



ACT Government Gazette

Gazetted Notices for the week beginning 16 January 2020

VACANCIES

Calvary Health Care ACT (Public)

Patient Flow Unit

Registered Nurse

Executive Level Registered Nurse 4 \$120,730, Canberra (PN: Expected)

Gazetted: 22 January 2020

Closing Date: 17 February 2020

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

Reference Number: 11273

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

Contact Officer: Leanne Done (02) 6264 7088 Leanne.done@calvary-act.com.au

Zita Mary Clinic - Oncology

Registered Nurse Level 2

Executive Level Registered Nurse 2 \$90,814 - \$98,178, Canberra (PN: Expected)

Gazetted: 22 January 2020

Closing Date: 29 January 2020

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

Reference Number: 11324

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

Contact Officer: Rowena Hogan (02) 6201 6676 Rowena.Hogan@calvary-act.com.au

Geriatric Rapid Acute Care Evaluation 'GRACE'

Registered Nurse Level 2

Registered Nurse 2 \$90,814 - \$98,178, Canberra (PN: Several)

Gazetted: 22 January 2020

Closing Date: 29 January 2020

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

Reference Number: 11326

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

Contact Officer: Rowena Hogan (02) 6201 6676 Rowena.Hogan@calvary-act.com.au

Patient Flow Unit

PFU Manager

Executive Level Registered Nurse Level 4 Grade 3 \$139,701, Canberra (PN: Expected)

Gazetted: 22 January 2020

Closing Date: 26 January 2020

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

Reference Number: 11424

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

Contact Officer: Janeen Johnson 02 6647073 Janeen.Johnson@calvary-act.com.au

Non Admitted Patient Service

Breast Care Clinic

Administrative Service Officer

Executive Level Administrative Service Officer 3 \$64,230 - \$69,125, Canberra (PN: expected)

Gazetted: 22 January 2020

Closing Date: 2 February 2020

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

Reference Number: 11421

Contact Officer: Daniel Coliba (02) 6201-7201 Daniel.Coliba@calvary-act.com.au

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

Nursing and Midwifery

Director Human Resources and Director Business

Infrastructure & Performance

Executive Assistant

Executive Level Administrative Service Officer 4 \$71,309 - \$77,212, Canberra (PN: expected)

Gazetted: 22 January 2020

Closing Date: 31 January 2020

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

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

Reference Number: 11489

Contact Officer: Kanta Toraskar (02) 6201 6101 kanta.toraskar@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

College of Design and Technology

Horticulture and Floristry

Administrative Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 54028)

Gazetted: 21 January 2020

Closing Date: 28 January 2020

Details: An Administrative Service Officer Grade 3 is being reclassified to an Administrative Service Officer Level 5. The description below is the minimal required experience to be considered for the position. Provide high-level administrative support to the Head of Department and teaching staff, including: faculty loads, daylight equivalent (DE) forms, validations, preparation of documents, reports, result entry, submissions and correspondence. Responsibility for the co-ordination of regular departmental meetings and appointments. Preparation of agendas, minutes and tabling of papers for meetings and conferences including program reference groups and industry advisory committees. Support the head of department with course co-ordination reports, timetabling and course structures. Co-ordinate the collation of subject evaluations and assist with the production of Program Review and Improvement (PRI) documents; ensuring compliance requirements are met at all times. Provide assistance and support to teaching staff of the department and wider college where necessary relating to policies, procedures and the production of teaching resources. Manage finance, including credit card acquittal, account purchases and Eftpos sales. Liaise with members of the institute at all levels and with external clients and stakeholders where appropriate as directed by the head of department or college Director. Research and prepare reports relating to departmental/college matters as required. Provide support with student enrolments and the management of user choice and skilled capital student requirements. Ensure all interactions of the department are consistent with the CIT cultural traits (Customer centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational). Other duties as directed, consistent with the classification of the position.

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: The online application form requires a written response and a resume/curriculum vitae to be provided as a minimum. Please specify if any other documents need to be provided, for example referee reports, copies of qualifications, licences etc. There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Collins (02) 6207 3024 julie.collins@cit.edu.au

Education and Training Services

Health, Community and Science

Wellbeing

Allied Health Assistance Teacher (specialising in Physiotherapy)

Teacher Level 1 \$75,442 - \$100,661, Canberra (PN: 16083)

Gazetted: 16 January 2020

Closing Date: 30 January 2020

Details: Canberra Institute of Technology (CIT) Department of Wellbeing is seeking a Physiotherapist to teach in the Allied Health Assistance (AHA) program. A key component of this position is teaching and assessing specific competencies that form the Physiotherapy Assistance specialisation of the AHA program. Applicants should have (or be motivated to build) experience in health professional education, as well as interest in applying and developing skills in areas such as simulation and work integrated learning. This position involves delivering education and assessing in classroom, online, simulated and workplace environments, including in the new CIT Fit and Well Allied Health Clinic.

You will have the ability to work collaboratively, to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and 'best practice' developments in the Vocational Education and Training (VET) sector.

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.

Working at CIT:

With an impressive 90 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working as a teacher at CIT include:

Access to professional development funds and dedicated time each year to help grow your education abilities and build your professional currency.

Access to facilities to support your health and wellbeing, including CIT Fit and Well gym at Bruce Campus, as well as a strong Employee Assistance Program.

Family friendly leave and periods of paid non-attendance allowances, including paid shutdown time over Christmas.

Flexible work options.

Free parking.

If you are currently a practicing Physiotherapist, this position provides a chance to apply and develop your education skills in a health professional education context. You will work within an inter-professional team that includes staff from other allied health professional groups, including Occupational Therapy, Dietetics and Exercise Physiology. This environment, coupled with the professional development and leave allowances of a CIT teaching position, offers an opportunity to enhance your skill set whilst balancing other professional and life commitments.

Eligibility/Other Requirements: *Mandatory Qualifications and/or Registrations/Licencing:* Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.

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

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

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

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

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). A current registration under the Australian Health Practitioner Regulation Agency (AHPRA) as a Physiotherapist is required for this position.

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.

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

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

Desirable: A current drivers licence and good management/organisational skills would be an advantage.

Note: This is a temporary position available for a period 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.

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

Applications should be submitted via the Apply Button now.

Contact Officer: Anita Wesney (02) 6207 3593 anita.wesney@cit.edu.au

CIT Corporate Services

Human Resources

Human Resources Staffing Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 55394)

Gazetted: 21 January 2020

Closing Date: 29 January 2020

Details: Canberra Institute of Technology (CIT) Human Resources is seeking an enthusiastic and motivated person to work as part of the Human Resources team. Support the recruitment team in the day to day activities related to the employee life cycle and projects associated with the Institutes HR functions. You will contribute to day to day processing including entering casual teacher time sheets, preparation of advertisements and providing support to the Senior Staffing Advisors, Human Resources Team, Colleges and Divisions within CIT. Knowledge of and/or the ability to use HR systems/databases such as Banner, Chris21 and the Casual Teacher Self Service page are highly desirable and is crucial to this role.

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: Desirable: Experience using information systems (such as Chris21, TRIM and Banner).

How to Apply: Please respond to the Selection Criteria (maximum of ½ page to each criteria), provide a current curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Michael Connors (02) 6207 3380 michael.connors@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Partnership Services Group

Customer Support Services

Website Developer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 37220, several)

Gazetted: 21 January 2020

Closing Date: 4 February 2020

Details: Customer Support Services are looking for an experienced Web Developer with a background of working in an online content management system.

Our team is passionate about innovation and improving the delivery of Shared Services across the ACT Government which provides Finance, Human Resources and Information Communication Technologies to approximately 22,000 internal customers.

The role focuses on the development and management of the Commercial Services and Infrastructure Group website which manages 800 interactions on a daily basis and supports multiple processes across a range of products and services.

If you're seeking an opportunity to join a dynamic team with a major role in transforming service delivery, apply now.

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

Eligibility/Other Requirements: Experience with ServiceNow and experience in the development of forms and workflows is desirable.

Note: This is a temporary position available for a period of 10 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities of the role. If you think you're up for it, please send us your curriculum vitae and a two page pitch on your greatest achievement in the last two years and why you think you're the best person for this job.

Applications should be submitted via the Apply Button now.

Contact Officer: David Hingston (02) 6205 1269 david.hingston@act.gov.au

Access Canberra

Customer Coordination

Event and Business Coordination Team

Team Leader

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 35590)

Gazetted: 21 January 2020

Closing Date: 28 January 2020

Details: Do you like talking to people? Do you consider yourself a good communicator? Are you confident in finding answers to questions that you don't know? Well...if you have answered 'yes', do we have a job for you...

Access Canberra have a team leader role available in the busy Event and Business Coordination (EBC) Team. The role is to supervise the day to day operations of the team and provide leadership to deliver high quality customer service through effective, targeted and holistic case management of event approvals, including event approval coordination and advice on event planning matters supports customers and stakeholders to coordinate a range of regulatory approvals and inspections helping to make Canberra one of the most liveable cities in the world. 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: Have an understanding of current regulatory requirements for event approvals or the ability to quickly acquire such knowledge and an understanding of the building approval process and building services or the ability to quickly acquire such knowledge is desirable.

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

How to Apply: Please review the position description details about the role associated responsibilities. Suitability for this position will be assessed on you skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. Please submit a written application, of no more than one page, curriculum vitae and the contact details of at least two referees. The one page response should be written in the form of a pitch and should not specifically address the selection criteria within the position description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Contact Officer: Leah McHenry (02) 6205 0797 leah.mchenry@act.gov.au

Applications should be submitted via the Apply Now button below.

Communications and Engagement

Engagement Stream

Protocol, Honours and Ceremonial Events Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 23587)

Gazetted: 17 January 2020

Closing Date: 24 January 2020

Details: Our role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career.

The Engagement stream is organisation-driven with a focus on strategic communications and engagement planning for new and emerging priorities. This team works with executives on the long-term and high priority projects and initiatives of the directorate.

The work of this team focusses on communications, engagement, forward planning and scanning and change management. This team will also work with Corporate on high-level strategic internal communications.

As Protocol, Honours and Ceremonial Events Officer, you will work as a member of the Chief Minister, Treasury and Economic Director (CMTEDD) Engagement stream to provide ceremonial and hospitality support to the Chief Minister including high level protocol advice.

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

Eligibility/Other Requirements: Relevant tertiary qualifications or a minimum of two years' experience working professionally in honours and awards administration is desirable but not essential. The ability to work flexibly with some out of hours work is required.

Note: This is a temporary position available immediately until 2 December 2020. This position is part-time at (14:42) hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only. This position is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position is a job share arrangement.

How to Apply: Please provide a written application that addresses the selection criteria in no more than two-pages, along with your CV, two referees and their contact details.

Applications should be submitted via the Apply Button now.

Contact Officer: Emily Springett (02) 6205 9093 emily.springett@act.gov.au

Shared Services

Executive

Executive Assistant

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 04437)

Gazetted: 21 January 2020

Closing Date: 6 February 2020

Details: Are you an expert at organising a busy executive? Do you have exceptional attention to detail? The Office of the Executive Group Manager, Shared Services is currently seeking an organised, delivery focused person for the role of Executive Assistant to provide professional administrative support. The position works alongside the Executive Officer to ensure the smooth operation of the Executive Group Manager's office. Responsibilities include diary management, documentation co-ordination and maintaining efficient and effective office systems. The position requires commitment to quality customer service, and the ability to exercise sound judgement, flexibility, tact and discretion. 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 three months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. A skills-based IT test may be included in the selection process. 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. For further information about the role, please contact Ms Izzie Gosling on (02) 6205 2043 or via email to izzie.gosling@act.gov.au.

How to Apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your skills, knowledge, behavioural capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees. A position description is attached for your information.

Applications should be submitted via the Apply Now button below.

Contact Officer: Izzie Gosling (02) 6205 2043 izzie.gosling@act.gov.au

Economic Development

Events ACT

Content Marketing Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 37978, Several)

Gazetted: 17 January 2020

Closing Date: 31 January 2020

Details: We are looking for two people to work across tourism and events subject matter in a fast-paced destination and event marketing environment. You will have a passion for writing and content creation and be able to take a lead role in the social media and content strategies across Visit Canberra and Events ACT channels. Ideally you will know your way around the back end of social media channels, be super organised (yes, we love a good content calendar) and use monitoring tools to report back on what's working well to enable the team to achieve their marketing objectives. Video skills are also welcome. You'll be able to get out and about at events and attractions to gather great content for our channels.

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 marketing communications, journalism, public relations or related disciplines are desired as is relevant experience working in a communications related role.

Note: These are two temporary positions starting in January. One is for a period of 12 months with the possibility of extension and the other is until October 2020 with possibility of extension. A merit pool will be established from this selection process and may be used to fill future identical temporary vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Submit a pitch of up to four pages addressing the Selection Criteria and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Joanne Barges (02) 6205 0700 joanne.barges@act.gov.au

Shared Services

Commercial Services

Record Services

Business Support Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 12798)

Gazetted: 21 January 2020

Closing Date: 29 January 2020

Details: Record Services is seeking an experienced business support person to fill an important coordination role within the wider Commercial Services team. The successful applicant will have an excellent attention to detail, the ability to coordinate and prioritise multiple tasks and be a strong communicator.

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.

How to Apply: Applicants should provide a current curriculum vitae and a two page personal pitch with the Position Description in mind.

Applications should be submitted via the Apply Button now.

Contact Officer: Daren Stinson (02) 6207 1195 daren.stinson@act.gov.au

Access Canberra

Customer Coordination

Event and Business Coordination

Event and Business Coordination Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 37808)

Gazetted: 21 January 2020

Closing Date: 28 January 2020

Details: Do you like talking to people? Do you consider yourself a good communicator? Are you confident in finding answers to questions that you don't know? Well...if you have answered 'yes', do we have a job for you... Access Canberra have an opportunity available in the busy Event and Business Coordination (EBC) Team. The role is to provide coordination support with approvals for events and maintaining strong working relationships to ensure streamlined processes for event organisers. You will support customers and stakeholders to coordinate a range of regulatory approvals and inspections helping to make Canberra one of the most liveable cities in the

world. 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: Have an understanding of current regulatory requirements for event approvals or the ability to quickly acquire such knowledge and an understanding of the building approval process and building services or the ability to quickly acquire such knowledge is desirable.

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

How to Apply: Please review the position description details about the role associated responsibilities. Suitability for this position will be assessed 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 one page, a curriculum vitae and the contact details of at least two referees. The single page response should be written in the form of a pitch and should not specifically address the selection criteria within the position description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Contact Officer: Nathan Buckley (02) 6205 3461 nathan.buckley@act.gov.au

Applications should be submitted via the Apply Now button below.

Executive Branch Manager, ACT Insurance Authority

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E259)

Gazetted: 17 January 2020

Closing Date: 7 February 2020

Details: Applications are sought for the position of Executive Branch Manager, ACT Insurance Authority. This position is available for long term filling.

The Australian Capital Territory Insurance Authority (the Authority) is established under the *ACT Insurance Authority Act 2005* (the Act).

The Act establishes the Authority as the ACT Government's captive insurer providing insurance services to all ACT Government directorates and statutory authorities, to meet the insurable claims and losses of ACT Government agencies. The Authority's captive insurance model protects the ACT Government budget from a range of catastrophic and accumulated risk exposures through its reinsurance arrangements, and the accumulation of a fund reserve to meet the cost of future asset losses and legal liabilities that occur as a result of the activities of Government. The Authority works to protect the assets and services of the Territory by providing risk management and insurance services to a large and diverse group of ACT Government client agencies and entities.

The Authority also performs the function of Fund Manager for the Office of the Nominal Defendant of the ACT for default claims under the ACT Compulsory Third Party Insurance Scheme, and the Default Insurance Fund, for default claims under the ACT Private Workers' Compensation Scheme.

The successful candidate will be responsible for meeting a broad range of responsibilities under the *Insurance Authority Act 2005* and the ACTIA Statement of Intent 2019 including implementing an insurance management system (software as a service project), engaging with agencies to promote the implementation and continuous improvement of risk management practices that reflects international standards and business best practice and developing a change management plan to facilitate the Authority's move to an activity based work environment in the new ACT Government Office Block.

We are looking for a highly motivated individual to drive innovation and continuous improvement, lead Organisational change processes, deliver high quality service outcomes and meet Organisational performance targets. The individual will be expected to lead by example, have effective interpersonal skills and the ability to motivate others.

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

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

How to Apply: For a comprehensive application pack and enquiries please call Matthew Smee, Managing Consultant at Hudson on (02) 6229 1522.

Submit your application to matthew.smee@hudson.com

Contact Officer: Matthew Smee (02) 6229 1522 matthew.smee@hudson.com

Shared Services

Strategic Business

Portfolio Governance and Change

Senior Director Portfolio Governance and Change

Senior Officer Grade A \$147,006, Canberra (PN: 00054)

Gazetted: 20 January 2020

Closing Date: 3 February 2020

Details: Shared Services' Strategic Business Branch is looking for an experienced Senior Director to drive business improvement and best practice processes for Service Management, Portfolio, Program and Project Management (P3M), ICT Governance and Change and Communication in line with current methodologies and frameworks. The role is accountable for leading, driving and guiding the strategic governance of Shared Services ICT (SSICT) through policy settings and frameworks; and for leading and mentoring a multi-disciplinary team to provide detailed professional, technical and governance advice in relation to complex problem solution.

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

Eligibility/Other Requirements:

The successful candidate will:

Provide high-level leadership, mentoring, support and strategic guidance to ensure best practice and fit for purpose Service Management, P3M, ICT Governance, Change and Communication methodologies and frameworks across SSICT;

Be responsible and accountable for the governance and strategic alignment of Service Management, P3M, ICT, Change and Communication practices and processes;

Lead the Governance Groups that establish annual objectives to improve the quality and performance of ICT, Service Management, P3M, Change and Communication business processes;

Influence and foster strong strategic relationships with clients, stakeholders and colleagues on Service Management, P3M, ICT, Change and Communication activities to support SSICT delivery of programs and projects; and Exercise correct financial delegations through the management of the Portfolio Governance and Change cost centres and ensure that there is adequate cost recovery for the billable resources across all projects and programs within delegation guidelines.

Note: This role is the equivalent of EL2 in the Australian Public Service. Commonwealth employees can transfer leave and superannuation arrangements to the ACT Government upon employment. Selection may be based on application and referee reports only.

How to Apply: Please review the attached Position Description and submit a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required, along with your current curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Mat Rogers (02) 6205 8432 mat.rogers@act.gov.au

Communications and Engagement

Whole of Government Communications and Engagement

Assistant Director

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 55448)

Gazetted: 20 January 2020

Closing Date: 3 February 2020

Details: Our role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time.

You will:

bring an audience-first lens to your work, informed by research, insights and evaluation;

work with stakeholders in partnership with a strong client service ethic;

enjoy working in a fast-paced environment, be flexible and open to change; and

be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

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

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

Note: This is a temporary position available immediately until June 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located in an activity-based working (ABW) environment where staff do not have a designated workstation/desk.

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

Applications should be submitted via the Apply Button now.

Contact Officer: Helen Gombar-Millynn (02) 6205 3696 helen.gombar-millynn@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

Office of the Director General

Quality, Complaints and Regulation

Quality Officer/Regulatory Assessor for the Human Services Registrar

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 37696, Several)

Gazetted: 20 January 2020

Closing Date: 3 February 2020

Details: Do you have an interest in how community organisations work? Do you get satisfaction from ensuring that vulnerable people receive quality services? Are you a critical thinker or have an inquiring mind? We may have a position for you. No need to have a background in regulation (though it helps) we will provide all the training you will need.

Several opportunities exist in the Quality, Complaints and Regulation (QCR) which sits within the Community Services Directorate Office of the Director-General. It is operationally independent from other funding and service provision areas within the Directorate.

QCR seeks to build capacity of service providers, including those within Community Service Directorate (CSD), through partnership, education and regulation to ensure quality outcomes for service users. QCR is a team established to undertake oversight and statutory functions on behalf of the Director-General and is independent of other divisions of the Directorate.

The QCR branch engages with a variety of stakeholders to promote continuous improvement and quality services; working with the government and community sectors, committees and oversight bodies to achieve quality outcomes for vulnerable people.

The Quality Officer is part of a team responsible for delivering a risk responsive regulatory framework which aims to minimise the regulatory compliance burden and maximise benefits such as innovation and flexibility in the provision of human services by strengthening the capacity of service delivery organisations.

Quality Officer roles are responsible for delivering a transparent and responsive regulatory response. The role involves managing a regulatory case load of providers. Quality Officers provide compliance and capacity assessment and advice and have a role in identifying and managing risk through the regulatory framework.

Eligibility/Other Requirements:

Essential qualifications and experience:

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

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

Desirable, but not essential, qualification and experience:

Experience in leading investigations into complaints or compliance with service standards; and/or

Experience in the delivery of human services

Note: This is a temporary position available from 1 February 2020 until 30 June 2020 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a (maximum) two-page pitch in response to the Position Description detailing how you are best suited to the role, including examples, a current curriculum vitae and cover letter.

Applications should be submitted via the Apply Button now.

Contact Officer: Michelle Waterford (02) 6205 9104 michelle.waterford@act.gov.au

Office of the Director-General

Organisational Governance

Freedom of Information and Legal

Freedom of Information Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 40930)

Gazetted: 17 January 2020

Closing Date: 31 January 2020

Details: Community Services Directorate (CSD) is seeking an experienced Freedom of Information Officer (FOI) for its Legal and Coordination Unit. This position is responsible for preparing responses to access applications under the *Freedom of Information Act 2016* by maintaining a high level of confidentiality in all aspects of work.

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, Inters ex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Experience with understanding and interpreting legislation, and high-level experience in Freedom of Information matters is desirable.

Note: This is a temporary position available from 10 February 2020 to 19 January 2021 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two to three pages outlining their experience and/or ability against the Selection Criteria focusing on FOI experience.

Applications should be submitted via the Apply Button now.

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

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Youth Worker, Bimberi Residential Services

Youth Worker 1 \$64,230 - \$69,125, Canberra (PN: 03307)

Gazetted: 21 January 2020

Closing Date: 10 February 2020

Details: The Organisation: Community Services Directorate has responsibility for a wide range of human services functions in the ACT; including multicultural and community affairs; public and community housing services; children, youth and family support services; disability services; homelessness and community services. The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. Children, Youth and Families also works with key stakeholders in government and the community sector to provide child protection

and youth justice services to children, young people, their families and their carers. Children, Youth and Families works to support vulnerable children and young people to be safe, strong and connected. Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

The Opportunity: The position of a Youth Worker works within a team to enhance the safe care, support and supervision of residents within the Bimberi Youth Justice Centre. They actively contribute to case planning for young people and provide advice and guidance to residents to improve their living skills, development and social interactions. They also implement effective behaviour management, conflict resolution and harm minimisation strategies.

Key components of the role include: Engage residents in case plans relating to their individual needs, goals and strategies Liaise with families, carers, government and community agencies involved in a case management process; deliver a high standard of care to all residents through personal professionalism, respect and courtesy; encourage and support residents to participate in a range of program activities relating to rehabilitation and positive re-integration into the community; maintain high quality, accurate, timely record keeping practices in line with relevant legislation; engage and liaise with a range of internal and external stakeholders including community agencies, government services, legal representatives, courts and tribunals; provide leadership in collaborative practice with children, young people, their families, carers, government and non-government agencies to facilitate improved outcomes; participate in training and development programs to enable own and other's professional development.

The Person: Great Youth Workers can come from a wide range of different backgrounds, with skills and experiences in many different fields. As a Youth Worker you will complete an extensive seven week paid induction period plus ongoing training, development and support. This teaches Youth Workers the specifics required in their role and prepares them for unique circumstances at Bimberi. Therefore, even if you do not have prior experience or training in Youth Work, what is important to have is a passion for working with young people who may be going through a difficult time in their life. To be a supportive, confident and positive role model and to be able to assist young people in building confidence and resilience so they can make positive choices for their future.

The following personal qualities are key: **Resilience:** Perseveres to achieve goals, even in the face of obstacles; copes effectively with setbacks and disappointments; remains calm and in control under pressure. **Integrity:** Inspires trust through treating all individuals fairly; has a positive work ethic. **Flexibility:** Adaptable and open to new ideas and accepts changing priorities without undue discomfort; displays enthusiasm and initiative.

Teamwork: Collaborates and shares information; shows consideration, concern and respect for other's feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within a group. **Relationship Building:** Promotes harmony and consensus through diplomatic handling of disagreements; builds trust through consistent actions, values and communications. **Effective Leadership:** Models behaviours integral to Directorate values, inspires people, is optimistic, supports and facilitates colleagues, has excellent judgment, has confidence and high-level communication; people who have a strong understanding of the issues that could be associated with a young person in custody, such as childhood trauma or a history of drugs and alcohol, and really enjoy working with young people are great candidates for Youth Workers. For more information on the role of a Youth Worker, please visit our site here: <https://horizonone.com.au/bimberi-youth-worker-recruitment/>.

How to Apply: If you are interested in a rewarding career as a Youth Worker please click:

<https://app.revelian.com/HorizonOneRMS/ap74606/> to commence the application process. For any questions regarding this recruitment process please contact: actcsd@horizonone.com.au. To apply for this role with the Community Services Directorate at Bimberi Youth Justice Centre, an application form must be completed online through the HorizonOne portal found here. Any applications made outside this portal cannot be considered.

<https://app.revelian.com/HorizonOneRMS/ap74606/>

Contact Officer: Lyndal Bennett (02) 6108 4878 info@horizonone.com.au

Office of the Director-General

Quality, Complaints and Regulation

Quality Complaints and Regulation - Executive Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 45198)

Gazetted: 17 January 2020

Closing Date: 31 January 2020

Details: An opportunity exists in Quality, Complaints and Regulation (QCR) for an Executive Officer. The QCR branch engages with a variety of stakeholders to promote continuous improvement and quality services; working with the government and community sectors, committees and oversight bodies to achieve quality outcomes for vulnerable people.

The QCR Executive Officer position requires a person who can contribute significantly to the operation and efficiency of the Branch. The successful applicant will have the opportunity to support the Executive Branch Manager through the provision of proactive, efficient and effective executive and administrative management: providing timely and relevant advice and information, stakeholder engagement and maintaining procedural integrity within the branch.

The occupant will be expected to show a high degree of initiative and personal responsibility for achieving agreed outcomes. The occupant will be expected to work independently with a high degree of autonomy, exercise complex problem-solving skills and have interpersonal skills that will allow close co-operation with the human services sector areas of the ACT Government and the ACT community.

The role will require a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

The position will also support the development and implementation of a risk responsive model for the regulation and oversight of human service providers in the ACT and other projects as required. In this capacity the successful applicant will be expected to prepare submissions, reports, policy papers, correspondence and other complex written communication for senior management.

The Executive Officer will provide project support to the Executive Branch Manager and other members of the Branch, as directed, including coordination, communication and implementation of strategies, to support the achievement of strategic and operational objectives.

Eligibility/Other Requirements:

Essential qualifications and experience:

A broad understanding of strategic administrative support and issues relating to effective and efficient operation of business units.

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

Desirable qualifications and experience, but not essential:

Project management and/or highly proficient organisational skills

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

How to Apply: Please submit a (maximum) two-page pitch in response to the position description detailing how you are best suited to the role, including examples, a current curriculum vitae and cover letter.

Applications should be submitted via the Apply Button now.

Contact Officer: Michelle Waterford (02) 6205 9104 michelle.waterford@act.gov.au

Cultural Facilities Corporation

Canberra Museum and Gallery

Front of House

Cafe Manager, Canberra Museum and Gallery

GSO 4 \$52,858- \$55,009, Canberra (PN: 8528)

Gazetted: 16 January 2020

Closing Date: 13 February 2020

Canberra Museum and Gallery (CMAG) is seeking applications from enthusiastic, suitably experienced individuals to work as the Cafe Manager as part of the CMAG Front of House team. The CMAG Cafe opening hours are Monday to Friday from 8.30am to 3.00pm. There are also occasional weekend openings of the Cafe in association with events at CMAG and in the city. The Café Manager supervises a small team of casual baristas. Duties: This role demands excellent customer service, organisation and communication skills. High quality hospitality services including menu development, the provision of food and beverage services, maintaining excellent food hygiene, maintaining stock inventory and ordering, management of point of sale system and cash handling. The successful

applicant will have experience managing a cafe or restaurant operation in a museum or gallery environment. This is a 24-month contract which includes a 3-month probation period.

Note: This position involves physical activity, some lifting and some out-of-hours work. Essential: Availability on Monday to Friday and must be prepared to work some weekends and evenings. Desirable: Current Food Safety Supervisor (SITXFSA101 ACT, SITXFSA201 ACT) certification and a current Senior First Aid Certificate. Note: To be considered, applications must include a current CV with details of any of the above certifications and address each of the selection criteria outlined in the position description.

Contact Officer: Claire Conti 0421 349 631 claire.conti@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education

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

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

Service Design and Delivery

Universal School Support

Senior Project and Quality Assurance Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 35970)

Gazetted: 21 January 2020

Closing Date: 4 February 2020

Details: Do you enjoy developing and implementing quality assurance processes, get a kick out of analysing data to inform policy decisions, have great project management experience and an interest in supporting schools to raise the profile of vocational education? If so, this role may be the opportunity you've been looking for. The successful candidate will manage projects in a complex environment and be experienced in writing reports and briefs to ensure senior management and executive are kept well informed on progress and outcomes.

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

Eligibility/Other Requirements: Proven experience in quality assurance and the ability to apply advanced and predictive analytical skills is required.

How to Apply: Please submit a statement of claims (maximum of six pages) addressing the Selection Criteria. Also provide your current curriculum vitae and 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 referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Melissa Pinney (02) 6205 5268 melissa.pinney@act.gov.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Communications Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46508)

Gazetted: 21 January 2020

Closing Date: 4 February 2020

Details: Do you enjoy the fast paced nature of communications? Are you experienced in developing and delivering communication strategies? The Education Directorate is looking for an experienced, creative and proactive communications professional to work collaboratively with officers from across the Branch to address a range of communication priorities. The position will work closely with the Executive and key Branch stakeholders to develop and implement a range of communication and engagement strategies and plans. The position will be responsible for the design, development and promotion of communications material including targeted resources for schools and families. The Education Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience or qualifications in Communications, Stakeholder Engagement or Media is required.

Note: This is a temporary position available for a period of six months.

How to Apply: Applications to include an expression of interest addressing the selection criteria (no more than two pages), your curriculum vitae and contact details for two referees.

Applications should be sent directly to the contact officer.

Contact Officer: Joanne Bradley (02) 6207 6667 joanne.bradley@act.gov.au

School Performance and Improvement

North Gungahlin

Gold Creek School

Finance Manager

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 44157)

Gazetted: 16 January 2020

Closing Date: 23 January 2020

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum. We are committed to collaboration, inclusion and working together as a community.

Following an administrative restructure an opportunity exists for a Finance Manager who will work within the senior leadership team consisting of Human Resources and Facilities Managers to deliver the business outcomes across the P-10 multi-campus school.

Our school seeks an innovative and forward thinking individual who will ensure the business processes and management systems are supported. You will have the proven ability to manage planned outcomes within tight timeframes, communicate and engage stakeholders effectively.

How to Apply: In two pages or less please detail why you want the role and how you meet the Selection Criteria. Please provide your curriculum vitae and two signed referee reports. Referees should have a thorough knowledge of your work performance. Ensure at least one of your referees is a current employer or past supervisor. The signed referee report should be provided during interview for shortlisted applicants.

Applications should be submitted via the Apply Button now.

Contact Officer: Angela Spence (02) 6142 1301 angela.spence@ed.act.edu.au

School Performance and Improvement Division

Tuggeranong Network

Lake Tuggeranong College

Facilities Manager

General Service Officer Level 10 \$85,394 - \$97,732, Canberra (PN: 39103)

Gazetted: 16 January 2020

Closing Date: 23 January 2020

Details: Lake Tuggeranong College has a vacancy for a Facilities Manager to maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to trade/industry standard OR when organising and overseeing emergency repairs. The successful applicant will have responsibility for the school's maintenance programs including, but not limited to, HVAC, security systems, fire safety.

Eligibility/Other Requirements:

Essential:

An industry recognised qualification in trade skills or equivalent work experience.

Desirable:

Microsoft Office suite IT skills; Certificate IV in an appropriate field e.g. Security, Training and Assessment; a current First Aid certificate.

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

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

Applications should be submitted via the Apply Button now.

Contact Officer: Letitia Edwards (02) 6142 3665 letitia.edwards@ed.act.edu.au

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Quality Assurance Officer

Professional Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 26005)

Gazetted: 16 January 2020

Closing Date: 29 January 2020

Details: Are you an experienced early childhood professional looking for an exciting opportunity to expand your knowledge and further your career? Are you committed to continuous quality improvement in the education and care sector and have a thorough understanding of the National Quality Framework? Do you have exceptional interpersonal skills, high level written skills and well-developed time management capabilities?

If so, Children's Education and Care Assurance (CECA) currently has a temporary 12 month vacancy available in the Quality Assurance Team.

Quality Assurance Officers are responsible for assessing quality against the National Quality Standard and work in partnership with education and care providers to deliver quality for children and their families in education and care settings under the *Education and Care Services National Law (ACT) Act 2011*.

CECA is a team within the Early Childhood Policy and Regulation (ECPR) branch of the ACT Education Directorate. The Quality Assurance team sits within CECA and is staffed by qualified early childhood professionals with experience across Government and non-Government education and care services.

Eligibility/Other Requirements: Qualifications in early childhood education and care are required. Related qualifications may be considered. The successful applicant will also undertake a three day Authorised Officer Training program delivered by ACECQA.

Note: This is a temporary position available for a period of 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.

How to Apply: Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Wendy McDuff (02) 6207 4016 wendy.mcduff@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Programmes, Applications and Transformation

Assistant Director, Project Management

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 37133)

Gazetted: 21 January 2020

Closing Date: 28 January 2020

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures.

DSST is a fast-paced working environment with great rewards being able to see contributions to the schools being embraced. There is a large program of works which needs to be implemented swiftly with high quality.

This role will ensure projects are delivered in accordance to the WHOG standards, ensure the priorities are managed and quality of projects are delivered in an efficient and fit for purpose manner.

You will be able to maintain and communicate the organisation's strategy for managing information, ensuring that the business processes and information required to support the implementation of the transformation projects.

You will support engagement with Directors, corporate senior leaders, service managers and external stakeholders to ensure their complex needs are understood, prioritised and incorporated into Directorate plans with progress communicated throughout the delivery process.

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector. You have high level leadership and financial, staff and project management skills, and a proven

ability to provide strategic advice on information management, business applications, information and communication technology and online delivery utilising ITIL fundamentals and Prince2 methodology. Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders in an Education context.

You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

Eligibility/Other Requirements:

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

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

Note: This is a temporary position available for a period of up to 12 months with the possibility of permanency. This position is being re-advertised. Previous applicants need not re-apply and will be considered. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply:

In two pages or less please detail:

why you want the role;

how you meet the Selection Criteria; and

describe an achievement that you are most proud of.

A current curriculum vitae.

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 referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Kim Peisley (02) 6207 7806 ebm.dsst@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment

Nature Conservation Policy

Natural Environment

Policy Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 26777)

Gazetted: 16 January 2020

Closing Date: 7 February 2020

Details: The Conservation, Biosecurity and Water Policy and Planning Branch is seeking a motivated and enthusiastic individual to join the Biodiversity Policy team. The Biodiversity Policy team focuses on policy and planning for biodiversity conservation, environmental offsets and natural resource management. The team has key responsibilities for legislation relating to nature conservation, fisheries, implementation of the ACT Nature Conservation Strategy and provides policy support for environment and primary industries inter-jurisdictional fora. The team provides secretariat support for the work of the ACT Scientific Committee (a statutory committee established under the *Nature Conservation Act 2014*), and the Grassy Woodlands Stakeholder Group.

The successful candidate will be expected to support the Biodiversity Policy team, and other teams in the Branch in research and analysis across a broad range of biodiversity conservation, biosecurity, natural resource management and water policy and planning issues. The successful candidate will have good oral and written communication skills, including excellent interpersonal skills and a demonstrated ability to work within a team to deliver results under time pressure. The candidate will also have an understanding of government structures and processes for managing committees, procurement and projects.

Eligibility/Other Requirements: Tertiary qualifications in environmental policy, environmental science, ecology, natural resource management or related disciplines are highly desirable. Demonstrated experience in policy development 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 Button now

Contact Officer: Johannes Botha (02) 6207 1773 Johannes.Botha@act.gov.au

Environment

Nature Conservation Policy

Natural Environment

Policy Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 36258)

Gazetted: 17 January 2020

Closing Date: 7 February 2020

Details: The Conservation, Biosecurity and Water Policy and Planning Branch is seeking a motivated and enthusiastic individual to join the Biodiversity Policy team. The Biodiversity Policy team focuses on policy and planning for biodiversity conservation, environmental offsets and natural resource management. The team has key responsibilities for legislation relating to nature conservation, fisheries, implementation of the ACT Nature Conservation Strategy and provides policy support for environment and primary industries inter-jurisdictional fora. The team provides secretariat support for the work of the ACT Scientific Committee (a statutory committee established under the Nature Conservation Act 2014), and the Grassy Woodlands Stakeholder Group.

The successful candidate will be expected to support the Biodiversity Policy team, and other teams in the Branch in research and analysis across a broad range of biodiversity conservation, biosecurity, natural resource management and water policy and planning issues. The successful candidate will have good oral and written communication skills, including excellent interpersonal skills and a demonstrated ability to work within a team to deliver results under time pressure. The candidate will also have an understanding of government structures and processes for managing committees, procurement and projects.

Eligibility/Other Requirements: Tertiary qualifications in environmental policy, environmental science, ecology, natural resource management or related disciplines are highly desirable. Demonstrated experience in policy development will be highly regarded.

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

How to Apply: 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 Button now.

Contact Officer: Johannes Botha (02) 6207 1773 johannes.botha@act.gov.au

Environment

Nature Conservation Policy

Natural Environment

Director

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 16011, several)

Gazetted: 16 January 2020

Closing Date: 5 February 2020

Details: The Conservation, Biosecurity and Water Policy and Planning Branch is seeking highly knowledgeable and experienced individual's to manage the Biodiversity Policy team. The Biodiversity Policy team focuses on policy and planning for biodiversity conservation, environmental offsets and natural resource management. The team has key responsibilities for legislation relating to nature conservation, fisheries, implementation of the ACT Nature Conservation Strategy and provides policy support for environment and primary industries inter-jurisdictional fora.

The team provides secretariat support for the work of the ACT Scientific Committee (a statutory committee established under the Nature Conservation Act 2014), and the Grassy Woodlands Stakeholder Group, and others. The primary responsibilities for this position include managing a small team responsible for biodiversity conservation and natural resource management policy and planning and leading the review and development of policies and legislation. These candidates will be highly knowledgeable about a broad range of biodiversity conservation, environmental and natural resource management issues, particularly in the ACT context. These candidates will also have experience in providing high level policy and strategic advice to senior management and the Minister. The successful candidates will have excellent written and verbal communication and negotiation skill, and past experience in representation and liaison with other states/territories, the Commonwealth government and other key stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in environmental policy, environmental science, natural resource management or related disciplines are highly desirable. Knowledge of, or experience in the fields of biodiversity conservation, natural resource management, climate change and/or environmental science including international, national, state and/or local government responsibilities and interactions will be well regarded.

Note: These are two full-time position, one permanent position and one temporary position available for a period of six months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 Button now.

Contact Officer: Matt Kendall (02) 6205 7200 matt.kendall@act.gov.au

Urban Renewal

Strategic Projects and Infrastructure

Assistant Director, Urban Renewal Projects

Infrastructure Officer 3 \$107,723 - \$118,250, Canberra (PN: 31387)

Gazetted: 20 January 2020

Closing Date: 24 January 2020

Details: Do you have a passion for cities and sustainable urban renewal and want to play a role in how our city is shaped into the future? The Urban Renewal Division of the Environment, Planning and Sustainable Development Directorate is seeking applications for an Infrastructure Officer to join our team of highly skilled and dedicated team of planners, designers and policy experts.

The Infrastructure officer position will contribute to the planning and delivery for significant urban renewal and revitalisation projects across the ACT and we are looking for someone who is enthusiastic, flexible and knowledgeable about planning and urban renewal.

Applicants should have demonstrated project management skills in relation to planning and land development issues. In addition, experience in government procurement and qualifications in planning, geography, sustainability, design, economics, engineering or project management would be highly valued.

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

Eligibility/Other Requirements: Tertiary qualifications in planning, geography, sustainability, design, economics, engineering or project management or any other related field are highly desirable.

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

Contact Officer: Joanne Mitchell (02) 6205 7259 joanne.mitchell@act.gov.au

**City Renewal Authority
Design and Place Strategy
Project Officer**

Infrastructure Officer 3 \$107,723 - \$118,250, Canberra (PN: 39704)

Gazetted: 20 January 2020

Closing Date: 3 February 2020

Details: The City Renewal Authority is leading the transformation of the city renewal precinct, which spans Dickson, Northbourne Avenue, Civic and West Basin.

The City Renewal Authority is charged with shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy.

In partnership with the community the City Renewal Authority aims to create a vibrant city heart through the delivery of design-led urban renewal with a focus on social and environmental sustainability.

This position sits within the Design and Place strategy team and is responsible for the management of various projects including design and planning related projects and place activation events as well as providing support to the broader City Renewal team.

Eligibility/Other Requirements:

Professional qualifications in a design related field such as planning, landscape architecture or architecture.

Knowledge and experience of architectural, engineering or landscape related software such as CAD, GIS etc.

Familiarity with ACT Planning System and demonstrated experience of ACTMapi.

Note: This is a temporary position available immediately until 24 December 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees. Please limit your response to a maximum of two pages.

Applications should be submitted via the Apply Button now.

Contact Officer: Hoa Luu (02) 6207 2003 hoa.luu@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

Corporate

Governance and Business Improvement

Records Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 12915)

Gazetted: 17 January 2020

Closing Date: 31 January 2020

Details: The Justice and Community Safety Directorate is seeking a self-motivated and enthusiastic officer to assist business units to prepare their physical records for digitisation, destruction or storage. As part of a broader team, the Records Support Officer will be responsible for documenting, preparing and packing records for removal to secondary storage, as well as the digitisation of select physical records.

To be successful in this role you will require a high level of attention to detail, strong computer skills and sound communication and collaboration skills. You will also need to be able to work in a manual handling environment with limited supervision at times.

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

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

How to Apply: Please submit a one to 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 Button now.

Contact Officer: Lauren Callow (02) 6213 0762 lauren.callow@act.gov.au

ACT Courts and Tribunal

Magistrates Court

Alternative Dispute Resolution

Legal officer

Legal 1 \$61,785 - \$124,436, Canberra (PN: 38490)

Gazetted: 16 January 2020

Closing Date: 30 January 2020

Details: The Alternative Dispute Resolution (ADR) Unit of the Magistrates Court provides alternative dispute resolution services for the effective and efficient disposition of cases in a range of matters. The role of Legal Officer and Deputy Registrar, Magistrates Court is responsible for managing and providing ADR services through conducting conferences in Family Violence and Personal Violence matters and working as a team with other conferencing staff within the ADR Unit of the Magistrates Court. The role has limited delegations as a Deputy Registrar of the Court and is responsible for the exercise of some statutory powers. The role includes providing legal advice on questions of law or legal practice to staff within the ACT Courts and Tribunal and developing sound working relationships with a range of key stakeholders.

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

Note: This position is a permanent part-time at 20 hours per week and the full-time salary noted above will be pro-rata. The position will be available from 11 February 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.

How to Apply: Interested applicants should provide a supporting statement of no more than two pages addressing the capabilities to perform the duties and responsibilities of the position, contact details of two referees and a current curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Matthew Kamarul (02) 6207 9703 matthew.kamarul@courts.act.gov.au

Corporate

Governance and Business Improvement

Records Support Officer

Administrative Services Officer Class 2 \$56,689 - \$62,598, Canberra (PN: 12570)

Gazetted: 17 January 2020

Closing Date: 31 January 2020

Details: The Justice and Community Safety Directorate is seeking a self-motivated and enthusiastic officer to assist business units to prepare their physical records for digitisation, destruction or storage. As part of a broader team, the Records Support Officer will be responsible for documenting, preparing and packing records for removal to secondary storage, as well as the digitisation of select physical records.

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: To be successful in this role you will require a high level of attention to detail, strong computer skills and sound communication and collaboration skills. You will also need to be able to work in a manual handling environment with limited supervision at times.

Note: This is a temporary position available immediately until 30 June 2020 with possibility of extension.

How to Apply: Please submit a one to 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 Button now.

Contact Officer: Lauren Callow (02) 6213 0762 lauren.callow@act.gov.au

ACT Corrective Services

Custodial Operations

Court Transport Unit

Correctional Officer Class 1

Correctional Officer Trainee \$44,421, Canberra (PN: 11350, Several)

Gazetted: 21 January 2020

Closing Date: 21 February 2020

Details: ACT Corrective Services, Canberra, is looking for people with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become Correctional Officers. An interest in community safety, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds, is essential. We are keen to hear from women and from Aboriginal and Torres Strait Islander people. Successful applicants will receive a training salary for the first nine weeks (\$44,421). The starting salary following the successful completion of this training will range between \$60,694 and \$72,377 per annum, plus superannuation. We will provide you with all the relevant training to be a competent and accomplished Correctional Officer in the first ten weeks of your employment. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months. These positions are based at the Court Transport Unit, Canberra City.

Eligibility/Other Requirements:

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service;

Current unrestricted Driver's licence is essential;

Senior First Aid Certificate is essential;

Relevant tertiary qualifications desirable;

This position requires pre-employment psychological and medical testing and National Police Check; and

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

Note: ACT Corrective Services will be hosting an information evening for people interested in learning more about these opportunities. Senior ACT Correctives Services staff will team up with current Correctional Officers to talk about what it is like to work in a correctional environment. There will be plenty of opportunities to ask lots of questions. There will also be discreet opportunities to learn more about careers in corrections for women, young people and people from diverse backgrounds, as well as details about the training. The information session will be held at the Eastlake, Gungahlin: 18:00pm – 19:30pm, Tuesday 4th February 2020. REGISTRATION: You must register to attend the information session. Please telephone (02) 6205 9585 or email BSWDT@act.gov.au. For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

How to Apply:

A two-page pitch indicating your capacity to perform the duties and responsibilities outlined in the Position Description and outline how your abilities, experience and/or qualifications make you suitable for this role.

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months; and

A copy of your driver's licence.

Applications should be submitted via the Apply Button now.

Contact Officer: Natalie Kalajic (02) 6205 9585 natalie.kalajic@act.gov.au

Emergency Services Agency

Communications Centre

ComCen Quality Assurance Manager

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 45797)

Gazetted: 17 January 2020

Closing Date: 31 January 2020

Details: Do you have good analytical and problem solving capabilities and know how to focus on what stakeholders care about? The Emergency Services Agency (ESA) is seeking a highly motivated person for the E000 Communications Centre Quality Assurance position. The ESA Communications Centre (ComCen) is unique in that it provides its services to all four of the ESA's response agencies including ACT Ambulance Service, ACT Fire & Rescue, ACT State Emergency Service and the ACT Rural Fire Service. The ComCen operates 24 hours per day, 365 days per year and is responsible for the initial receipt, triage and resource allocation of emergency, non-emergency and aeromedical resources to incidents in the ACT and surrounding NSW regional areas. As the Quality

Assurance Manager for the ComCen, you will undertake audits of the Comcen call taking, measuring service policy and procedure compliance, identifying emerging trends, organisation risks/issues and preparing compliance reports. Your work will assist in identifying opportunities for further training and education, in addition to workforce planning requirements.

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

Eligibility/Other Requirements: Qualifications relevant to the role would be an advantage, but not essential. The successful applicant will be required to obtain a Neg Vet 1 security clearance if not already a holder. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available from 3 February 2020 until 29 January 2021 with the possibility of permanency.

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

Applications should be submitted via the Apply Button now.

Contact Officer: Mark Stirling (02) 6207 7791 mark.stirling@act.gov.au

Office of the Legislative Assembly

Parliamentary Support

Hansard

Assistant Hansard Editor

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 231)

Gazetted: 16 January 2020

Closing Date: 30 January 2020

The Office of the Legislative Assembly is seeking an Assistant Hansard Editor. The position requires high-level editing skills, excellent general knowledge and familiarity with parliamentary practices and procedures. We are looking for a team player with an eye for detail, a passion for the written word and a willingness to explore evolving technologies.

Applicants will be required to undergo an editing test. It is expected that interviews will take place in late February 2020.

Note: This is a permanent part-time position of 58.8 hours per fortnight. Additional hours will be required during Assembly sitting weeks and at peak times. The full-time salary noted above will be pro rata.

Contact Officer: Meryl Hampson (02) 6205 0425 meryl.hampson@parliament.act.gov.au

Business Support

Human Resources and Entitlements

Assistant Payroll Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 335)

Gazetted: 22 January 2020

Closing Date: 6 February 2020

The Office of the Legislative Assembly (OLA) is seeking a motivated individual with payroll experience to fill a temporary vacancy within the Human Resources and Entitlements Team. The position will be responsible for preparing calculations and data entry for the fortnightly payroll, respond to routine enquires, liaise with Members, their staff and OLA staff and other duties that can be found in the Position Description.

Note: This is a temporary vacancy available from February 2020 for a period of four months with the possibility of extension.

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Contact Officer: Michelle Polkinghorne 6205 0444 michelle.polkinghorne@parliament.act.gov.au

Canberra Health Services

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

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

Clinical Services

Critical Care

Critical Care Admin

Retrieval Medicine

Senior Specialist \$222,205, Canberra (PN: 41500)

Gazetted: 23 January 2020

Closing Date: 27 January 2020

Overview of the work area and position: The Capital Region Retrieval Service are seeking applications for the appointment of fractionally appointed Senior Staff Specialists. The Capital Region Retrieval Service (CRRS) provides the medical crewing for the principle rescue helicopter for the ACT and Greater Southern New South Wales. The service conducts over 500 missions a year. The SouthCare Helicopter is one of eight identical aircraft that service the rescue and retrieval functions for the southern half of New South Wales and the ACT. The helicopter service has a high primary trauma workload and also a significant secondary retrieval workload. The CRRS also undertakes a small number of road retrievals in ACT and New South Wales. The fractionally appointed senior staff specialist in retrieval medicine, is responsible for provision of direct patient care to critically ill or injured patients, as well as supervision of junior medical staff working for CRRS. Co-ordination of delivery of patient care and utilisation of regional retrieval resources to facilitate safe patient transfer is also a pivotal aspect of the role. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, \$360,864

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship (or will gain fellowship within 3 months) of ACEM or CICM or ANZCA or equivalent specialist qualifications. Desirable: Current experience in retrieval medicine, including Aeromedical patient transport and winch rescue in an AW139 helicopter. Demonstrated currency in HUET training.

Note: This position is permanent part-time, hours per week are negotiable with a minimum of 10 hours per week. Shift work involved, days, nights and weekends.

Contact Officer: Dr Kelvin Grove (02) 5124 3156 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

Rehabilitation Aged and Community Services

Oral Health Services

Dental Officer

Dentist \$77,276 - \$140,596, Canberra (PN: 25699)

Gazetted: 23 January 2020

Closing Date: 3 February 2020

Overview of the work area and position: Oral Health Services (OHS) is in the division of Rehabilitation, Aged and Community Services and offers a range of dental services to the community, including: o Child and Youth dental services to all children under the age of 14 years who live in the ACT or attend an ACT school. Dental services for young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card. o Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card. Mobile dental services for eligible residents in aged care facilities, targeted access groups and children at identified primary schools o Dental services for clients in remand and custody at the Bimberi Youth Detention Centre, Alexander Maconochie Centre (AMC) and Dhulwa Mental Health Unit. Dental services for targeted access groups that include the homeless and vulnerable. The Canberra Health Services, Oral Health Services provides dental health care to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. These locations include the Belconnen Health Centre, Civic Health Centre,

Phillip Health Centre, Tuggeranong Health Centre, Gungahlin Health Centre, Hume Health Centre within the Alexander Maconochie Centre and the OHS Mobile Dental Clinics, as well as the major hospitals. The Mobile Dental clinics provide dental care to targeted access groups that include Bimberi Youth Detention Centre, the homeless, aged care facility residents and children and youth attending identified schools in the ACT. The successful applicant will be required to work at all OHS service delivery locations, the rostered Saturday emergency clinic and participate in the on-call dental emergency roster for the Canberra Hospital.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Possession of a recognised degree in Dental Surgery or Bachelor in Dental Science. Ability to hold a radiation licence within ACT. Desirable: Current driver's licence.

Note: There are permanent and temporary positions available at full time and part time 29.24 hours per week. Temporary position is available for 12 months, with the possibility of extension.

Contact Officer: Elsie Farrelly (02) 5124 8058 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

Medicine

Gastroenterology and Hepatology

Gastroenterologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 31204)

Gazetted: 23 January 2020

Closing Date: 5 February 2020

Overview of the work area and position: The Gastroenterology and Hepatology Unit (GEHU) is well established with 14 consultant medical staff and Advanced Trainees. Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions. Participation in the on call and weekend arrangements for the GEHU roster is expected. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the Royal Australasian College of Physicians (FRACP) in Gastroenterology/Hepatology or equivalent specialist qualifications. Desirable: Gastrointestinal endoscopy certification in upper and lower GI endoscopy. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This is a temporary part time position at 28 hours per week for 12 months with the possibility of extension.

Contact Officer: Dr Vipul Aggarwal (02) 5124 2195 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Critical Care

Critical Care Admin

Retrieval Medicine

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 41499)

Gazetted: 23 January 2020

Closing Date: 27 January 2020

Overview of the work area and position: The Capital Region Retrieval Service are seeking applications for the appointment of fractionally appointed Staff Specialists. The Capital Region Retrieval Service (CRRS) provides the medical crewing for the principle rescue helicopter for the ACT and Greater Southern New South Wales. The service conducts over 500 missions a year. The SouthCare Helicopter is one of eight identical aircraft that service

the rescue and retrieval functions for the southern half of New South Wales and the ACT. The helicopter service has a high primary trauma workload and also a significant secondary retrieval workload. The CRRS also undertakes a small number of road retrievals in ACT and New South Wales. The fractionally appointed staff specialist in retrieval medicine, is responsible for provision of direct patient care to critically ill or injured patients, as well as supervision of junior medical staff working for CRRS. Co-ordination of delivery of patient care and utilisation of regional retrieval resources to facilitate safe patient transfer is also a pivotal aspect of the role. 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 (or will gain fellowship within 3 months) of ACEM or CICM or ANZCA or equivalent specialist qualifications. Desirable: o Current experience in retrieval medicine, including Aeromedical patient transport and winch rescue in an AW139 helicopter. o Demonstrated currency in HUET training. Note: This position is permanent part-time, hours per week are negotiable with a minimum of 10 hours per week. Shift work involved, days, nights and weekends. Contact Officer: Dr Kelvin Grove (02) 5124 3156 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

Office of the Chief Operating Officer

Critical Care

Afterhours Hospital Manger

Registered Nurse Level 4.1 \$122,360, Canberra (PN: 29883, several)

Gazetted: 23 January 2020

Closing Date: 31 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 Afterhours Hospital Manager (AHHM) is responsible and accountable to the Director of Nursing, Patient Flow for the safe and effective management of Canberra Hospital afterhours. This includes patient flow, staffing as well as initial management and response for minor through to major incidents. The AHHM is responsible for developing cooperative partnerships with Service Managers, Clinical Leads (nursing, medical and allied health) and other managers to meet the strategic and operational objectives of maintaining a service able to deliver safe and timely patient care.

Eligibility/Other Requirements:

Mandatory:

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

Tertiary qualifications or equivalent in tertiary management and eligibility for membership of the appropriate professional organisation.

Desirable:

Hold a current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

These are part-time positions at 32 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Sarajane Collins (02) 5124 4244 sarajane.collins@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Forensic Mental Health Services

Psychologist/Social Worker/Occupational Therapist

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 23845, several)

Gazetted: 23 January 2020

Closing Date: 6 February 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.

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

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

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position:

Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services.

The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings.

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

- FMHS Community Outreach Service (FCOS)
- FMHS Court Assessment and Liaison (FCAL)
- FMHS Bimberi Youth Justice Centre (FMHS BYJC)
- FMHS at Alexander Maconochie Centre (FMHS AMC)
- Fixed Threat Assessment Team (FTAT)

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

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy.

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

Eligibility for professional membership of Occupational Therapy Australia.

Must hold a current driver's licence.

For Psychology:

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

Must hold a current driver's licence.

Highly Desirable:

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

For Social Work:

Degree in Social Work.

Eligibility for membership of the Australian Association of Social Workers.

Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*.

Must hold a current driver's licence.

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

Undergo a pre-employment National Police check.

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

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Professionals.

Note:

These positions may be required to participate in overtime, on call and/or rotation roster.

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Psychologist/Social Worker/Occupational Therapist

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 40170)

Gazetted: 23 January 2020

Closing Date: 6 February 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.

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including a number of group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services. The AMHDS is located at the University of Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia

Have a minimum of three years (ideal five years) experience post qualification.

For Psychology:

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

Have a minimum of three years (ideal five years) experience post qualification.

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

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

For Social Work:

Degree in Social Work,

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

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

Other Requirements:

Must hold a current driver's licence.

Highly Desirable:

Have a strong understanding of working in an adult community mental health service.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyn.thomson@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional Level 3

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 21868, several)

Gazetted: 23 January 2020

Closing Date: 27 January 2020

Details:

Our Vision: Creating exceptional healthcare 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.

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

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

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

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

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

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

Overview of the work area and position:

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

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 and HP2 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Minimum of three years (ideal five years) post qualification

Must hold a current ACT driver's licence.

For Psychology:

Mandatory:

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

(HP3) Minimum of three years (ideal five years) post qualification.

Highly Desirable:

(HP3) Approved or eligible for approval as a Psychology Board of Australia Supervisor.

For Social Work:

Mandatory

Degree in Social Work.

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

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

(HP3) Minimum of three years (ideal five years) post qualification.

Must hold a current ACT driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Comply with Canberra Health Services credentialing requirements for allied health.

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

Undergo a pre-employment National Police check

Note:

There are two vacancies; one part-time permanent position at 22.05 hours per week and one part-time temporary six month position at 29.4 hours per week with a possibility of an extension. An order of merit will be established from this process and may be used to fill future identical full time permanent vacancies in either the North or South Community Teams within a 12 month period. Selection may be based on written application and referee reports only.

Contact Officer: Kalvinder Bains (02) 6124 3133 kalvinder.bains@act.gov.au

Clinical Services

Critical Care

Intensive Care Unit

Personal Assistant

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 22047)

Gazetted: 23 January 2020

Closing Date: 6 February 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.

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services and the Capital Region Retrieval Service.

Overview of the work area and position:

The Personal Assistant to the Clinical Director and Deputy Directors is responsible for supporting the strategic and operations Intensive Care Unit (ICU) leadership team.

The positions reports to the Administration Manager, Division of Critical Care and Clinical Director, Intensive Care Unit.

Under broad direction, you will play a role in providing day-to-day support to the Clinical Director and Deputy Directors of the ICU. Duties will include but not limited to Diary Management, human resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies and other duties that are appropriate to this level of classification which support the day-to-day management of the ICU leadership team.

Eligibility/Other Requirements:

Desirable:

Knowledge of ACT Patient Administration System (ACTPAS), TRIM and MYSHIFT is desirable but not essential.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

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

Contact Officer: Sarah Ryan (02) 5124 4500 sarah.ryan@act.gov.au

Clinical Services

Medicine

Medical

Rheumatology Office Manager Administrative Support and Personal Assistant to Unit Director Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 30946)

Gazetted: 23 January 2020

Closing Date: 29 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.

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

Overview of the work area and position:

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in the Division of Medicine Outpatient units including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

The Rheumatology Department, Canberra Health Services, is a Department within the Division of Medicine and is devoted to diagnosis and therapy of rheumatic diseases (joints, soft tissue, autoimmune diseases, vasculitis and heritable connective tissue disorder).

The department has a strong focus on clinical service delivery, supporting Rheumatology patients within the ACT and surrounding regional areas, undergraduate and postgraduate teaching and research activities. This position provides day-to-day support to the Director of the Rheumatology Department. Duties will include, but will not be limited to diary management, human resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies and other duties that are appropriate to this level of classification. The position reports to the Administration Manager, Division of Medicine and Clinical Director, Rheumatology.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Leticia Sullivan (02) 5124 8199 leticia.sullivan@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Allied Health

Physiotherapist

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 25539, several)

Gazetted: 23 January 2020

Closing Date: 10 February 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.
- 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 RACS Physiotherapy and Exercise Physiology service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions within an acute, sub-acute inpatient and hydrotherapy setting.

Physiotherapists will be offered the opportunity to rotate through the variety of Physiotherapy positions within RACS services, based at multiple locations. These include University of Canberra Hospital, inpatient, day and ambulatory services, Aged Care services at The Canberra Hospital, Transitional Therapy and Care Program and Community health centres across the ACT.

Under professional supervision, Physiotherapists are responsible for the provision of physiotherapy services in individual or group-based sessions, delivering high quality patient centred care and positive patient outcomes. RACS provides access to a number of professional development activities to support learning.

Eligibility/Other Requirements:

Mandatory:

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

- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.
- Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with CHS credentialing requirements for allied health.

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

Note:

There are two permanent full-time and several temporary full-time vacancies available from this recruitment. An order of merit will be established for filling identical permanent, temporary and casual vacancies within the next 12 months from this process. This process may be used to recruit part-time and/or casual positions at level. These positions will be required to work flexibly across services/locations and may be required to participate in an on-call and weekend roster. Applicants will be requested to provide two referee reports upon offer of an interview.

Contact Officer: Jacqui Taylor (02) 5124 0155 jacqui.taylor@act.gov.au

Clinical Services

Surgery

Surgical Wards

Orthoptist

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 15923)

Gazetted: 23 January 2020

Closing Date: 6 February 2020

Details: About us

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

Canberra Health Services (CHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

Overview of the work area and position

The multidisciplinary outpatient Ophthalmology team at Canberra Hospital comprises of orthoptists, nurses, staff specialist ophthalmologists, VMO's and ophthalmology registrars. It is responsible for the coordination and delivery of ophthalmic health care in the ACT. We provide all emergency eye services for the territory, and non-emergency corneal, retinal, paediatric and neuro-ophthalmic clinics. Cataract surgery, and non-retinal eye surgery is performed at Calvary hospital. We aim to ensure effective and efficient patient care is provided in line with Canberra Health Service values.

Eligibility/Other Requirements

Mandatory:

- Eligibility for membership of the Orthoptist Board of Australia.
- Tertiary qualifications or equivalent are required.
- Minimum of 12 months clinical experience as a qualified Orthoptist.

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*.
- If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying

this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

- Comply with ACT Health credentialing requirements for allied health.
- Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note:

This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This is a full-time position available at 36.75 hours per week.

Contact Officer: Barbara O'Brien (02) 5124 5870 barb.o'brien@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapist

Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$53,533 - \$59,601 (up to \$61,374 depending on qualification level), Canberra (PN: 18001)

Gazetted: 23 January 2020

Closing Date: 31 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 Canberra Health Services Division of Allied Health provides a range allied health services across clinical Divisions of Canberra Hospital. 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.

Physiotherapy Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our Physiotherapists and Allied Health Assistants work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

Allied Health Assistants may work across a range of areas in the acute care setting across inpatient and outpatient speciality areas. All work performed by an AHA is delegated by and performed under the supervision of a qualified AHP.

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

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance or equivalent qualification.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check;

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals; and Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of 12 months. You will be required to participate in an overtime roster. A merit selection list from this recruitment round may be used to fill part time or full time temporary vacancies within the next 12 months.

Contact Officer: Kerry Boyd (02) 51242670 kerry.boyd@act.gov.au

ACT Health

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

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

Health Systems, Policy and Research

Health System Planning and Evaluation

Health System Strategies and Program Support

Health Planning Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 29379)

Gazetted: 22 January 2020

Closing Date: 5 February 2020

Details: If you have a passion for healthcare and want to work as part of a dynamic, high achieving, supportive and trusted team to help shape the health system of the future then keep reading!

Our team works collaboratively with clinical services, policy and project teams, non-government and primary health care service providers to determine future requirements for health service development and redesign to meet the needs of our community. We are looking for new team members who are passionate about health care, have excellent collaboration and communication skills, are outcome and solution focused and share our mantra that how you go about doing things is as important if not more so than what you are doing. We have a proactive, supportive and positive team environment and it's a place where talented people love coming to work!

Are you an experienced health service planner looking for a change of scenery? Or perhaps you are ready to move on from clinical roles but still use your skills, knowledge and experience. Or have you been working in policy, project, epidemiology or service development and want to try something new? Then the ACT Health Service Planning team wants to hear from you!

Eligibility/Other requirements: Prior to commencement successful candidates will be required to undergo a National Police Check. Knowledge of health service planning processes, issues, and developments in the health sector in Australia, and experience or qualification in project management is desirable.

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.

ACT Health

Digital Solutions Division

Future Capability and Governance

Future Capability

Senior Data Governance Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46369)

Gazetted: 22 January 2020

Closing Date: 30 January 2020

Details: Do you want to take the next step in your Data Management / Policy career? Do you enjoy a challenge? Do you want to contribute to the transformation of our health system and make a difference to the community?

The Digital Solutions Division within ACT Health is looking to hire an energetic and dedicated individual to help us deliver our data strategy, underlying frameworks and policies. We love to set ourselves a challenge and need to deliver a number of projects over the next few years. The successful candidate will take a leading role in developing, improving and maintaining data governance across ACT Health, collaborating with the local hospital

network. As a member of the Future Capability Hub you would be in the thick of developing strategy, frameworks and policy. While an understanding of IT and/or projects will help you, it's not a requirement. Previous experience with, and a deep understanding of the Data Management Body of Knowledge (DMBOK) would be highly valued. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

Note: This is a permanent full-time vacancy. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button.

ACT Health

Strategic Infrastructure Division

Strategic Infrastructure

Senior Director, Strategic Planning

Senior Officer Grade A \$147,006, Canberra (PN: 43237)

Gazetted: 22 January 2020

Closing Date: 31 January 2020

Details: Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The division also has responsibility for ACT Health's territory wide property portfolio. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven.

As the Senior Director, Strategic Planning, you will have responsibility for coordinating and delivering strategic planning projects, including contract management and management of program, governance and ACT Health resources. The position requires excellent communication skills to liaise with a range of different stakeholders from all ACT Government Directorates.

You will be an enthusiastic strategic thinker who can contribute to a positive culture, work well with a wide range of people and agencies and comes to work with a positive attitude and delivery mentality. We would like someone with experience in planning and/or infrastructure design but if you have a skill set that you think can be applied and the ability to learn quickly, we would still like 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.

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

Applications should be submitted via the Apply Button now.

Contact Officer: Liz Lopa (02) 5124 9805 liz.lopa@act.gov.au

Major Projects Canberra

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

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

Project Development and Support/Ministerial, Governance and Corporate Support/ Governance

Ministerial Government Corporate Support

Governance

Assistant Director Risk and Audit

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46403)

Gazetted: 17 January 2020

Closing Date: 2 February 2020

Details: Are you our new Assistant Director Risk and Audit? 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!

Ministerial, Governance and Corporate Support Branch works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executive's across the ACTPS, and key government and non-government stakeholders. The Branch provides leadership and expertise to Major Projects Canberra on governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

As Assistant Director Risk and Audit you will lead a small team that works across Major Projects Canberra to ensure that risk to the successful delivery of infrastructure for the Canberra community are managed well and in accordance with relevant legislative and regulatory requirements.

Working closely with the Senior Director Governance, your key duties will include: establishment and support of the MPC Audit and Risk Committee; building an agency risk profile; and establishing a compliance register.

Analytical thinking, particularly the ability to understand how issues integrate and to make rational judgements from available information, are required.

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

Eligibility/Other Requirements:

Tertiary qualifications in public sector management, governance and/or risk would be well regarded.

A certificate in safety management or compliance would be well regarded.

Expert level MS Word, Excel, PowerPoint and Outlook.

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. Shortlisted applicants will be interviewed, and referee reports may be sought for applicants found suitable at interview.

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 Button now.

Contact Officer: Lily Mulholland (02) 6207 1786 lily.mulholland@act.gov.au

APPOINTMENTS

ACT Audit Office

Audit Manager \$110,805 - \$119,471

Samina Khatoon 863-44188, Section 68(1), 20 January 2020

Senior Auditor \$85,091 - \$103,624

Tolulope Oyedele 863-41411, Section 68(1), 20 January 2020

Auditor \$64,230 - \$83,888

Udith Waleboda 863-44356, Section 68(1), 20 January 2020

Canberra Institute of Technology

Professional Officer Class 1 \$60,292 - \$83,600

Paul Brownell 858-59550, Section 68(1), 13 January 2020

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

Teacher Level 1 \$75,442 - \$100,661

Kerrie Keeley 853-77340, Section 68(1), 22 January 2020

This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appellable.

Chief Minister, Treasury and Economic Development

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

Don Michael Odackal 858-74507, Section 68(1), 21 January 2020

Senior Officer Grade A \$145,048

Jake Radloff 863-44057, Section 68(1), 20 January 2020

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

Benjamin Smith 858-75059, Section 68(1), 17 January 2020

Community Services

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

Karen Gowman 863-45164, Section 68(1), 20 January 2020

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

Katie Howson 863-46044, Section 68(1), 13 January 2020

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

Matthew Quade 863-46095, Section 68(1), 13 January 2020

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

Helene Tabor 858-77660, Section 68(1), 20 January 2020

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

Sheryl Usero 863-45172, Section 68(1), 23 January 2020

Education

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

William Clarke 858-19989, Section 68(1), 6 January 2020

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

Taylor Marriott 849-03257, Section 68(1), 27 January 2020

Environment, Planning and Sustainable Development

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

Sophie Gillies 863-44436, Section 68(1), 20 January 2020

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

Plaxy McCulloch 858-50863, Section 68(1), 18 January 2020

Health

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

Shashank Sharma 863-75101 Section 68(1), 20 January 2020

Justice and Community Safety

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

Marie Fischetti 858-51938, Section 68(1), 14 January 2020

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

Mariella Hamilton 863-44727, Section 68(1), 20 January 2020

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

Aleysha Ingram 863-40857, Section 68(1), 20 January 2020

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

Allison Munro 858-62872, Section 68(1), 15 January 2020

Transport Canberra and City Services

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

Kimberly Nyberg 858-61116, Section 68(1), 23 January 2020

TGSO 6.1 - TGSO 6.4 \$79,740 - \$82,951

Stuart Simington 844-85366, Section 68(1), 16 January 2020

This appointment is to a non-advertised vacancy

and is made in accordance with The Public Sector Management Standards, Section 14,

Direct Appointment of Employee General. An appointment under this section is not appealable.

Canberra Health Services

Pharmacist Level 1 \$70,347 - \$81,211

Sophie Anderson 861-30745, Section 68(1), 7 February 2020

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

Regan Baker 857-94216, Section 68(1), 15 January 2020

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

Clarissa Cavallaro 861-30809, Section 68(1), 20 January 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Monica Crane 862-64428, Section 68(1), 23 January 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Franco Cyril 857-44518, Section 68(1), 16 January 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Charlotte Eagling 845-03608, Section 68(1), 18 February 2020

Assistant in Nursing \$52,300 - \$54,070

Dani Gabinskiy 863-46861, Section 68(1), 23 January 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Georgina Hauville 862-63310, Section 68(1), 23 January 2020

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

Alahna Hives 862-62772, Section 68(1), 13 January 2020

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

Reece Jansen 862-09154, Section 68(1), 20 January 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Indhira Kallumkathara 857-93029, Section 68(1), 23 January 2020

Assistant in Nursing \$52,300 - \$54,070

Marivic McGregor 856-74089, Section 68(1), 23 January 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Rochell Montemayor 859-51293, Section 68(1), 13 January 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Nhat Ngo 856-74273, Section 68(1), 20 January 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Lara Nicolaj 857-91293, Section 68(1), 13 January 2020

Health Service Officer Level 3 \$51,761 - \$53,444

Mirjana Novakovic 845-04328, Section 68(1), 20 January 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Meggan O'Connor 862-64014, Section 68(1), 23 January 2020

Medical Imaging Level 6 \$154,357

Olasunbo Olalere 863-43118, Section 68(1), 27 January 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Funmi Osituyo 863-46212, Section 68(1), 20 January 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Elizabeth Pollard 848-85319, Section 68(1), 13 January 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Courtney Sandell 857-44219, Section 68(1), 15 January 2020

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

Harpreet Sandhu 859-51344, Section 68(1), 22 January 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Amelia Shellard 857-92763, Section 68(1), 23 January 2020

Health Service Officer Level 3 \$51,761 - \$53,444

Arlene Smith 834-53389, Section 68(1), 14 January 2020

Pharmacist Level 2/3 \$78,400 - \$107,611 (up to \$110,423 on achieving personal upgrade)

Leah Sparke 863-75558, Section 68(1), 20 January 2020

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

Caitlin Tatham 859-51373, Section 68(1), 23 January 2020

Pharmacist Level 1 \$70,347 - \$81,211

Laura Triggs 861-30753, Section 68(1), 7 February 2020

ACT Health

Health Professional Level 4 \$107,475 - \$115,687

Pramod Adhikari 863-40849, Section 68(1), 20 January 2020

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

Aaron Clifford 863-44698, Section 68(1), 10 February 2020

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

Louise Fenotti 858-59737, Section 68(1), 21 January 2020

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

Anthony Vane 858-76465, Section 68(1), 19 January 2020

Major Projects Canberra

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

Stacy Bruce 863-45770, Section 68(1), 20 January 2020

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

Emma Flanders 863-45666, Section 68(1), 23 January 2020

TRANSFERS

Education

Lina Macor: 779-13377

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

Education

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

Education, Canberra (PN. 21384) (Gazetted 28 October 2019)

Bernadette Safe: 853-55213

From: \$98,414 - \$103,427

Community Services

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

Education, Canberra (PN. P44996) (Gazetted 4 July 2019)

Justice and Community Safety

Patrick Hourigan: 845-20539

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

Canberra Health Services

To: Graduate Paramedic Intern \$67,706 plus penalties

Justice and Community Safety, Canberra (PN. 24993) (Gazetted 8 May 2019)

Office of the Legislative Assembly

Michele Sidonio: 00714

From: Administrative Services Officer Class 4 \$71,309 - \$77,212 Office of the Legislative Assembly

To: Administrative Services Officer Class 3 \$64,230 – \$69,125 Office of the Legislative Assembly, Canberra (PN. 373) (Gazette 20 December 2019)

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PROMOTIONS

Chief Minister, Treasury and Economic Development

Economic and Financial Group

Asset Liability Management

Ziming Gao: 816-77776

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 45234) (Gazetted 28 October 2019)

Access Canberra

Regulatory Solutions and Compliance

Parking Operations

Valerie Kitson: 858-55461

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33446, several) (Gazetted 24 January 2020)

Shared Services

Customer Engagement Services

Shared Services ICT, Education ICT

Sebastian Mahon: 846-92760

From: Information Technology Officer Class 1 \$69,125 - \$78,687

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development, Canberra (PN. 36863) (Gazetted 24 June 2019)

Commercial Services and Infrastructure

Shared Services

Finance Services

Alan Ross: 844-82982

From: Senior Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$147,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 45853) (Gazetted 11 December 2019)

Access Canberra

Regulatory Solutions and Compliance

Fair Trading - Investigations and Enforcement

John Turnbull: 786-87543

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. P19635) (Gazetted 12 August 2019)

Environment, Planning and Sustainable Development

Planning Delivery

Impact Assessment

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

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$107,475 - \$115,687
Environment, Planning and Sustainable Development, Canberra (PN:03082) Gazetted 7 November 2019

Education

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School

Jacob Bindley: 824-51832

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

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 37544) (Gazetted 5 September 2019)

School Performance and Improvement

North and Gungahlin Network

Ngunnawal Primary School

Rose Clifton: 849-06730

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

Education

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

Education, Canberra (PN. 37817) (Gazetted 26 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.

Service Design and Delivery

Student Engagement

Clinical Practice

Alice Coen: 846-97051

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

Community Services

To: †School Psychologist \$81,210 - \$116,546

Education, Canberra (PN. 08376) (Gazetted 25 October 2019)

School Operations

South Weston Network

Melrose High School

Ryan Kay: 824-51031

From: School Leader C \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 04052) (Gazetted 1 January 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School performance and improvement

Belconnen Network

Charnwood-Dunlop School

Deborah Lowrey: 749-22841

From: School Leader C \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 14291) (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.

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School

Terrie McHardie: 854-41941

From: \$122,856

Education

To: School Leader B \$143,046

Education, Canberra (PN. 37659) (Gazetted 1 November 2019)

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School

Shane Mitchell: 779-24981

From: \$122,856

Education

To: School Leader B \$143,046

Education, Canberra (PN. 37659) (Gazetted 1 November 2019)

Service Design and Delivery

Universal School Supports

Bronwyn Motion: 766-23765

From: School Leader C \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. 31730) (Gazetted 20 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.

School Performance and Improvement

Tuggeranong Network

Namadgi School

Mallarie Parker: 835-32132

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

Education

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

Education, Canberra (PN. 45640) (Gazetted 6 November 2019)

Service Design and Delivery

Student Engagement

Clinical Practice

Rosalie Poesiat: 847-26801

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

Canberra Health Services

To: †School Psychologist \$81,210 - \$116,546

Education, Canberra (PN. 16934) (Gazetted 25 October 2019)

Service Delivery and Design

Student Engagement

Network Student Engagement Team

Jonathan Ramke: 848-79840

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

Education

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

Education, Canberra (PN. P44994) (Gazetted 4 July 2019)

Service Design and Delivery

Student Engagement

Clinical Practice

Edwina Tierney: 774-28590

From: Health Professional Level 4 \$106,043 - \$114,146
Education

To: †Senior Psychologist \$132,952
Education, Canberra (PN. 44609) (Gazetted 25 October 2019)

Transport Canberra and City Services

Chief Operating Officer Group

Safety and Wellbeing

Leslie Brien: 836-00123

From: Administrative Services Officer Class 2 \$56,689 - \$62,598
Community Services

To: Administrative Services Officer Class 6 \$85,394 - \$97,732
Transport Canberra and City Services, Canberra (PN. 09303) (Gazetted 4 December 2019)

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Guiling Ren: 827-32861

From: Senior Officer Grade C \$107,475 - \$115,687
Environment, Planning and Sustainable Development

To: †Infrastructure Officer 3 \$107,723 - \$118,250
Transport Canberra and City Services, Canberra (PN. 37068) (Gazetted 11 December 2019)

Canberra Health Services

Infrastructure and Health Support Services

Robert Amos: 846-96788

From: Facilities Service Officer Level 5 \$56,279 - \$59,074
Canberra Health Services

To: Senior Building Trade \$78,175 - \$83,600
Canberra Health Services, Canberra (PN. 21186) (Gazetted 31 October 2019)

Nerissa Askelin: 858-64608

From: Assistant in Nursing \$51,603 - \$53,350
Canberra Health Services

To: Enrolled Nurse Level 1 \$61,658 - \$65,876
Canberra Health Services, Canberra (PN. 44468) (Gazetted 13 June 2019)

Clinical Services

Cancer and Ambulatory Services

Lisa Castle-Burns: 261-52141

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. 00891) (Gazetted 28 November 2019)

Clinic Services

Rehabilitation Aged and Community Care

Vaughn Feltham: 828-66261

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. 17634) (Gazetted 12 September 2019)

Canberra Hospital and Health Services

Tanya Fuller: 844-33902

From: Enrolled Nurse Level 1 \$60,837 - \$64,999
Canberra Health Services
To: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services, Canberra (PN. 41959) (Gazetted 11 June 2019)

Canberra Hospital and Health Services

Nameela George: 858-53562

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. 40032) (Gazetted 14 January 2020)

Canberra Hospital and Health Services

Philippa Golley: 827-34701

From: Health Professional Level 4 \$107,475 - \$115,687
Canberra Health Services
To: Health Professional Level 6 \$147,006
Canberra Health Services, Canberra (PN. 41078) (Gazetted 18 October 2019)

Canberra Hospital and Health Services

Karl Gutierrez: 847-02391

From: Enrolled Nurse Level 1 \$61,658 - \$65,876
Canberra Health Services
To: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services, Canberra (PN. 42009) (Gazetted 11 June 2019)

Canberra Hospital and Health Services

Yu-Ping Huang: 858-71891

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. 43058) (Gazetted 14 November 2019)

Canberra Hospital and Health Services

Min Sun Kim: 856-73019

From: Enrolled Nurse Level 1 \$61,658 - \$65,876
Canberra Health Services
To: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services, Canberra (PN. 42015) (Gazetted 11 June 2019)

Canberra Hospital and Health Services

Courtney Mackin: 838-54027

From: Enrolled Nurse Level 1 \$60,837 - \$64,999
Canberra Health Services
To: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services, Canberra (PN. 42017) (Gazetted 11 June 2019)

Clinical Services

Rehabilitation Aged and Community Care

Libby McLean: 762-85532

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. 22722) (Gazetted 12 September 2019)

Canberra Hospital and Health Services

Tomasina Purcell: 846-99559

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. 41432) (Gazetted 1 November 2019)

Canberra Hospital and Health Services

Kylie Simons: 827-22305

From: Enrolled Nurse Level 2 \$66,932
Canberra Health Services
To: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services, Canberra (PN. 27815) (Gazetted)

Infrastructure and Health Support Services

Christie Tuionetoa: 838-53200

From: Health Service Officer Level 3 \$51,761 - \$53,444
Canberra Health Services
To: Administrative Services Officer Class 2 \$56,689 - \$62,598
Canberra Health Services, Canberra (PN. 20238) (Gazetted 28 November 2019)

Canberra Hospital and Health Services

Snezana Vujic: 845-04109

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. 28545) (Gazetted 21 November 2019)