage the Community Sector Contracts and Grants Unit and other operational functions as well as coordinating governance functions for the division. You will have exceptional leadership skills and will work cooperatively and respectfully with our stakeholders and as a leader within the Health System Planning and Evaluation Division.

We are looking for a highly motivated strategic thinker who engenders trust and respect and enjoys the

challenge of operating in a complex and rapidly changing environment. Your leadership and stakeholder management skills will be complemented by your sound judgment, resilience and integrity. 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 commencement successful candidates will be required to undergo a pre-employment National Police check.

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

How to Apply: Applicants should address the Selection Criteria located in the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Tara Gower (02) 5124 9983 [tara.gower@act.gov.au](mailto:tara.gower@act.gov.au)

### **Health System, Policy and Research**

#### **Public Health Protection and Regulation**

#### **Health Protection Service/Health Emergency Management Unit**

#### **Director, Health Emergency Management Unit**

#### **Senior Officer Grade B \$126,577 - \$142,494**

Gazetted: 17 December 2019

Closing Date: 24 December 2019

Details: The Health Emergency Management Unit (HEMU) provides direction and coordination to support the ACT Health sector in responding to incidents, emergencies, public health risks and disasters that occur locally, nationally and internationally. The HEMU consists of specialist personnel working collaboratively to address all aspects of health emergency management through an all hazards prevention, preparedness, response and recovery (PPRR) framework. The unit's goal is to ensure that the ACT Health sector can respond effectively to incidents, emergencies and disasters.

The Director HEMU plans, directs and manages the strategic and operational activities of the unit. The Director, HEMU will maintain a high level of health response readiness for all hazard incidents, events and emergencies that have the potential to adversely affect public health or the provision of acute health services within the ACT. The successful applicant will demonstrate competence in policy development and implementation in the context of public health and emergency management, and understand the need to plan for, and respond to emergencies including understanding contemporary emergency management principles and related legislation.

The role requires the ability to work under pressure, often out of regular business hours and meet tight deadlines and manage competing priorities in a high tempo operational environment. Applicants should be able to demonstrate extensive experience in similar roles, strong time management, communication and negotiation skills.

Eligibility/Other Requirements: This is a designated security assessed position. Possessing a minimum Negative Vetting 1 security clearance. Driver's licence is also essential.

Desirable:

Qualifications and or practical experience in emergency management or other related fields will be well regarded.

How to Apply: Please submit a written application specifically addressing each Selection Criteria as described in the Position Description, along with your current curriculum vitae, listing two referees and their contact details.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Conrad Barr (02) 5124 9262 [conrad.barr@act.gov.au](mailto:conrad.barr@act.gov.au)

### **Digital Solutions Division**

#### **Information and Data Management**

#### **Data Management**

#### **Assistant Director, Data Management Hub**

#### **Senior Officer Grade C \$107,475 - \$115,687**

Gazetted: 18 December 2019

Closing Date: 08 January 2019

Details: An exciting new opportunity within Digital Solutions Divisions for a skilled data analyst to work in the Information and Data Hub is available. The team is productive and fast paced, producing high quality, well-structured reports that are fit for purpose. We are looking for an individual that has excellent writing skills with a strong focus on quality with an attention to detail.

Note: An order of merit will be established for filling identical vacancies within the next 12 months from this process.

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 has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Prathima Karri (02) 5124 9353 [prathima.karri@act.gov.au](mailto:prathima.karri@act.gov.au)

### **Major Projects Canberra**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Infrastructure Delivery Partners**

##### **Executive Branch Manager, Social Infrastructure Branch**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E553)**

Gazetted: 13 December 2019

Closing Date: 5 January 2020

Details: Major Projects Canberra was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. It has two main components:

Procuring and delivering infrastructure projects designated by the Chief Minister into Major Projects Canberra. Typically, those designated projects will have significant complexity and scale. 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**

The Executive Branch Manager, Social Infrastructure Branch will be responsible for ensuring the efficient and effective procurement and delivery of health infrastructure and capital works, as well as managing the reporting aspect of ACT Government Capital Works programs, on behalf of and in partnership with the ACT Health Directorate.

Note: Selection may be based on written application and referee reports only. This is a temporary position available from January 2020 until July 2020.

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

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

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Nikki Pulford (02) 6205 5466 [nikki.pulford@act.gov.au](mailto:nikki.pulford@act.gov.au)

**IDP/Commercial Project Management  
Infrastructure Project Director  
Infrastructure Manager/Specialist 1 \$163,766, Canberra (PN: 18889, several)**

Gazetted: 18 December 2019

Closing Date: 19 January 2020

Details: Do you enjoy the challenge of leading and managing complex Commercial Infrastructure projects? Do you 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!

The Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year.

As Infrastructure Project Director, you will provide leadership, assist in managing all project assignments within the team and maintain and manage all business standards and documentation of a high standard, whilst coordinating with the Executive Branch Manager. In this role you will act on behalf of IDP to provide expert advice and direction on procurement, project development and delivery, support management of feasibility, design and other investigations on behalf of IDP.

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

Eligibility/Other Requirements:

A Degree or Diploma in a relevant technical field (e.g.. Engineering, Architecture, Project Management or Construction Management); and/or

Trade certification with building and infrastructure and/or significant project management experience.

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

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 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: Rebecca Power (02) 6205 4418 [rebecca.power@act.gov.au](mailto:rebecca.power@act.gov.au)

**Project Development and Support  
Senior Director Project Development  
Senior Officer Grade A \$147,006, Canberra (PN: 45792)**

Gazetted: 13 December 2019

Closing Date: 12 January 2020

Details: Do you enjoy working with the development and assessment of infrastructure and capital works projects? Are you experienced at high level policy and commercial analysis?

Do 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 provides leadership and contributes to the strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division is 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 Senior Director, Project Development and Support will work under the broad direction of the Executive Group Manager Project Development and Support, and will be required to exercise a reasonable amount of self-leadership and management.

The Senior Director has responsibility for supporting and co-ordinating the commercial and financial development of the Territories' largest capital works projects. In addition to that, the Senior Director will manage key stakeholder relationships across the Territory, resolve issues and deliver quality outcomes consistent with the strategic direction of Major Projects Canberra.

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 tertiary qualifications complimentary to the role, for example financial, economics, business or other relevant field.

Desirable:

A basic knowledge of project finance in the context of public-private partnership (PPP) projects and transactions.

An understanding of ACT Government capital works business case development and procurement processes.

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: Damon Hall (02) 6207 0058 [damon.hall@act.gov.au](mailto:damon.hall@act.gov.au)

## **Project Development and Support**

### **Finance**

#### **Assistant Director Finance**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 22470)**

Gazetted: 13 December 2019

Closing Date: 12 January 2020

Details: Are you our new Assistant Finance Director? 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! Finance supports Major Projects Canberra through the provision of a financial management and governance including, but not limited to: Provision of strategic and operational financial support and advice in accordance with the *ACT Financial Management Act 1996*; Development and allocation of internal and external budgets, including coordination of the Agency's input into development of the ACT Government's annual budget papers; Preparation of financial performance reports for the Agency; Accounts receivable and accounts payable processing; Development and maintenance of financial management information systems and processes; and Preparation of the Agency's annual financial statements. As a member of the Project Development and Corporate Support team, this position is responsible for assisting the Chief Financial Officer in providing Financial Management, reporting, budgeting and analysis to Major Projects Canberra. This position is a member of a small team that provides high level specialist advice to the Chief Financial Officer and the Executive Team on a diverse range of financial issues. This position is responsible for the supervision of a Finance Officer role. The position assists in the delivery of a range of financial accountability functions within Major Projects Canberra including the budget preparation, financial reporting, financial analysis and planning and adherence to the *Financial Management Act*. The position will liaise across whole of government and with various external stakeholders to collaboratively improve Financial Management practices.

Eligibility/Other Requirements: Mandatory: Relevant tertiary qualifications in a Finance related discipline.

Desirable: CIMA, CPA or ICA membership

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 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: Erica Wark (02) 6207 8222 [erica.wark@act.gov.au](mailto:erica.wark@act.gov.au)

## **ACT Health**

### **Health Systems Policy and Research**

Office of Professional Leadership and Education

Executive Assistant

Administrative Services Officer Class 4 \$70,359 - \$76,184 , Canberra (PN: 20527)

Gazetted: 16 December 2019

Closing Date: 03 January 2020

Details: The Office of Professional Leadership and Education provides professional advice and leadership across the ACT health system to help achieve safe, appropriate and effective health care for the ACT community. Your primary role will be to provide Executive Assistant services to the Chief Allied Health Officer and the Chief Nursing and Midwifery Officer. This position is part of small, friendly and high-functioning team that provides business support to all areas of the Office of Professional Leadership and Education. Some of your specific duties in this role include: undertake daily administrative activities including screening telephone calls, coordination of correspondence, diary management, secretariat support, travel, and liaising with other members of the ACT Health Directorate; monitor and manage the flow of all incoming and outgoing correspondence; tracking all correspondence and making sure deadlines are met. 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 Undergo a pre-employment National Police check.

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

How to Apply: Applicants are asked to provide a curriculum vitae and a response to Selection Criteria.

Applications should be submitted via the Apply Now button.

Contact Officer: Kathy Piefke (02) 5124 9434 [kathy.piefke@act.gov.au](mailto:kathy.piefke@act.gov.au)

## **ACT Health**

### **Health Systems, Policy and Research Group**

#### **Preventive and Population Health**

##### **Director**

Senior Officer Grade A \$147,006, Canberra (PN: 29415)

Gazetted: 16 December 2019

Closing Date: 08 January 2020

Details: The Health Promotion Section initiates and manages programs and initiatives that aim to improve the health and wellbeing of the ACT population. These initiatives are delivered in partnership with various stakeholders including schools, businesses, sporting clubs, community organisations and other government agencies. Health Promotion activities seek to influence the social and environmental conditions that impact on population and individual health. Initiatives target both the whole ACT population and specific population groups.

Note: This is a temporary position available immediately up until April 2021. Selection may be based on application and referee reports only.

How to Apply: Interested candidates are requested to provide a written application that addresses the Selection Criteria in a two-page pitch detailing how you are the right person for this opportunity. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Erica Nixon (02) 5124 9460 [erica.nixon@act.gov.au](mailto:erica.nixon@act.gov.au)

## **Project Development and Support**

### **Assistant Director Senior Contracts Officer**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46008)**

Gazetted: 13 December 2019

Closing Date: 12 January 2020

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!

The Contracts and Prequalification Unit is part of the Project Development and Support Division. This team provides an assurance role in the delivery of projects managed by Major Projects Canberra (MPC). In undertaking this role the team maintains a contemporary suite of documents used in the delivery of Capital Works projects, reviews contract documentation and prepares contracts and agreements for execution. It has the authority to post contracts onto the Contract Register, maintain records data bases, and provide best practice advice in relation to contract management and dispute issues. It is also the point of contact for Legal Advice with the ACT Government Solicitor.

A Senior Contracts Officer is required to join a small team responsible for the preparation of complex capital works contracts and agreements, the associated execution of these documents and a developed understanding of policies, legislation and procedures so as to provide timely and accurate advice on contract matters to both MPC officers and Partner Directorates and Agencies.

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:

- Relevant tertiary or post graduate qualifications in a related area would be highly desirable. This would include procurement, law, contract management or commercial management in an infrastructure related environment.

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 role sounds like you and you want to be part of a dynamic and dedicated team please submit an application of no more than three pages 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: David Grey (02) 6207 7604 [davide.grey@act.gov.au](mailto:davide.grey@act.gov.au)

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

## **APPOINTMENTS**

### **Canberra Institute of Technology**

#### **Teacher Level 1 \$74,437 - \$99,320**

Anna Prescott 821-12144, Section 68(1), 4 December 2019

### **Chief Minister, Treasury and Economic Development**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888**

Marcus Amann 863-43580, Section 68(1), 16 December 2019

#### **Administrative Services Officer Class 3 \$64,230 - \$69,125**

Melanie Gordon 853-81550, Section 68(1), 17 December 2019

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732**

Ryoko Goto 862-73009, Section 68(1), 30 November 2019

#### **Administrative Services Officer Class 3 \$64,230 - \$69,125**

Niki Johnson 858-78997, Section 68(1), 16 December 2019

#### **Information Technology Officer Class 1 \$69,125 - \$78,687**

Ciarda Jones 858-62311, Section 68(1), 16 December 2019

#### **Regulatory Inspector 6 \$85,394 - \$97,732**

Peter Moltmann 858-64421, Section 68(1), 12 December 2019

**Administrative Services Officer Class 6 \$85,394 - \$97,732**

Alison Stewart 858-65555, Section 68(1), 12 December 2019

**Senior Officer Grade C \$107,475 - \$115,687**

Trudy Tetu 858-69580, Section 68(1), 12 December 2019

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

Stewart Turner 818-10063, Section 68(1), 16 December 2019

**Regulatory Inspector 6 \$85,394 - \$97,732**

Jamie Williams 858-65870, Section 68(1), 12 December 2019

**Community Services**

**Youth Worker 1 \$64,230 - \$69,125**

Alfred Grant 863-40566, Section 68(1), 3 December 2019

**Youth Worker 1/2 \$64,230 - \$77,212**

Aisea Lomu 863-40574, Section 68(1), 12 December 2019

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

Marina Morejon 858-74558, Section 68(1), 9 December 2019

**Director of Public Prosecutions**

**Prosecutor Grade 3 \$118,087 - \$130,579**

Marcus Dyason 863-41470, Section 68(1), 6 January 2020

**Education**

**School Assistant 2 \$47,563 - \$52,519**

Amy Barnes 824-61520, Section 68(1), 16 December 2019

**Administrative Services Officer Class 5 \$79,253 - \$83,888**

Fiona Engeler 863-45076, Section 68(1), 19 December 2019

**School Assistant 2/3 \$48,205 - \$58,781**

Emma Klein 858-18126, Section 68(1), 16 December 2019

**Building Service Officer 3 \$68,667 - \$72,560**

Ryan Osman 858-31320, Section 68(1), 5 December 2019

**School Assistant 2/3 \$48,205 - \$58,781**

Jo-Anne Skimin 849-09130, Section 68(1), 16 December 2019

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 6 \$85,394 - \$97,732**

Catherine Cullen 863-43687, Section 68(1), 16 December 2019

**Administrative Services Officer Class 5 \$79,253 - \$83,888**



Zoe D'Arcy 863-44460, Section 68(1), 11 December 2019

**Justice and Community Safety**

**Correctional Officer Class 1 \$60,694 - \$72,377**

Belinda Allen 863-12880, Section 68(1), 9 December 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Alixandra Hay 863-12733, Section 68(1), 9 December 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Gregory Myatt 863-12792, Section 68(1), 9 December 2019

**Administrative Services Officer Class 6 \$85,394 - \$97,732**

Darren Solomons 857-93117, Section 68(1), 11 December 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Jesslyn Steele 863-12856, Section 68(1), 9 December 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Damien Veal 863-12864, Section 68(1), 9 December 2019

**Correctional Officer Class 1 \$60,694 - \$72,377**

Jade Walsh 863-12821, Section 68(1), 9 December 2019

**Transport Canberra and City Services**

**Senior Officer Grade C \$107,475 - \$115,687**

Martin Berry 858-57248, Section 68(1), 12 December 2019

**Infrastructure Manager/Specialist 3 \$187,161**

Shelly Fraser 853-65315, Section 68(1), 12 December 2019

**Senior Officer Grade C \$107,475 - \$115,687**

Stephen O'Shea 858-57264, Section 68(1), 12 December 2019

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

Leanne Van Der Merwe 863-44444, Section 68(1), 16 December 2019

**Suburban Land Agency**

**Senior Officer Grade C \$107,475 - \$115,687**

Natalia Guzman 863-14392, Section 68(1), 12 December 2019

**Canberra Health Services**

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Rita Apet 863-74790, Section 68(1), 12 December 2019

**Medical Imaging Level 4 \$118,221**

Katherine Barker 863-44065, Section 68(1), 12 December 2019

**Health Professional Level 2 \$66,096 - \$90,737**

Madelaine Byrne 859-51517, Section 68(1), 16 December 2019

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

Emma Penniford: 85364304, Section 68(1), 12 December 2019

**Medical Imaging Level 4 \$118,221 - \$127,255**

Teri Carmody 842-88493, Section 68(1), 16 December 2019

**Registered Nurse Level 2 \$94,409 - \$100,061**

Sandeep Dhillon 856-73959, Section 68(1), 19 December 2019

**Assistant in Nursing \$51,603 - \$53,350**

Jacob Duot 839-26596, Section 68(1), 26 December 2019

**Registered Nurse Level 2 \$94,409 - \$100,061**

Temara Fish 848-84025, Section 68(1), 19 December 2019

**Registered Nurse Level 2 \$94,409 - \$100,061**

Melanie Gregory 861-33129, Section 68(1), 19 December 2019

**Administrative Services Officer Class 2/3 \$56,689 - \$69,125**

Muhammad Khuram 863-44778, Section 68(1), 6 January 2020

**Administrative Services Officer Class 2/3 \$56,689 - \$69,125**

Kushagra Kodituwakku 859-52608, Section 68(1), 1 January 2020

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Sung Kwon (Scott) Lee 861-33014, Section 68(1), 12 December 2019

**Administrative Services Officer Class 2/3 \$56,689 - \$69,125**

Nikolas Lutz 862-11027, Section 68(1), 21 December 2019

**Administrative Services Officer Class 2/3 \$56,689 - \$69,125**

Kristen MacGregor 863-44751, Section 68(1), 6 January 2020

**Health Professional Level 2 \$66,096 - \$90,737**

Cassandra Muir 853-64013, Section 68(1), 16 December 2019

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Jennifer Naylor 848-84068, Section 68(1), 16 December 2019

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

Katelin Peisley 862-63329, Section 68(1), 30 December 2019

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

Emma Penniford 853-64304, Section 68(1), 12 December 2019

**Administrative Services Officer Class 2/3 \$56,689 - \$69,125**

Natasha Randall 862-08928, Section 68(1), 1 January 2020

**Administrative Services Officer Class 2/3 \$56,689 - \$69,125**

Jojo Thomas 847-03597, Section 68(1), 1 January 2020

**Registered Nurse Level 2 \$94,409 - \$100,061**

Lui Wong 862-09242, Section 68(1), 19 December 2019

## TRANSFERS

### Justice and Community Safety

**Sarah Cooper: 858-60252**

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety, Canberra (PN. 14172) (Gazetted 20 May 2019)

**Natalie Ford: 858-60228**

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety, Canberra (PN. 13581) (Gazetted 20 May 2019)

**Calum Matheson: 858-60068**

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety, Canberra (PN. 39676) (Gazetted 20 May 2019)

**Amie Norris: 858-60025**

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety, Canberra (PN. 43278) (Gazetted 20 May 2019)

### Canberra Health Services

**Christy Joseph: 847-26078**

From: Registered Nurse Level 2 98,178

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 41494) (Gazetted 15 August 2019)

**Adrienne Tawagi: 846-98951**

From: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 23690) (Gazetted 31 October 2019)

**Margaret Wilson: 845-21566**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 14278) (Gazetted 7 November 2019)

## PROMOTIONS

### Canberra Institute of Technology

#### Education and Training Services

#### Student Services

#### Information and Recognition

#### **Emma Ulrich: 853-80275**

From: Administrative Services Officer Class 2/3 \$56,689 - \$69,125

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 21068) (Gazetted 26 November 2019)

### Chief Minister, Treasury and Economic Development

#### Access Canberra

#### Workplace Protection

#### WorkSafe ACT

#### **Robert Alford: 844-00684**

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development, Canberra (PN. 05752) (Gazetted 1 January 2001)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

#### Access Canberra

#### Projects Governance and Support

#### Government Business Coordination

#### **Ashleigh McInnes: 799-92398**

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 43670) (Gazetted 25 March 2019)

#### Treasury

#### Commercial Services and Infrastructure

#### National Arboretum Canberra

#### **Jessika Spencer: 846-91362**

From: Administrative Services Officer Class 2 \$56,689 - \$62,598

Environment, Planning and Sustainable Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 44964) (Gazetted 17 October 2019)

#### Shared Services

#### Business Services

#### Capability and Programs

#### **Timothy Stewart: 853-80603**

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 32176) (Gazetted 14 November 2019)

#### Access Canberra

#### Licensing and Registrations

**Liquor, Gaming and Hospitality Licensing**

**Melissa Wytkamp: 846-94037**

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 14816) (Gazetted 29 October 2019)

**Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**Bimberi Residential Services**

**Alaivaa Lauvao: 820-97386**

From: Youth Worker 1/2 \$64,230 - \$77,212

Community Services

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Community Services, Canberra (PN. 22932) (Gazetted 20 July 2018)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

**Housing ACT**

**Infrastructure and Contracts**

**Specialist Homelessness Service Delivery**

**Kim Williamson: 853-61453**

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Community Services

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Community Services, Canberra (PN. 00041) (Gazetted 28 October 2019)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Therapeutic Assessment**

**Tsz Yin Julian Wong: 853-60610**

From: Child and Youth Protection Professional Level 2 \$71,164 - \$95,804

Community Services

To: Child and Youth Protection Professional Level 3 \$98,414 - \$103,427 (up to \$108,305 on achieving a personal upgrade)

Community Services, Canberra (PN. 32248) (Gazetted 11 January 2019)

**Education**

**School Performance and Improvement**

**South and Weston Network**

**Arawang Primary School**

**Natalie Alston: 787-48991**

From: School Assistant 4 \$65,487 - \$70,910

Education

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Education, Canberra (PN. 46334) (Gazetted 28 June 2019)

**Service Design and Delivery**

**Student Engagement**

**Inclusion and Wellbeing**

**Rebecca Bray: 788-23664**

From: Senior Officer Grade C \$107,475 - \$115,687  
Education  
To: †Senior Officer Grade B \$126,577 - \$142,494  
Education, Canberra (PN. 45831) (Gazetted 8 July 2019)

**School Performance and Improvement**

**North and Gungahlin Network**

**Harrison School**

**Adrienne Buckeridge: 817-31672**

From: School Assistant 2 \$48,205 - \$53,228  
Education  
To: Administrative Services Officer Class 3 \$64,230 - \$69,125  
Education, Canberra (PN. 37012) (Gazetted 2 August 2019)

**School Performance and Improvement**

**North Gungahlin Network**

**Amaroo School**

**Matthew Gowen: 835-28854**

From: Classroom Teacher \$71,113 - \$106,448  
Education  
To: †School Leader C \$122,856  
Education, Canberra (PN. 30434) (Gazetted 18 November 2019)

**School Performance and Improvement**

**North and Gungahlin Network**

**Gungahlin College**

**Toby Grundy: 787-64254**

From: Classroom Teacher \$71,113 - \$106,448  
Education  
To: †School Leader C \$122,856  
Education, Canberra (PN. 43661) (Gazetted 14 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.

**Service Design and Delivery**

**Universal School Support**

**Instrumental Music Program**

**Shoshanna Honey-Erlandson: 749-28004**

From: Classroom Teacher \$71,113 - \$106,448  
Education  
To: †School Leader C \$122,856  
Education, Canberra (PN. 07796) (Gazetted 13 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**

**Governance and Community Liaison**

**Ministerial and Corporate Reporting**

**Skye Metherell: 853-58633**

From: Administrative Services Officer Class 5 \$79,253 - \$83,888  
Education  
To: Administrative Services Officer Class 6 \$85,394 - \$97,732  
Education, Canberra (PN. 00141) (Gazetted 29 October 2019)

**School Performance and Improvement**

**North and Gungahlin Network  
Lyneham High School**

**Trevor Preston: 821-15898**

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

Education

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Education, Canberra (PN. 38913) (Gazetted 30 October 2019)

**School Performance and Improvement**

**South and Weston Network**

**Mount Stromlo High School**

**Wayne Smith: 798-39684**

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

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 02048) (Gazetted 13 November 2019)

**School Performance and Improvement**

**Belconnen Network**

**University of Canberra High School Kaleen**

**Gregory Paul Stirling: 733-14836**

From: \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 36359) (Gazetted 8 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.

**Environment, Planning and Sustainable Development**

**Environment**

**Parks and Conservation Service**

**Parks, Reserves and Rural Land**

**Simon Stratford: 846-97561**

From: Park Ranger 2 \$71,309 - \$77,212

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Environment, Planning and Sustainable Development, Canberra (PN. 37640) (Gazetted 17 September 2019)

**Justice and Community Safety**

**ACT Courts and Tribunal**

**Magistrates Court**

**MC Registrar**

**Matthew Kamarul: 848-83225**

From: Legal 1 \$61,785 - \$124,436

Justice and Community Safety

To: †Legal 2 \$135,195 - \$140,752

Justice and Community Safety, Canberra (PN. 37052) (Gazetted 9 October 2019)

**Inspectorate Custodial Services**

**Rebecca Minty: 853-75425**

From: Senior Officer Grade B \$126,577 - \$142,494

Justice and Community Safety

To: †Senior Officer Grade A \$147,006

Justice and Community Safety, Canberra (PN. 22312) (Gazetted 4 November 2019)

**Office of the Legislative Assembly**

**Business Support**

**Security and Building Services**

**Brent Amundson: 00764**

From: Administrative Services Officer Class 3 \$64,230 - \$69,125 Office of the Legislative Assembly To:  
Administrative Services Officer Class 4 \$71,309 - \$77,212 Officer of the Legislative Assembly (PN372)  
(Gazette 5 November 2019)

**Transport Canberra and City Services**

**City Services**

**ACT NOWaste**

**Community and Industry Engagement**

**Roberta Ladbrook: 824-55323**

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Transport Canberra and City Services

To: †Senior Officer Grade C \$107,475 - \$115,687

Transport Canberra and City Services, Canberra (PN. 46126) (Gazetted 23 September 2019)

**Transport Canberra and Business Services**

**Territory and Business Services**

**Canberra Cemeteries**

**Luke Roberts: 846-97676**

From: General Service Officer Level 5/6 \$55,841 - \$61,456

Transport Canberra and City Services

To: †General Service Officer Level 8 \$68,667 - \$72,560

Transport Canberra and City Services, Canberra (PN. 28934) (Gazetted 12 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.

**Transport Canberra**

**Public Transport Operations**

**ACTION Bus Services**

**Sarah Webber: 858-56763**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. A20040) (Gazetted 23 August 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.



**Canberra Health Services**

**Nurses & Midwifery**

**Nurses & Midwifery**

**April Bullock: 840-49572**

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

Canberra Health Services

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Canberra Health Services, Canberra (PN. 16101) (Gazetted 11 July 2019)

**Canberra Hospital and Health Services**

**Sheena George: 853-63328**

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 27146) (Gazetted 24 October 2019)

**Clinical Services**

**Melissa Grambauer: 863-41710**

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 31449) (Gazetted 28 November 2019)

**Sibohan McCoy: 853-63256**

From: Allied Health Assistant 2 (Qualified) \$53,533 - \$59,601 (up to \$61,374 depending on qualification level)

Canberra Health Services

To: Allied Health Assistant 3 \$65,380 - \$68,590 (up to \$72,560 depending on qualification level)

Canberra Health Services, Canberra (PN. 27165) (Gazetted 10 October 2019)

**Clinical Services**

**Allison Schischka: 771-92776**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 04568) (Gazetted 1 August 2019)

**Clinical Services**

**Samantha Smith: 858-61300**

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 22731) (Gazetted 28 November 2019)

**Clinic Services**

**Women Youth & Children**

**Bolan Song: 795-52878**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 19896) (Gazetted 24 October 2019)

**Clinical Services**

**Paula Valenzuela: 741-00565**

From: Dental Assistant Level 1 \$47,572

Canberra Health Services

To: Administrative Services Officer Class 3 \$64,230 - \$69,125  
Canberra Health Services, Canberra (PN. 26590) (Gazetted 15 August 2019)

**ACT Health**

**Corporate Services Group**

**Digital Solutions Division**

**Technology Operations**

**Laura Hewitt: 848-19354**

From: Administrative Services Officer Class 2/3 \$56,689 - \$69,125  
Canberra Health Services

To: Administrative Services Officer Class 5 \$79,253 - \$83,888  
ACT Health, Canberra (PN. 46351) (Gazetted 15 August 2019)

**Corporate Services**

**Strategic Infrastructure**

**Claire Wallace: 795-53088**

From: Registered Nurse Level 2 \$94,409 - \$100,061  
ACT Health

To: †Senior Officer Grade C \$107,475 - \$115,687  
ACT Health, Canberra (PN. 13138) (Gazetted 17 October 2019)