



ACT Government Gazette

Gazetted Notices for the week beginning 19 March 2020

VACANCIES

Calvary Health Care ACT (Public)

Medical Ward

4 East

Registered Nurse

Executive Level RN2 \$94,409 - \$100,061, Canberra (PN: Expected)

Gazetted: 23 March 2020

Closing Date: 27 March 2020

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

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

Reference Number: 12929

Contact Officer: Kathryn Sliwinski Kathryn.Sliwinski@calvary-act.com.au

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

Medical

After hours Ward Clerk

ASO 2.1-3.4 \$56,689 - \$69,125, Canberra (PN: LP7196)

Gazetted: 20 March 2020

Closing Date: 29 March 2020

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

Reference Number: 12796

Contact Officer: Suezanne Hayward (02) 6201 6285 suezanne.hayward@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

Education and Training Services

Student Services

Human Resource Coordinator

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 56116)

Gazetted: 23 March 2020

Closing Date: 30 March 2020

Details: Applications are invited to fill the Human Resources Coordinator role for the Student Services team. This includes duties such as coordinating recruitment action across all groups in Student Services. Liaise with the Human Resource liaison team to progress recruitment action through Shared Services. Coordinate and provide induction, mentoring, staff development and training of administrative staff in Student Services and in Teaching Colleges where required. Applications are welcome from self-motivated candidates with a drive to achieve excellence. The suitable candidate will be required to work with limited supervision; will be skilled in building and maintaining positive working relationships with a range of CIT staff; will have the ability to support and motivate teams to embrace challenges and change; and possess good knowledge of the Vocational Education and Training (VET) sector, as well as ACT Public Service Human Resources policies and procedures.

Canberra Institute of Technology (CIT) is committed to building an inclusive workplace through a culturally diverse workforce. 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: Diploma of Business Administration is desirable.

Note: This is a temporary position available from 18 May 2020 until 20 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 of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Dealy (02) 6207 4939 maria.dealy@cit.edu.au

Training Initiatives

Corporate Services

CRN and Timetabling Administrator

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 33011)

Gazetted: 24 March 2020

Closing Date: 7 April 2020

Details: A vacancy within the Course Reference Number (CRN) Creation and Timetabling Team, within the Training Initiatives Unit at the Canberra Institute of Technology is available. You will liaise with operational administration and teaching staff regarding CRNs and course scheduling, through both oral and written communication. Develop and negotiate resolutions to complex issues. Provide guidance on management of the workflow relating to timetabling and CRNs in operational areas. Plan, direct and co-ordinate data entry activities with an eye for detail to ensure there is a focus on accuracy within the team. Supervise staff and oversee the training of processing staff and specialist support staff in the operations and techniques of the team. Work with Heads of Department of CIT participating in centralised CRN and timetabling. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current driver's licence is desirable.

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gillian Paull (02) 6207 3747 gillian.paull@cit.edu.au

Pathways College

General Education

Teacher Level 2

Teacher Level 2 \$107,522, Canberra (PN: 44923)

Gazetted: 19 March 2020

Closing Date: 26 March 2020

Details: The CIT Pathways College is seeking applications for an experienced and enthusiastic senior teacher who will contribute to the achievement of departmental goals through quality leadership and management of education and related activities. These include:

Generating and implementing new and innovative educational methodologies and technologies for general education, foundational skills and similar programs in contemporary and future focused teaching environments.

Managing training package changes, regulatory requirements, quality assurance and best practice relating to ASQA assessment processes such as mapping, validation of assessment tasks and processing of results.

Establishing and sustaining collaborative relationships with community, industry and other key stakeholders.

Modelling the CIT cultural traits.

Eligibility/Other Requirements:

Mandatory Qualifications: 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.

Teachers in General Education programs must have current Working with Vulnerable People (WWVP) registration.

AND

A recognised Bachelor Degree and a recognised postgraduate Adult Language, Literacy and/or Numeracy qualification and/or relevant and extensive experience in delivering adult literacy and numeracy education.
OR

A Bachelor of Education with a Language and/or Literacy and/or Numeracy major or equivalent that includes a practicum.

Desirable Leadership and management experience

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

How to Apply: Please submit a two-page pitch on why you think you are the most suitable person for the job. Your suitability will be assessed based on your Skills and Knowledge in relation to the duties/responsibilities of the role. Please provide two referee reports along with a current curriculum vitae. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gillian Sinclair (02) 6207 4025 gillian.sinclair@cit.edu.au

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

Corporate Services

Human Resources

Manager, Safety and Wellbeing

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 55270)

Gazetted: 23 March 2020

Closing Date: 30 March 2020

Details: Are you a Human Resource (HR) professional with a passion for Work Health and Safety? Do you love being part of a multidisciplinary team? Are you looking for challenging role where you can apply your expertise in line with ACTPS conditions and contemporary safety and employee well-being management to advise and guide best practice strategies to all levels of the organisation? We are looking for a Safety and Wellbeing Manager who will take a holistic approach to Canberra Institute of Technology (CIT's) safety management and injury prevention needs. In this role, your drive and enthusiasm will lead a team delivering a range of WHS functions. You will play a leading role in building managerial capability to support healthy and productive workplaces, and provide high level advice and guidance to the CIT Executive on the interpretation and application of safety guidelines and law. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in Human Resources, Rehabilitation and Case Management and/or, Work Health and Safety.

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

How to Apply: If this sounds like you, please send us a one to two-page submission, addressing your abilities against the Position Description along with your curriculum vitae. We look forward to hearing from you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Campbell (02) 6207 3127 shane.campbell@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

Commercial Services and Infrastructure

ACT Property Group

**Integrated Facilities Management
Property, Workplan and Building Report Coordinator
Infrastructure Officer 2 \$85,498 - \$98,365, Canberra (PN: 46710)**

Gazetted: 20 March 2020

Closing Date: 3 April 2020

Details: An opportunity for a keen contributor who would relish the opportunity to bring together their property, workplan and building reporting skills. This role coordinates functions focussed on assessing and reporting on planned and reactive maintenance and functionality of ACT Government owned buildings. The role also involves liaising with building owners, building occupants and also trade contractors to determine the current condition of buildings and advise on current or future maintenance or upgrade requirements. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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

Eligibility/Other Requirements:

Qualifications in a relevant technical field (eg. Project Management, Property Management, or similar) and/or building trades certification with significant building and infrastructure and/or project management experience;

Hold or have the capacity to obtain relevant professional association membership;

Hold or have the capacity to obtain White Card and Asbestos Awareness;

a current driver's licence. Prior to commencing in this role, a current registration issued under *the Working with Vulnerable People (Background Checking) Act 2011* may be required.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Schaidreiter (02) 6213 0746 robert.schaidreiter@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Integrated Facilities Management

Property, Workplan and Building Report Coordinator

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 11394)

Gazetted: 20 March 2020

Closing Date: 3 April 2020

Details: An opportunity for a keen contributor who would relish the opportunity to bring together their property, workplan and building reporting skills. This role coordinates functions focussed on assessing and reporting on planned and reactive maintenance and functionality of ACT Government owned buildings. The role also involves liaising with building owners, building occupants and also trade contractors to determine the current condition of buildings and advise on current or future maintenance or upgrade requirements. The role requires good organisational skills and the ability to monitor and manage multiple activities.

Eligibility/Other Requirements: This position requires the successful candidate to:

Hold or have the capacity to obtain White Card;

Hold or have the capacity to obtain Asbestos Awareness;

Hold a current driver's licence.

Qualification/s in Work Health and Safety, Procurement, Contract Management are highly desirable.

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

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

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

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

Please submit the following:

1. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and
2. Contact details of at least two referees.
3. A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Schaidreiter (02) 6213 0746 robert.schaidreiter@act.gov.au

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

Economic Development

Skills Canberra

Engagement and Events Team Leader

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 31376)

Gazetted: 20 March 2020

Closing Date: 3 April 2020

Details: Do you have a flair for events management and a passion for engaging with stakeholders? Skills Canberra is looking for an experienced engagement and events manager to lead the delivery of events including the ACT's premier vocational education and training event, the ACT Training Awards. In this role you will need strong communication and customer service skills, as well as an ability to undertake multiple tasks under varying deadlines. You will also need to demonstrate a history of developing productive working relationships with internal and external stakeholders with the desire to work innovatively to achieve results. 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: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will operate in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Lee (02) 6205 8449 angela.lee@act.gov.au

Communications and Engagement

WHOG Communications and Engagement

WHOG Content

Communications Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 35880)

Gazetted: 19 March 2020

Closing Date: 6 April 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 be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan

The Chief Minister, Treasury and Economic Development Directorate's Whole of Government Communications and Engagement branch is seeking a talented team member who has a passion for writing, editing and publishing engaging content for print and digital news channels. As part of a small team, you will be responsible for the day to day production of content for the Our Canberra news website and print and email newsletters. If this sounds like you, we encourage you to apply! Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and a minimum of two years' experience working in the fields of digital communications and content production, media, public relations, marketing, or strategic communications is highly desirable. Experience in journalism and newsletter production (print, web and email) will be highly regarded. The ability to work flexibly with some out of hours work is required.

Note: A merit pool will be established for filling identical vacancies within 12 months from this process. This position is part of Activity Based Working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Charlotte Harper (02) 6205 7046 charlotte.harper@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Strategic Compliance and Coordination

Information Coordination Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 17340)

Gazetted: 19 March 2020

Closing Date: 2 April 2020

Details: Access Canberra is seeking someone who wants to make a difference in the Canberra community, making sure that people can have confidence in the homes they build and buy, and the environment they live in. Working in the Construction, Utilities and Environment Protection Branch, you will contribute to evidence-based decisions and identification of strategic priorities as your skills in data analysis and reporting support the day to day operations of the branch. Being part of the Strategic Compliance and Coordination team offers variety and new opportunities every day, working across teams in Access Canberra's customer relationship management and record keeping systems to maintain caseloads and monitor complaints. You'll also contribute to government business and reporting, keeping across data and documentation to provide timely and accurate advice to the executive, the Minister and the Legislative Assembly. Access Canberra is an innovative agency that is always looking for better ways to serve the Canberra community. This role offers the opportunity to contribute to change initiatives to improve data handling and reporting outcomes within the Branch and across the organisation. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please send your two page pitch about your Skills, Knowledge and Behaviour in relation to the duties and responsibilities in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Josey (02) 6207 0382 belinda.josey@act.gov.au

Commercial Services and Infrastructure

Property and Venues

National Arboretum Canberra

Arboriculture Supervisor

General Service Officer Level 9 \$73,974 - \$83,600, Canberra (PN: 45503)

Gazetted: 19 March 2020

Closing Date: 8 April 2020

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to fill a new supervisor role within its dynamic Horticulture team, based at the Arboretum. The Horticulture Team will operate in two streams, Forests and Gardens – the Forests team requires an Arboriculture Supervisor.

The successful candidate will report directly to the Arboretum's Senior Horticulturalist, and will be responsible for directly supervising, training, coordinating and overseeing horticultural field officers, apprentices, volunteers and other stakeholder groups working within the Arboretum on arboriculture projects.

With limited supervision, the successful candidate will be required to conduct regular inspections of their relevant areas, including all forests; develop comprehensive weekly work programs and contribute to the development of seasonal work programs; and maintain accurate records for planned and reactive works.

Good communication skills and digital aptitude are important in this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout the ACT Government, whilst maintaining a high degree of professionalism.

The candidate will also need to adhere to and promote the principles of Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

If you are an experienced in and passionate about arboriculture, and you take pride in your work and your ability to unite and motivate your team members, we want to hear from you.

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary qualifications in Horticulture/Arboriculture

ChemCert accreditation

Current driver's Licence.

Highly Desirable:

MR truck licence

Plant operator's licences

Side by side ATV licence

Irrigation and water management experience

WHHandS/Construction industry White Card.

Other Requirements:

First aid certificate or willingness to obtain

This position requires a pre-employment medical

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

This position involves direct supervision of staff.

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

How to Apply: Applicants should respond to the Selection Criteria outlined in the Position Description attached, please also provide a copy of your curriculum vitae, inclusive of at least two referee contacts.

Applications should be submitted via the Apply Button now.

Contact Officer: Owen Bolitho 0481 005 771 owen.bolitho@act.gov.au

Commercial Services and Infrastructure

Property and Venues

National Arboretum Canberra

Horticulture Supervisor

General Service Officer Level 9 \$73,974 - \$83,600, Canberra (PN: 30924)

Gazetted: 19 March 2020

Closing Date: 8 April 2020

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to fill a new supervisor role within its dynamic Horticulture team, based at the Arboretum. The Horticulture Team will operate in two streams, Forests and Gardens – the Gardens team requires a Horticultural Supervisor. The successful candidate will report directly to the Arboretum’s Senior Horticulturalist, and will be responsible for directly supervising, training, coordinating and overseeing horticultural field officers, apprentices, volunteers and other stakeholder groups working within the Arboretum on horticultural projects. With limited supervision, the successful candidate will be required to conduct regular inspections of their relevant areas, including gardens and turf areas; develop comprehensive weekly work programs and contribute to the development of seasonal work programs; and maintain accurate records for planned and reactive works. Good communication skills and digital aptitude are important in this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout the ACT Government, whilst maintaining a high degree of professionalism. The candidate will also need to adhere to and promote the principles of Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. If you are an experienced and passionate horticulturalist, who takes pride in your work and your ability to unite and motivate your team members, we want to hear from you

Eligibility/Other Requirements:

Mandatory:

Relevant tertiary qualifications in Horticulture/Arboriculture

ChemCert accreditation

Current driver's Licence.

Highly Desirable:

MR truck licence

Plant operator's licences

Side by side ATV licence

Irrigation and water management experience

WHS/Construction industry White Card.

Other Requirements:

First aid certificate or willingness to obtain

This position requires a pre-employment medical

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

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

How to Apply: Applicants should respond to the Selection Criteria outlined in the Position Description attached, please also provide a copy of your curriculum vitae, inclusive of at least two referee contacts.

Applications should be submitted via the Apply Button now.

Contact Officer: Owen Bolitho 0481 005 771 owen.bolitho@act.gov.au

Access Canberra

Projects, Governance and Support

Workforce Capability

Project Support Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 00497)

Gazetted: 19 March 2020

Closing Date: 26 March 2020

Details: Do you want to work in an innovative and rewarding team that is focused on enhancing skills and capabilities of our workforce? Are you a team player, value inclusion and diversity, have excellent communication skills and commitment to continuous improvement? Then this is the job for you! The Workforce Capability team are seeking a driven and dynamic Project Support Officer to join their team. The team works with Access Canberra’s managers and staff to identify the types of training and development their teams and team members need to be effective in an evolving workplace. You will have the opportunity to assist in the development and coordination of events and integrated learning and development activities. You will manage the Access Canberra staff training database and online training application forms. You will also administer the Access Canberra staff Rotation Register aimed at enhancing capability of employees across the organisation. 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 using MS Excel. Some experience in coordinating projects and/or events.

Note: This is a temporary position available from 27 April 2020 for 12 months with the possibility of permanency. This position is based 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: If you think this job is for you, please submit a two-page pitch addressing the Selection Criteria demonstrating your experience and suitability to perform the duties and responsibilities of the role. Please also include a copy of your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerrie Wilmot (02) 6207 6317 kerrie.wilmot@act.gov.au

Partnership Services Group

Customer Support Services

Service Desk

Service Delivery Officer

Information Technology Officer Class 1 \$69,125 - \$78,687, Canberra (PN: 19139, several)

Gazetted: 19 March 2020

Closing Date: 2 April 2020

Details: Do you have great customer service skills and looking for a challenging role in a fast paced environment?

Have an interest in technology or want to learn more about technical support provided in a government setting?

Shared Services Customer Support Team is looking for a highly motivated Service Delivery Officer for highly motivated individuals with experience in providing customer support. You will be responsible for providing and coordinating ICT support to a number of ACT Government Directorates. You will have a strong customer focus, interest in technology, highly adaptable to a changing work environment and a willingness to be part of a dynamic team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. Successful applicants may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles as required. Driver's licence is essential.

Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous. An understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded.

Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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

This position may be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool 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 review the Position Description for further details about the role, and the capabilities required to perform the duties and responsibilities of the position.

Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities as listed under the sections "What you will do" and "What you require" in the Position Description. Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Davis (02) 6207 9719 matthew.davis@act.gov.au

Workforce Capability and Governance

Executive Branch Manager and Registrar, Secure Local Jobs Code

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1079)

Gazetted: 20 March 2020

Closing Date: 3 April 2020

Details: Applications are sought for the position of Executive Branch Manager/Registrar, Secure Local Jobs Code in the Chief Minister, Treasury and Economic Development Directorate.

The Registrar, Secure Local Jobs Code is a Senior Executive Service member and statutory office holder and is appointed in accordance with the *Government Procurement Act 2001* (ACT). Under Section 22V of the *Government Procurement Act 2001* (ACT), the Registrar must be appointed for a term of not longer than 3 years; however, there is possibility of reappointment and an extension of the contract for up to a total of five years.

The Registrar leads the Secure Local Jobs Code certification scheme and register and assists Territory entities and tenderers meet their obligations under the *Government Procurement Act 2001* by undertaking compliance, enforcement, quality assurance, education and awareness raising activities. A small team supports the work of the Registrar and provides secretariat support for the Secure Local Jobs Code Ministerial Advisory Council, which monitors and reviews the implementation of the new arrangements.

Information about Secure Local Jobs is found at <https://www.procurement.act.gov.au/securelocaljobs>.

How to Apply: Interested applicants are requested to submit a written application addressing the selection criteria for the position and a current curriculum vitae including the contact details of two referees.

Applications are to be sent to the contact officer by COB 3 April 2020.

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 initially up to three years with the possibility of reappointment and extension of contract for up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Jacinta Evans, Deputy Director-General, Workforce Capability and Governance (02) 6205 5147 jacinta.evans@act.gov.au

Access Canberra

Projects, Governance and Support

Gambling and Harm Prevention

Director Gambling and Harm Prevention

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 38536)

Gazetted: 20 March 2020

Closing Date: 3 April 2020

Details: THIS is the workplace you have been looking for! Come work with us and use your Jedi powers to help the Canberra community.

Are you a dedicated leader who uses their initiative and leads their team to innovative problem solutions? Do you have what it takes to thrive in the challenging intersection of industry, the community sector and Government? Does the opportunity to think about the big picture, create strategies to help our community and manage cutting edge social research make you jump out of bed in the morning? Do you own your own lightsaber? If the answer to these questions is yes, then you are the one Access Canberra is looking for. Access Canberra is responsible for supporting the ACT Gambling and Racing Commission (the Commission) who aspire to achieving a Canberra free from gambling harm. The Commission have adopted a public health approach to gambling harm and are looking for a Jedi Master to lead a small team to consult and collaborate with key stakeholders, while designing, delivering and evaluating new harm minimisation and prevention initiatives based on the latest research and evidence. The position will be responsible for a varied program of work, including development of strategic documentation, management of research projects, oversight of a major Government procurement process and the delivery of an evaluation program, all of which contribute to realising the Commission's vision. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available from 20 April 2020 until 16 April 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future

identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in an activity based workplace. Under ABW arrangements, officers will not have a designated workstation/desk. This is a full time role, however, flexible working arrangements are encouraged at Access Canberra, and we are open to having this discussion with the right applicant.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a current curriculum vitae and the contact details of at least two referees. Please submit a written application of no more than two pages. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Vaile (02) 6207 1915 jodie.vaile@act.gov.au

Partnership Services Group

Customer Support Services

Service Desk

Specialist Technical Team Manager

Senior Information Technology Officer Grade C \$107,475 - \$115,687, Canberra (PN: 14390)

Gazetted: 25 March 2020

Closing Date: 7 April 2020

Details: Have a keen eye for identifying automation opportunities, and improving and streamlining technical processes? Do you have experience in effectively managing a technical team, with a strong knowledge of identity and access management policies and technologies? The Customer Support Services team are looking for a highly motivated candidate to fill the Specialist Technical Team Manager position, managing the ICT Service Desk Access Control team. You must have the ability to identify and best utilise staff member's strengths. High-level writing and communication skills, with a focus in customer service, is a requirement. Does this sound like you? Follow the below instructions on how to apply.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous. A strong understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded.

Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

Note: This is a temporary position available from 27 April 2020 for nine months with the possibility of extension and/or permanency. This position may be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. A merit list 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 review the Position Description for further details about the role, and the capabilities required to perform the duties and responsibilities of the position. Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities as listed under the sections "What you will do" and "What you require" in the Position Description. Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Button now.

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

**Housing ACT
Client Services
Gateway Services
Senior Gateway Officer**

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 26790)

Gazetted: 23 March 2020

Closing Date: 6 April 2020

Details: Gateway Services is the primary access point into Housing ACT and provides a range of services including the Central Access Point (shopfront services), Assessment and Support (assessment and determination of applications for social and community housing), Allocations (matching and allocation of properties against established Housing needs registers) and the operational management of the Housing Asset Assistance program (HAAP). Gateway Services is seeking an enthusiastic, flexible and motivated person who enjoys working in a busy Human Services environment, delivering high quality client focused services to a diverse client group seeking housing assistance. As a Senior Gateway Officer within Gateway Services, the successful candidate will require strong engagement skills, have high level written and communication skills, the ability to liaise and engage with clients and support workers, and be able to build rapport with a range of clients and stakeholders.

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

Note: This is a temporary position available for twelve months with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next twelve months.

Eligibility/Other Requirements:

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

Desirable: Experience in using a range of IT business and office applications.

Relevant tertiary qualifications in Social Work, Community Development or a related field.

How to Apply: Applications should include your written response to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gina Garrett (02) 6207 6006 gina.garrett@act.gov.au

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

**Housing ACT
Client Services
Gateway Services
Director Gateway Services**

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 34236)

Gazetted: 20 March 2020

Closing Date: 3 April 2020

Details: Gateway Services has an exciting opportunity for motivated and enthusiastic candidates to apply for the position of Director, Gateway Services. The position is responsible for providing leadership and direction to staff, clients and stakeholders to manage, measure and improve the customer experience for Housing ACT clients. The occupant of this position must have strong operational management and customer experience capability in line with the organisational values, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, people with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Experience in a customer/client experience setting. Experience in operational management.

Experience in using a range of IT business and office applications, including Microsoft Office Project would be desirable. An understanding and knowledge, or the ability to quickly acquire, of Housing ACT and its role, function and services. Relevant tertiary qualifications in Operations Management, Management or Hospitality are desirable but not essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

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

How to Apply: Applications should include your written response to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Aigner (02) 6207 6043 geoff.aigner@act.gov.au

Cultural Facilities Corporation

Canberra Museum and Gallery

Curator, Visual Arts

Professional Officer Class 1 \$69,125 - \$83,888, Canberra (PN: 8529)

Gazetted: 24 March 2020

Closing Date: 31 March 2020

Canberra Museum and Gallery (CMAG) is seeking an experienced curator to join our Visual Arts team for a one-year fixed term contract FTE 0.4. We're looking for an enthusiastic museum professional with the skills to research and write and develop exhibitions about the visual arts of the Canberra region. You will be experienced in the planning and delivery of exhibitions and have a sound knowledge of collection management systems. An interest in, and understanding of Aboriginal and Torres Strait Islander peoples and their contribution to the history and cultural life of the ACT is desirable.

Eligibility/Other Requirements: A relevant Bachelor Degree (Australian Qualifications Framework Level 7)

A current Australian driver's licence is essential.

Note: This is a part-time position for two days per week. Salary will be pro rata. This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency.

How to Apply: Applicants must submit a curriculum vitae and a written response to the selection criteria.

Recruitment may be based on application and referees reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rowan Henderson 02 6207 2182 rowan.henderson@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

Business Services

Strategic Finance and Procurement

Executive and Branch Support Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 00439)

Gazetted: 25 March 2020

Closing Date: 8 April 2020

Details: The Education Directorate is seeking an enthusiastic Executive and Branch Support officer to provide executive support to the Chief Finance Officer and financial and administration support to the Strategic Finance and Procurement Branch. You will have excellent organisational and time management skills and demonstrated experience working in a fast-paced and dynamic working environment. You will also need to have an eye for detail and be a real team player who enjoys learning new skills and contributing to streamlining our processes.

Knowledge or experience in a finance related field is desirable but not mandatory.

Eligibility/Other Requirements: Desirable: Well-developed ICT skills, including the use of Microsoft applications, Oracle Financials, APIAS, TRIM and online ACT Government travel booking system.

Experience in or knowledge of financial/cash management duties.

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: Applications should include a two-page maximum statement of claims outlining your skills and experience taking into account the Selection Criteria and a current curriculum vitae.

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

Contact Officer: Lynette Daly (02) 6205 2685 lynette.daly@act.gov.au

School Performance and Improvement

Belconnen Network

Hawker College

Staffing and Library Officer

School Assistant 3 \$54,617 - \$58,781, Canberra (PN: 46742)

Gazetted: 24 March 2020

Closing Date: 7 April 2020

Details: Hawker College is a public senior secondary school catering to year 11 and 12 students. The position supports staff and students through managing staffing processes and procedures and library assistance, working independently and as part of an administrative team in collaboration with teachers under the supervision of the school Business Manager. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable: First Aid Certificate or a willingness to undertake appropriate training. Certificate III or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services). Knowledge and practical experience of specific program programs, CRS (Casual Relief Systems), Sentral, SiMs (School Staffing Integrated Management Systems), Oliver (Library Cataloging).

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

How to Apply: Applicants are to address each Selection Criteria located in the Position Description in no more than 350 words per criteria, and provide a current curriculum vitae and the names and contacts of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hayden Weeks (02) 6142 0355 hayden.weeks@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Koori Preschool Assistant

School Assistant 3 \$54,617 - \$58,781, Canberra (PN: 30731)

Gazetted: 20 March 2020

Closing Date: 2 April 2020

Details: In exciting opportunity exists for a Koori Preschool Assistant to join the educational team at Richardson Primary School. The successful applicant will be working as a member of a team to provide support to Aboriginal and Torres Strait Islander students. The successful applicant will work closely with and receive direction from the teacher in assisting with the management and learning of children in Richardson Primary School's Koori Preschool program. As a part of a team the assistant will assist with program material preparation, behaviour management, supervision of children on the playground and on excursions and any specialised medical requirements. Aboriginal and Torres Strait Islander children aged 3-5 years can participate in a culturally safe play-based program for 15 hours per week to enhance and strengthen cultural connections, identity, and transitions.

Eligibility/Other Requirements:

Desirable: First Aid qualification, or willingness to undertake appropriate training. All ACT public school Preschool Assistants are required to have, or be actively working towards a minimum qualification requirement as detailed in *the Education and Care Services National Law Act (ACT) 2011* and regulations. 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 position at 18:45 per week in the Koori Preschool and 12:30 per week in the Learning Support Unit. This position is a five day per fortnight with additional hours worked in the primary school as a Learning Support Assistant. This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: Please respond to the selection criteria and provide a written curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Wilson (02) 6142 3630 anna.wilson@ed.act.edu.au

School Performance and Improvement Division

Belconnen

Canberra High School

SLC Arts/Languages Canberra High School

School Leader C \$122,856, Canberra (PN: 31897)

Gazetted: 19 March 2020

Closing Date: 6 April 2020

Details: Canberra High School is seeking and Arts/Languages SLC that can:

Lead a dynamic Arts and Languages faculty in developing and implementing curriculum programs and incorporating contemporary and relevant teaching strategies.

Maintain and manage the Arts and Languages budgets, resources and staffing.

Establish highly effective relationships with all members of the school community including, staff, parents, students and external providers. Support the Leadership team to develop and achieve whole school strategic goals and lead whole school responsibilities as negotiated with the principal.

Eligibility/Other Requirements: Desirable to teach French but not essential.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Samara Chisholm (02) 6142 0800 samara.chisholm@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

University of Canberra High School Kaleen

Pastoral Care and Student Wellbeing Executive Teacher

School Leader C \$122,856, Canberra (PN: 03360)

Gazetted: 19 March 2020

Closing Date: 30 April 2020

Details: University of Canberra High School Kaleen is a 7- 10 High School that operates as a Professional Learning Community. The school is looking for a dynamic school leader with high level pedagogy, curriculum and student

engagement leadership skills to join the executive team. As a member of the executive team, support the senior executive to achieve whole-school strategic goals and implement the school action plan. Lead and manage all student Pastoral Care curriculum and programs, including direct supervision of Youth Worker, Youth Health Nurse, and other health professionals. Co-lead and manage the Student Wellbeing and Positive Behaviours for Learning (PBL) teams. Provide staff with student engagement support, with a focus on high levels of learning for all students, collaboration and results driven practice. Support student social and emotional learning within a Restorative Practices framework and a PBL approach. Manage Student Leadership programs. Undertake an appropriate teaching load and other duties as determined by the Principal.

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

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

How to Apply: Applicants should provide a curriculum vitae (two pages), a statement of claims based on the leadership capabilities outlined in the Position Description with a focus on the job description specified for the position (maximum six pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Daniel Mowbray (02) 6142 0490 daniel.mowbray@ed.act.edu.au

Service Delivery and Design

Universal School Support and Learning and Wellbeing Policy

Assistant Director - Government Business

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 00161)

Gazetted: 19 March 2020

Closing Date: 2 April 2020

Details: The Learning and Wellbeing Policy and Design and the Universal School Support Branch are looking for a motivated and organised individual to take on this fast-paced role and lead the response to Government Business for the two branches. The position will work closely with the Executive and the senior leadership team to support workplace objectives and provide quality assurance on all Government Business items for the two branches. This includes Ministerial responses, Budget Estimates, Speeches, Cabinet Submissions, Questions on Notice, Corporate Reporting requirements and a range of other projects as required. We are looking for someone with outstanding organisational skills, including the ability to effectively prioritise, meet deadlines and work under pressure, and who has a passion for developing and implementing process and quality improvements.

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 in the management of Ministerial, Corporate Reporting or Government Business roles is desirable.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Elton (02) 6207 0740 kathryn.elton@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

Sustainability and the Built Environment

Planning Delivery

Office of the Surveyor-General and Land Information

Spatial Database Administrator

Technical Officer Level 4 \$85,394 - \$97,732, Canberra (PN: 14830)

Gazetted: 25 March 2020

Closing Date: 8 April 2020

Details: The Office of the Surveyor-General and Land Information is seeking an experienced GIS professional to join a team to manage ACT's Foundation spatial datasets and associated databases. The successful candidate will be highly motivated and technically minded, with an eye for detail. The appointee will need to hold skills in GIS Administration (ideally in ESRI, FME, SQL and python or the ability to learn) and demonstrate their capability to manage themselves and others and communicate effectively.

Eligibility/Other Requirements: Degree, associate diploma or certificate in mapping, cartography or land information or extensive experience in closely related field.

How to Apply: Applicants are to address the Selection Criteria (350 words per criterion) located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Clifford (02) 6207 1608 michael.clifford@act.gov.au

Business, Governance and Capability

People and Capability

Culture and Capability

Culture and Capability Advisor

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 43012)

Gazetted: 23 March 2020

Closing Date: 6 April 2020

Details: The Culture and Capability Section is responsible for leading and implementing whole-of-government frameworks, developing and implementing organisational development strategies focusing on culture, capability and performance using business partnership, change and engagement approaches and methodologies. The team is responsible for the planning, development and management of programs that enhance the capability of the organisation to meet current and future business requirements. The team coordinates and delivers a range of learning and development programs and initiatives to support operations and build capability across the organisation, as well as coordinates employment programs and assists with staff engagement surveys. We're seeking a Culture and Capability Advisor with an organisational development background who will be responsible for the co-design, engagement planning and implementation of whole of government workforce strategies and initiatives aligned to our business priorities. This position requires a team member with the skills to effectively develop and translate strategies for practical implementation and successful delivery in partnership with other Human Resource (HR) team members. This includes a focus on strategic HR areas of diversity and inclusion, learning and development, workforce planning and employee engagement. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications or extensive experience in Human Resources and/or organisational development and demonstrated experience in coordinating multiple organisational-wide projects simultaneously is highly desirable.

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

How to Apply: Please submit a two to three page pitch, addressing the Selection Criteria and telling us why you are the best person for the job. Please include contact details for two referees, one of these must be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jaime Elton (02) 6207 9151 jaime.elton@act.gov.au

**Engagement and Executive Support
Communications**

Web Administrator

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 43177)

Gazetted: 20 March 2020

Closing Date: 26 March 2020

Details: An opportunity exists for a highly motivated Web Administrator to provide support to the Environment, Planning and Sustainable Development Directorate (EPSDD) Digital and Design team, within the Communications unit. The Web Administrator will be responsive and customer focussed to achieve quality digital information and services for the directorate. The Web Administrator will play a key role in supporting website development and transformation projects in line with the ACT Government's digital priorities (i.e. Single Public Face 2.0).

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

How to Apply: Please 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: Nicola McPhan (02) 6207 6511 nicola.mcPhan@act.gov.au

Urban Renewal

Asbestos Response Taskforce

Governance and Risk

Director, Governance Risk

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 34688)

Gazetted: 20 March 2020

Closing Date: 27 March 2020

Details: Do you thrive on managing strategic and operational risks in a fast-paced environment? Do you have high-level written and analytical skills? Do you want to lead the charge for Governance and Risk in a highly skilled, multidisciplinary team? The Asbestos Response Taskforce within the Urban Renewal Branch of the Environment, Planning and Sustainable Development Directorate (Directorate) is looking for an enthusiastic Governance and Risk operator who wants to be part of a committed, multi-disciplinary team to deliver quality outputs for the Directorate. You will be instrumental in providing high quality oversight and management of all aspects of Risk management, procurement, records management and governance activities for the Loose Fill Asbestos Insulation Eradication Scheme. This role is responsible for coordinating the regular review, monitoring and reporting on governance issues that support the Taskforce's compliance and continual improvement. This will include facilitating internal audit reviews, managing Taskforce records management functions and overseeing procurement processes. We are looking for a highly organised leader that can demonstrate their ability to prioritise work, deliver quality outcomes and has the flexibility to adapt to the ever changing needs of the Taskforce. This role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT Government for the Community. The successful applicant will be comfortable working in a regularly changing environment addressing complex and sensitive issues. The 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.

Eligibility/Other Requirements: Knowledge of the work of the Asbestos Response Taskforce and its clients are highly desirable. Candidates must not have any direct Conflict of Interest relating to loose fill asbestos insulation in ACT homes.

Note: This is a temporary position available from 14 April 2020 until 13 April 2021. 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 provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role.

You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynette Marsh (02) 6205 8592 lynette.marsh@act.gov.au

Land Strategy and Environment

Environment

Conservation Research

Senior Vegetation Ecologist

Senior Professional Officer Grade C \$107,475 - \$115,687, Canberra (PN: 00637)

Gazetted: 20 March 2020

Closing Date: 3 April 2020

Details: The Conservation Research unit in the Environment Division provides science-based information for environment conservation, policy, planning and management, based on field research and monitoring. The unit has a focus on threatened species, potential and current threatening processes, ecological restoration, the collection of baseline biological data and providing conservation advice on environmental issues.

An opportunity exists in the Vegetation Section for a Senior Ecologist who will be responsible for the delivery of many aspects of a program of research and monitoring of ACT vegetation and ecosystems. The focus of the position is to provide advice to government on matters relating to vegetation management including threatened plants, and to manage and undertake ecological studies to assist the government in its conservation, planning, and land management responsibilities. You will be responsible for overseeing the scientific management of the ACT Vegetation Mapping Project, analysing threatened plant species data, contributing to land management agreements and continuing the process of developing the review and revision of the ACT Woodland Strategy. The senior vegetation ecologist provides information and advice to support the ACT Conservator of Flora and Fauna and is critical to delivering research outcomes and providing input to the Scientific Committee.

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

Eligibility/Other requirements: A tertiary qualification is required in a field of environmental management or biological science, preferably including studies in ecology and conservation of plants and ecosystems. Other experience is outlined in the Selection Criteria.

Note: This is a temporary position available immediately until 20 November 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability including contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rosie Cooney (02) 6205 0023 rosie.cooney@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

ACT Corrective Services

Custodial Operations

Accommodation

AMC Detainee Induction Coordinator

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 35184)

Gazetted: 24 March 2020

Closing Date: 31 March 2020

Details: ACT Corrective Services is looking for an enthusiastic, motivated and conscientious person to fill temporarily the position of AMC Detainee Induction Coordinator (ASO6) in Custodial Operations.

The successful applicant will coordinate, administer and manage the detainee induction processes, programs and functions within the Alexander Maconochie Centre (AMC) and ensure detainees are fully supported throughout the formal induction process, making sure all necessary services are linked to the induction process.

In addition, you will assist in the identification and selection of suitable peer support detainees to support new inductions, ensure a structured day is in place for all inductions that is consistent with Regime Management requirements and ensure Case Management services are accessible and provided for all new inductions, including allocations of case officers and case managers. Further to this, you will be responsible for maintaining the Detainee Handbook, ensuring each detainee receives a security classification during their induction period, assist in placement decisions for completed inductions and confirm individual induction processes have been completed prior to further accommodation area placement. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Demonstrated experience and/or willingness to work with detainees is essential.

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

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

Note: This is a temporary position available immediately for up to 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Karly Yates (02) 6207 7216 karly.yates@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Community Operations

Probation and Parole Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46200, several)

Gazetted: 20 March 2020

Closing Date: 10 April 2020

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Probation and Parole Officer (PPO). A career as a PPO is unlike any other in the Public Service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a PPO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a National police check. A Certificate IV in Correctional

Practice or the ability to achieve this qualification within 12 months of commencing employment. Must complete designated ACTCS PPO suite of training programs within 12 months of commencing employment. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence, and a willingness/ability to drive within ACT, is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Position number 46200 is a designated position and is only open to Aboriginal and Torres Strait Islander people. Therefore, the following qualification applies. This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Note: There are permanent and temporary positions available.

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

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Jack Powsey (02) 6207 1069 jack.powsey@act.gov.au

ACT Corrective Services

Corporate Services

Training and Development

Trainer, Custodial Operations

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 45143)

Gazetted: 20 March 2020

Closing Date: 3 April 2020

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Trainer, Custodial Operations, Training and Development Unit. The successful applicant will be primarily responsible for the delivery and assessment of operational training for ACTCS Correctional Officers and Custodial Operations. You will also provide support in the assessment of related accredited qualifications. In addition, you will be responsible for identifying operational training needs and delivery of operational training using a variety of methods and supporting other Training and Development Unit Trainers with delivery of new recruit and mandatory training as required. Further to this, you will assist with the delivery and assessment of accredited training for staff within Custodial Operations, provide leadership and mentor other ACTCS Trainers and Assessors who assist with the delivery of training and qualifications and liaise with senior Corporate and Custodial Operations Managers to prioritise training requirements, consult on training resources and provide training completion reports. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities.

Eligibility/Other Requirements: Relevant custodial experience and a Certificate III in Correctional Practice are highly desirable. Certificate IV in Correctional Practice and Certificate IV Training and Assessment are highly desirable. Senior First Aid Certificate is essential. Current, unrestricted driver's licence is essential. This position may require a pre-employment medical. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Relevant tertiary qualifications desirable.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Jones (02) 6207 0183 natalie.jones@act.gov.au

ACT Courts and Tribunals

Corporate and Strategic Services

ICMS Support Team

Business Support Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 35237)

Gazetted: 19 March 2020

Closing Date: 7 April 2020

Details: At ACT Courts and Tribunal (ACTCT) we are focused on delivering business services that create positive change to business practices within our business units and for court and tribunal users. The Integrated Courts Management System (ICMS) team is seeking a positive, innovative, forward-thinking, customer-focused person for the position of Business Support Officer to support users of ICMS and contribute to business process improvements and changes to the ICMS. The successful applicant will have a strong focus on customer service, delivering business solutions and be experienced in maintaining effective working relationships with stakeholders. You will need to have well-developed writing and verbal communication skills, be self-motivated, take ownership of work, and have the ability to work well within and across teams. You will need to manage competing priorities, use initiative to assess, respond and adapt to new and changing circumstances, undertake analysis of issues, and demonstrate judgement while maintaining strong attention to detail. 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: Have or able to obtain Baseline Security clearance, in addition to satisfying all pre-employment checks.

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

How to Apply: Applicants must submit a Personal Pitch of no more than three pages, providing specific evidence-based examples of their past experience, that will demonstrate to the selection panel that they understand the position requirements and that their capabilities will enable them to perform well in the role. Applicants are also required to provide a current curriculum vitae which contact the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mary Aslanidis (02) 6205 0749 mary.aslanidis@courts.act.gov.au

ACT Corrective Services

Executive Services

Ministerial Support Unit

Director, Ministerial Support Unit

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 34780)

Gazetted: 25 March 2020

Closing Date: 1 April 2020

Details: ACT Corrective Services is seeking an experienced, highly motivated person to fill the role of Director, within the Ministerial Support Unit. The successful applicant will be responsible for developing and coordinating high level executive briefings for key strategic engagements and events, preparing and reviewing material and leading and providing strategic direction and advice on agency matters, to ensure Government and Corrective Services goals and priorities are achieved. In addition, you will be required to undertake tasks related to the review and development of policy, liaising with the Minister's office and other external parties, ensuring responsiveness and timeliness in meeting deadlines and providing consistency of advice. To be successful, you will demonstrate significant experience in leadership, exceptional communication and interpersonal skills and an ability to develop and compose complex workplace documents. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications or equivalent experience would be desirable.

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

Note: This is a temporary position available for a period of up to 3 months.

How to Apply: Please review the current position description and provide a supporting statement of no more than two pages, outlining relevant knowledge and experience that relates to the duties and responsibilities of the position. Please also submit a current curriculum vitae and the name and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Jon Peach (02) 6207 0879 jon.peach@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Executive Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 24880)

Gazetted: 25 March 2020

Closing Date: 1 April 2020

Details: The Executive Officer position supports and reports to both the Commissioner and the Deputy Commissioner of the ESA.

This key position is responsible for the efficient and cohesive day to day management and coordination of the office of the Commissioner and Deputy Commissioner.

A hybrid position, the successful applicant will be required to undertake an Executive Assistant/ Executive Officer role to two Executives. You will be highly organised and efficient; with excellent communication skills to adeptly manage two busy, high profile Executives and effectively liaise with the Executive Leadership Council of the ESA. With previous Emergency Management experience, you will be a vital asset during Emergency Incidents, effectively and smoothly transitioning from business as usual to crisis management, supporting the Commissioner and Deputy Commissioner in their Incident Controller/ Emergency Controller roles.

This position is fast paced, demanding and requires someone who can make quick and accurate decisions under pressure. If this is you, apply now. We want to hear from you.

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

Highly developed organisational skills.

Ability to manage competing priorities and expectations of others to meet deadlines.

Professionalism and courtesy qualities as this position reflects the Commissioner.

An understanding of Ministerial, Legislative Assembly and machinery of government processes.

Behavioural Capabilities

Demonstrated ability to effectively liaise with and provide information to key stakeholders on a broad range of ESA matters including those of a complex, sensitive and confidential nature.

Demonstrated ability to work autonomously and to build and maintain effective working relationships.

Excellent written and oral communication skills.

Compliance Requirements/Qualifications

This is a designated security assessed position. Security clearance is not mandatory for the application process but the ability to obtain security clearance is mandatory for appointment to this position.

Driver's license is essential.

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

Emergency Management Experience is highly desirable.

Note: Selection may be based on application and referee reports only, although the Chair reserves the right to request further evidence against claims at any point in the recruitment process.

How to Apply: Please submit no more than two pages addressing the Selection Criteria, and a covering letter outlining why you are the best person for this role. Accompanying your covering letter please provide your curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Frank Marando (02) 6207 0367 frank.marandoesa@act.gov.au

Legislation, Policy and Programs

Justice, Planning and Programs

Policy/Program Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 39526, several)

Gazetted: 19 March 2020

Closing Date: 2 April 2020

Details: The Justice Planning and Safety Programs team in Legislation, Policy and Programs is seeking applications for multiple positions. Justice Planning and Safety Programs drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The team develops and administers policy and program initiatives related to reducing recidivism, crime prevention, Aboriginal and Torres Strait Islander justice, restorative practices and victims of crime. It is also responsible for publishing criminal justice statistics and manages the ACT Policing Arrangement and Purchase Agreement. Policy/Program Officers work with government and community stakeholders to develop and implement strategic justice policy and initiatives related to community safety and improving outcomes for vulnerable people in contact with the justice system including: Victims of Crime – implementing the Charter of Rights for Victims of Crime, reviewing financial assistance schemes for victims of crime; and providing secretariat support for the Victims Advisory Board, including managing the ministerial appointment process. Justice Housing/Reducing Recidivism – working across Government to drive reform and develop justice housing initiatives to support the Government's commitment to reduce recidivism by 25% by 2025. Crime Prevention/Policing – working with ACT Policing and other stakeholders to develop and implement crime prevention initiatives including community awareness campaigns, home safety programs and improving crime data publications; and supporting the administration of the ACT Policing Arrangement and Purchase Agreement. Policy/Program Officers are responsible for providing high quality strategic advice, reporting to Government and managing funding arrangements for the delivery of justice related programs. This is an opportunity to join a dynamic team and deliver policy and programs that will have a tangible impact on the Canberra community.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Note: There are several permanent and temporary vacancies across the team. Selection may be based on application and referee reports only.

How to Apply: In two pages or less, tell us why you are the best person for the role addressing the Skills, Knowledge and Behaviour capabilities outlined in the Position Description, together with a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kym Copeman (02) 6205 3749 kym.copeman@act.gov.au

Legislation, Policy and Programs

Justice Planning and Safety Programs

Policy/Program Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46747, Several)

Gazetted: 19 March 2020

Closing Date: 2 April 2020

Details: The Justice Planning and Safety Programs team in Legislation, Policy and Programs is seeking applications for multiple positions. Justice Planning and Safety Programs drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The team develops and administers policy and program initiatives related to reducing recidivism, crime prevention, Aboriginal and Torres Strait Islander justice, restorative practices and victims of crime. It is also responsible for publishing criminal justice statistics and manages the ACT Policing Arrangement and Purchase Agreement.

Policy/Program Officers work with government and community stakeholders to develop and implement strategic justice policy and initiatives related to community safety and improving outcomes for Aboriginal and Torres Strait Islander people in contact with the justice system.

They are responsible for providing high quality strategic advice, reporting to Government and managing funding arrangements for the delivery of Aboriginal and Torres Strait Islander justice related programs.

Current priorities include bail support, yarning circles and on country programs to support and reduce Aboriginal and Torres Strait Islander peoples contact with the justice system; and implementing the ACT Aboriginal and Torres Strait Islander Agreement.

This is an opportunity to join a dynamic team and deliver policy and programs that will have a tangible impact on the Aboriginal and Torres Strait Islander community.

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

Eligibility/Other Requirements: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Note: There is one temporary and one expected temporary vacancy for a period of 12 months.

Selection may be based on application and referee reports only.

How to Apply: In two pages or less, tell us why you are the best person for the role addressing the Skills, Knowledge and Behaviour capabilities outlined in the Position Description, together with a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caroline Marsh (02) 6205 3715 caroline.marsh@act.gov.au

Office of the Legislative Assembly

Parliamentary Support

Committee Support

Manager, Committee Support

Senior Officer Class A \$147,006, Canberra (PN: 250)

Gazetted: 20 March 2020

Closing Date: 3 April 2020

Details: The Office is seeking to permanently fill the key role of Manager, Committee Support.

The successful candidate will be able to demonstrate a strong capacity to lead and manage a team of staff, and to achieve results and will have an extensive knowledge of committee procedure - or the demonstrated ability to quickly learn. Parliamentary experience desirable.

The Office's committee support function provides procedural and administrative advice and support to a number of Assembly standing and select committees. The successful candidate will be responsible for managing and planning the operations of the Office's committee support function, providing high level advice on committee practice and procedure, and ensuring appropriate quality assurance of committee secretariat services. They will also perform the role of Secretary to an Assembly committee or committees.

Note: Expected start date in early to mid-June.

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.

Contact Officer: Julia Agostino 02 6205 0171 julia.agostino@parliament.act.gov.au

Transport Canberra and City Services

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

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

City Services

City Operations

City Presentation/Urban Treescapes

Leading Hand, Tree Operations

General Service Officer Level 5/6 \$55,841 - \$61,456, Canberra (PN: 21345, Several)

Gazetted: 20 March 2020

Closing Date: 2 April 2020

Details: The Urban Treescapes section within City Services is recruiting to several permanent vacancies in our Tree Operations team. The Urban Treescapes Leading Hand positions will be responsible to lead and work with a small

team of workers carrying out urban tree maintenance activities. This will include responsibility for carrying out site specific risk assessments and ensuring that crews work safely, allocation of plant and equipment for jobs, record keeping, reporting and carrying out tree assessments as required. We are looking for several Leading Hands to work within the Urban Treescapes teams based at any of our current and future depots across Canberra.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to complete a pre-employment National Police Check, and a pre-employment medical assessment.

Note: The tree teams are engaged in an ongoing nine-day fortnight trial. Locations may be subject to change based on work priorities and team dynamics. 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 your curriculum vitae and application demonstrating your experience against the Selection Criteria in the attached Position Description (no more than half a page per criteria).

Applications should be submitted via the Apply Now button below.

Contact Officer: Lachlan Taylor (02) 6207 7852 lachlan.taylor@act.gov.au

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

Transport Canberra and Business Services

Light Rail Operations

Director Business Process

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 37015)

Gazetted: 25 March 2020

Closing Date: 8 April 2020

Details: The Director Business Process is a critical role within the Transport Canberra Light Rail Operations team and reports directly to the Executive Branch Manager Light Rail Operations. The Director Business Process will be expected to liaise closely with other officers in Transport Canberra and City Services and other directorates in the ACT Government. This position requires a team member with well-developed Stakeholder Engagement, who can undertake business process mapping and the development of contract management process documentation, procedures and protocols to ensure contractual requirements of the light rail operator, and the ACT Government. To be successful in this position you will need to: Have high level communication, interpersonal and organisational skills. Demonstrated understanding of commercial and contractual agreements. Demonstrated experience with tools and systems used in project management. The ability to inspire, energise and positively influence team and individual outcomes, while achieving organisational objectives. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately for six months with the possibility of permanency. This position will be moving to a new workplace designated for Activity Based Working (ABW) in 2020. ABW is a transformation in the way we work. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please attach your curriculum vitae and provide a two-page pitch demonstrating your skills and behaviour and professional/technical skills and knowledge in relation to the capabilities and responsibilities identified in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Fawcett (02) 6205 2425 andrew.fawcett@act.gov.au

Chief Operating Officer

Chief Information Office

Business Systems Administrator

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 43133)

Gazetted: 23 March 2020

Closing Date: 6 April 2020

Details: Expressions of Interest are sought for the role of Business Systems Administrator in the Chief Information Office, Transport Canberra and City Services (TCCS). The role is responsible for managing the day-to-day operations of IT systems to ensure availability and functionality for operational services for TCCS. This will involve

managing relationships with software vendors, hardware vendors, Shared Services ICT, Directorate embedded teams, CIO Office, Access Canberra as well as staff, rangers and managers.

Eligibility/Other Requirements:

Experience in IT change management, business analysis and concepts and methodologies of project management.

Exceptional analytical and problem solving skills, business process analysis and review.

Proven ability to deliver operational outcomes and an ability to work independently or as part of a team.

Experience with infringement systems highly desirable.

Experience with Salesforce highly desirable.

Note: This is a temporary position available immediately until 30 September 2020 with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit a one-two page Expression of Interest outlining your experience and suitability for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deb Butt (02) 6205 8581 deb.butt@act.gov.au

Suburban Land Agency

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

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

Finance Valuations and Systems

Business Systems

Business Systems, Administration

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 39408)

Gazetted: 19 March 2020

Closing Date: 26 March 2020

Details: The Suburban Land Agency is looking for a candidate for the role of Assistant Systems Accountant. This diverse role offers a unique opportunity to work in a hybrid commercial and government setting. This role will provide support to the Senior Director, Business Systems in providing ICT support, systems administration, contribute to systems development and implementation of business systems. This role is vital in supporting the business.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field is desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be employed under the ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021 <https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements>.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Callaghan (02) 6207 6872 lauren.callaghan@act.gov.au

City Renewal Authority

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

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

Director, Development, City Renewal Authority

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E333)

Gazetted: 23 March 2020

Closing Date: 6 April 2020

Details: Applications are sought for the position of Director, Development, City Renewal Authority (CRA). The CRA is established under section 7 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act), and regulated by Parts 8 and 9 of the *Financial Management Act 1996* (FMA), s. 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994* (PSMA).

The objectives of the CRA are set out in section 8 of the Act and include:
the encouragement and promotion of a vibrant city through the delivery of design-led, people-focused urban renewal;

the encouragement and promotion of social and environmental sustainability; and
operational effectiveness, delivering value for money using sound risk practices.

The CRA 2025 Strategic Plan sets out the key directions and goals for the Authority. A copy of the plan can be accessed via https://www.act.gov.au/data/assets/pdf_file/0006/1278402/2025-Strategic-Plan_-_November_W_Sig.pdf.

The Director, Development provides strategic and technical design advice to the Authority. The Director, Development heads the team responsible for the delivery of the City Renewal Authority program across the City Renewal Precinct. This includes project feasibility, business case development, procurement and project and program management.

The Director, Development supports the CEO and the Authority in delivering high quality outcomes in line with CRA's objectives. The position plays a central role in how the CRA partners and collaborates with other ACT Directorates, industry and the broader community.

Further information on the City Renewal can be found at: <https://www.act.gov.au/cityrenewal>.

Note: Formal qualifications in Engineering, Project Management, Planning and / or Urban Design or demonstrable experience is required.

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 up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates should submit an application addressing the ACT Public Service Executive Capabilities and a current curriculum vitae (including the contact details of two referees).

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Gillman (02) 6207 2478 craig.gillman@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

Cancer and Ambulatory Support

Walk in Centres

Nurse Practitioner Walk in Centres

Registered Nurse Level 4.2 \$131,034, Canberra (PN: 33354, several)

Gazetted: 26 March 2020

Closing Date: 20 April 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Walk in Centre is a nurse-led primary health service with Advance Practice Nurses and Nurse Practitioners that provides episodic care for minor injury and illness to the community. Nurse Practitioners provide autonomous care to our clients, using advanced clinical assessment skills and are guided and supported by protocols, medication standing orders and clinical decision making.

Eligibility/Other Requirements:

Mandatory:

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

Tertiary qualifications or equivalent as a Nurse Practitioner and eligibility for membership of appropriate professional organisations

Ability to work across all ACT Walk in Centres.

It is mandatory for all Nurse Practitioners to be granted with their Scope of Clinical Practice and Credentialing through the CHS Nursing and Midwifery Clinical Scope of Practice and Credentialing Committee prior to employment.

Desirable:

Extensive clinical experience in primary health care or within a Walk-in Centre or relevant acute and/or primary care area.

Tertiary level qualification OR Post Graduate course work or study.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Note:

Credentialing through the CHS Nursing and Midwifery Clinical Scope of Practice and Credentialing Committee is mandatory prior to employment and the successful candidate/s will be eligible for appointment to a permanent RN 4.2 Nurse Practitioner position/s on evidence of completion of the WiC competency program. Competency is to be met within four weeks and assessed via Objective Structured Clinical Exams (OSCE).

There are several Permanent, Temporary and Casual positions available from this recruitment process.

Contact Officer: Cassandra Beaumont (02) 5124 8546 cassandra.beaumont@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 37268)

Gazetted: 26 March 2020

Closing Date: 10 April 2020

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position:

The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. These positions will provide senior nursing leadership for the clinical and administrative operations across both the DMHU and the ECU. This includes the day-to-day management of nursing care and the allocation of human and material resources to ensure the provision of safe, efficient, cost effective, high quality health care services.

Eligibility/Other Requirements:

Mandatory: Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

Minimum five years' experience working in a Mental Health clinical role.

Strong understanding of mental health services and demonstrated advanced clinical knowledge, skills and experience in the area of practice. Current driver's licence.

Desirable: Holds or is working towards post-graduate qualification in Mental Health Nursing.

Experience working within a Forensic Mental Health setting is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Tash Lutz 02 51241684 tash.lutz@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Gungahlin Mental Health Team

Clinical Manager

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22453)

Gazetted: 26 March 2020

Closing Date: 2 April 2020

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

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

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

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

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

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

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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

The nursing position is based in the Gungahlin Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

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

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

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

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

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

Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader and Senior Clinician who are both based on site in the health centre. The position is supported by a cohesive multidisciplinary team, including other Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists and Allied Health Assistants. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Qualifications and experience:

Mandatory Qualifications:

Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Current Passenger Vehicles Driver's License

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

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

Contact Officer: Deepthy Palamadathu 0262073844 deepthy.palamadathu@act.gov.au

Allied Health

Acute Allied Health Services

Acute Psychology

Clinical Psychologist

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)*, Canberra (PN: 21438)

Gazetted: 26 March 2020

Closing Date: 9 April 2020

Details: About us

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

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

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

This Clinical Psychology position will provide services to the Pain Management Unit (PMU), a public tertiary multidisciplinary outpatient service providing services to the population of Canberra and surrounding areas. The multidisciplinary team currently consists of medical (pain physicians, consultant psychiatrist in drug and alcohol, pain fellow), nursing, physiotherapy, clinical psychology, occupational therapy, social work and administration. The core business of the PMU is providing outpatient care for individuals living with chronic pain. The allied health professionals at the PMU play an integral role in the multidisciplinary team facilitating group based assessment and intervention.

The position will report to the Manager of Acute Support Psychology, with day to day operational coordination and service planning through the Director of PMU respectively. Clinical supervision will be negotiated with the Acute Support Psychology Manager.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Clinical Psychology.

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

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

Desirable:

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: This is a temporary position available for a period of six months. *An attractive remuneration package will be available to the selected candidate in accordance with the ACT Public Service Health Professionals Enterprise Agreement, comprising salary and an Attraction and Retention Incentive (ARIn) exclusive of superannuation.

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

Clinical Services

Medicine

Medical

Administration Manager Division of Medicine

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 36718)

Gazetted: 26 March 2020

Closing Date: 9 April 2020

Details: [About us](#)

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

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

Under limited supervision from the Division's senior management, you will manage and coordinate administrative staff, provide day to day supervision, human resource and administrative support and advice to a small number of units within the Division of Medicine.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for 12 months.

Contact Officer: Kelli Rixon (02) 5124 8199 kelli.rixon@act.gov.au

Critical Care

Intensive Care Unit

Intensive Care Unit - Foundation Program

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 08105, several)

Gazetted: 26 March 2020

Closing Date: 2 April 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 age

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

Overview of the work area and position

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit (ICU), Emergency Department (ED), Medical Emergency Team (MET) and the medical outreach team, Early Recognition of the Deteriorating Patient (ERDP) program, Trauma Services, the Capital Region Retrieval Service (CRRS) and the Research and Service Development Unit.

The Clinical Development Nurse is a challenging role that requires an RN with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff including new graduates, undergraduate and postgraduate student nurses in the workplace. This position entails being approachable, demonstrating excellent communication skill, having a passion for sharing knowledge and educating others.

The Intensive Care Unit has 31 beds and is a level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic care and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

ICU Foundation Program

The ICU Foundation Program in 2020 will comprises of a 12 month course that provides a supportive framework and dynamic learning opportunities for nurses wishing to transition to the ICU environment. The Canberra Hospital is an acute care teaching hospital and tertiary referral centre. Intensive Care services expose successful applicants to a wide spectrum of critically ill, medical, trauma, emergency and elective surgical patients. Participants will be supported by specialty clinical development nurses and preceptors throughout the 12 month program.

Eligibility/Other Requirements:

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

Desirable: Previous experience in the critical care environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a Temporary position available for 12 months with the possibility of extension or permanency.

Contact Officer: Amanda McCarthy (02) 51242756 amanda.mccarthy@act.gov.au

Clinical Services

Critical Care

Intensive Care Unit

Intensive Care Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 39885, several)

Gazetted: 26 March 2020

Closing Date: 16 April 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit (ICU), Emergency Department (ED), Medical Emergency Team (MET) and the medical outreach team, Early Recognition of the Deteriorating Patient (ERDP) program, Trauma Services, the Capital Region Retrieval Service (CRRS) and the Research and Service Development Unit.

The Clinical Development Nurse is a challenging role that requires an RN with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff including new graduates, undergraduate and postgraduate student nurses in the workplace. This position entails being approachable, demonstrating excellent communication skill, having a passion for sharing knowledge and educating others.

The Intensive Care Unit has 31 beds and is a level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic care and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

Eligibility/Other Requirements:

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

Previous experience in the critical care environment.

Desirable: Post graduate qualification in Critical Care Nursing

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note: There are several permanent and temporary full-time and part-time positions. The successful applicants will be required to work on a rotating roster including morning, evening and, night shift.

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mccarthy@act.gov.au

Chief Executive Officer

Allied Health

Acute Psychology

Clinical Psychologist (Registrar)

Health Professional Level 1 \$61,986 - \$81,211, Canberra (PN: 38060)

Gazetted: 26 March 2020

Closing Date: 7 April 2020

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

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

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

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

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

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

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

Overview of the Work Area and Position

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

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

The Clinical Psychologist Registrar reports to the Manager of Acute Psychology role and is responsible for providing clinical assessments and intervention services to patients of TCH. Clinical supervision for the registrar program (area of endorsement Clinical Psychology) is provided and will be negotiated with the Acute Psychology Manager.

Mandatory:

Postgraduate qualifications in Clinical Psychology or equivalent.

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

Desirable:

Enrolled in (or eligible for enrolment) the Clinical Psychology Registrar Program for Area of Practice Endorsement in Clinical Psychology with the Psychology Board of Australia.

Previous experience working with a multidisciplinary team in an acute care setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Comply with CHS credentialing requirements for allied health.

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

Note: This is a temporary position available for a period of 24 months. This position is part-time at (29:40) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Elissa Jacobs 02 5124 2045 elissa.jacobs@act.gov.au

Chief Operating Officer Clinical Services

Medicine

Renal Reception

Administrative Services Officer Class 2 \$56,689 - \$62,598, Canberra (PN: 10777)

Gazetted: 26 March 2020

Closing Date: 6 April 2020

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

region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

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

Overview of the work area and position:

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

The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services.

Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

Prior to commencement successful candidates will be required to:
undergo a pre-employment National Police check.

Note: This is a temporary position available for a period of 12 months. This position is part-time at (22:08) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Leticia Sullivan 02 5124 8199 Leticia.Sullivan@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drugs Services

Justice Health Services

Senior Clinician, Forensic Threat Assessment Team

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 21787)

Gazetted: 26 March 2020

Closing Date: 10 April 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:

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

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

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

An ACT Threat Assessment team will be established as part of the ACT Government's commitment to deliver on public safety and security.

The Threat Assessment service will be jointly staffed by a team of senior forensic mental health clinicians and senior police officers. The team will deal specifically with fixated individuals and grievance fuelled lone actors, many of whom have a major mental illness or current mental health needs. The Health Professional Officer 4 Senior Clinician and Forensic Psychiatrist will work on site with police on police premises.

The Senior Clinician will be responsible for delivering specialist mental health services that in collaboration with ACT Policing seek to improve client and community outcomes.

The Senior Clinician will:

Be a forensic mental health clinician of at least five years' standing.

Have a good understanding of and familiarity with forensic mental health risk assessment and threat assessment.

Have the ability to work collaboratively with law enforcement and other mental health agencies on complex and sensitive cases.

Be an Australian Citizen (required as per ACT Policing Security protocols).

Eligibility/Other Requirements:

Mandatory:

Be a forensic mental health clinician of at least five years' standing.

Evidence of structured clinical risk assessment training

Social Work:

Bachelor of Social Work and eligible for membership of the Australian Association of Social Work.

Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia.

Psychology:

General Psychology registration with AHPRA

Desirable:

Current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Obtain a Negative Vetting 1 (NV1) Security Clearance (minimum).

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

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

Note: This is a temporary position available for 12 months.

Contact Officer: Dannielle Nagle (02) 5124 1811 dannielle.nagle@act.gov.au

Clinical Services

Critical Care

Critical Care Executive

Clinical Director Emergency Medicine

Senior Specialist \$222,205, Canberra (PN: 25547)

Gazetted: 26 March 2020

Closing Date: 7 April 2020

Overview of the work area and position: The Clinical Director, in partnership with other members of the senior Emergency Department team has accountability for and manages the operations of the service to ensure clinical, financial and strategic objectives and key performance indicators are met. The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the Australasian College for Emergency Medicine. The position will be accountable and responsible to the Executive Director, Critical Care through an Individual Learning and Development Plan. The Director plays a key role in ensuring that care delivery and clinical outcomes within the service reflect best practice. The Director will be responsible for assisting with developing a positive public profile of the hospital and collaborative partnerships with the community. The Director has particular responsibility for the management of Senior Specialists, Registrars and other Junior Medical Officers, and for the education and training of medical professionals. The Director will be expected to be active on the clinical roster in the Emergency Department, and to have demonstrated commitment to the maintenance and further development of skills applicable to the practice of Emergency Medicine and health service management. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, \$341,850.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Emergency Medicine and evidence of satisfactory participation in the ACEM continuing professional development program and or equivalent specialist qualifications. Highly Desirable: Residence in or near Canberra, or willingness to do so, is considered vital for this key pivotal role in the setting of the Health care system in the A.C.T.

Note: This position is a permanent senior specialist position. The Clinical Director role is for a three year tenure with the possibility of extension in the role.

Contact Officer: Lisa Gilmore, Executive Director Critical Care (02) 5124 7135 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Women Youth and Children

Women Youth and Children Community Health Programs

General Practitioner

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 24259, 46856)

Gazetted: 26 March 2020

Closing Date: 30 March 2020

Overview of the work area and position: The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexual identity, mental health or substance use. WHS is seeking a medical practitioner with registered as a specialist in general practice and experience in Women's Health and a commitment to working with marginalised women. The positions will provide transitional medical services to women, and work collaboratively with the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. Professionally, these positions report to the Clinical Director, Obstetrics and Gynaecology; and in relation to operational matters, the Manager, Women's Health Service. The positions are predominantly located at Women's Health Service in Civic, but there may be outreach opportunities required. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the Royal Australian College of General Practitioners or equivalent specialist qualifications. Currently working in General Practice in the ACT or surrounding region with a minimum of 5 years post graduate experience. 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 and vaccination processes against specified infectious diseases.

Note: There are currently two positions available, one position is for 4 hours per week for 6 months and one position is for 8 hours per week for 6 months.

Contact Officer: Andreea Ardeleanu (02) 5124 1787 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

Clinical Forensic Medicine Services

Forensic Medical Officer

Career Medical Officer \$154,221 - \$183,145, Canberra (PN: 44832, 20646, 38344)

Gazetted: 26 March 2020

Closing Date: 23 March 2020

Overview of the work area and position: Clinical Forensic Medical Services (CFMS) is a locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas. CFMS comprises of Clinical Forensics ACT (CFAC), a contracted medical service to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the ACT Health based sexual assault service, and 'Fitness To Drive Medical Clinic' (FTDMC). CFMS is a medical unit within Canberra Hospital and Health Services, with requirements and support for ongoing professional development of all staff. Under the direction of the CFMS Medical Director, the Forensic Medical Officer role is responsible for the provision of a comprehensive range of medical forensic care services for individuals affected by sexual assault and/or domestic violence, persons in custody, police officers, and assessing a patient's medical ability and/or capacity to drive within the Medical Standards for Licensing and Clinical Management Guidelines. This position will be required to participate in afterhours, on call and/or rotation roster. Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Current Driver's licence. Must be eligible to pass an AFP security clearance or the ability to maintain such (i.e. no previous criminal history). Must be undertaking or willing to undertake the Master's in Forensic Medicine. Desirable: Experience In providing forensic medical services and expert opinions. Previous experience in assessing capacity to drive against the Medical Standards for Licensing and Clinical Management Guidelines. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: There are currently 4 positions available at part time hours. One position is at 2 hours per week for 3 years, one position is at 12 hours per week for 3 years and then two positions are at 16 hours per week for 1 year. All of these positions include on-call.

Contact Officer: Dr Vanita Parekh (02) 5124 2185 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

ACT Health

Health Systems, Policy and Research

Health System Planning and Evaluation

Local Hospital Network (LHN) Commissioning/LHN Funding and Performance

Analyst

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 45488)

Gazetted: 20 March 2020

Closing Date: 6 April 2020

Details: Are you a self-driven individual who likes a challenge? Are you passionate about the delivery of health services? Do you enjoy engaging with a wide range of stakeholders to find innovative solutions to complex

problems? Do you possess the skills to accurately analyse qualitative and quantitative data, including in a health context? If yes, there is an exciting opportunity to join the ACT Health Directorate's Commissioning team. The successful applicant will provide analytical advice to shape health service delivery in the region using a solid understanding of health data, performance monitoring and stakeholder management capabilities. The successful applicant will work in the team responsible for the development and implementation of innovative health funding models and performance improvement.

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: In two pages or less tell us why you want the role and outline your Skills, Experience and Suitability based on the requirements of the role as set out in the Selection Criteria and Position Description. This could include telling us about an achievement that you are most proud of. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacob Fell (02) 5124 9349 jacob.fell@act.gov.au

Major Projects Canberra

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

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

Infrastructure Delivery Partners Commercial Project Management Project Manager

Infrastructure Officer 3 \$107,723 - \$118,250, Canberra (PN: 01989)

Gazetted: 23 March 2020

Closing Date: 6 April 2020

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

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

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

Delivering other whole-of-government infrastructure projects in partnership with other Directorates.

Led by the Chief Projects Officer, Major Projects Canberra reports to the Head of Service and is accountable directly to the Treasurer and the relevant Ministers.

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

Eligibility/Other Requirements:

A degree or diploma in a relevant technical field (Engineering, Architecture, Project Management or Construction Management);

OR

Demonstrated relevant experience in Project Management, Procurement and Contract Management.

Desirable:

Experience in the delivery of projects using a GC21 contract.

Note: This position is available as a temporary for six months with a possible extension up to five years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barry Ingram (02) 6207 0037 barry.ingram@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Kathy Freihaut 865-54919, Section 68(1), 1 April 2020

Chief Minister, Treasury and Economic Development

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

Imogen Appleton 858-63031, Section 68(1), 24 March 2020

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

Kellie Barrera 858-78786, Section 68(1), 23 March 2020

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

Shauna Callaghan 858-78946, Section 68(1), 18 March 2020

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

Anne Croudace 865-55241, Section 68(1), 23 March 2020

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

Clarena Gibbons 858-79068, Section 68(1), 18 March 2020

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

Paige Gibson 863-13285, Section 68(1), 18 March 2020

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

Lewis Hayne 858-78751, Section 68(1), 23 March 2020

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

Graham Klein 865-54564, Section 68(1), 23 March 2020

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

Liam Robinson 858-78794, Section 68(1), 23 March 2020

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

Zachary Spackman 858-79033, Section 68(1), 18 March 2020

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

Eleanor Taylor-Rodgers 858-68115, Section 68(1), 18 March 2020

Senior Officer Grade A \$147,006

Kyla Upton 865-54492, Section 68(1), 23 March 2020

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

Jacqueline Wink 858-79121, Section 68(1), 23 March 2020

Community Services

Child and Youth Protection Professional Level 1 \$67,053 - \$84,042

Monique Andriolo 858-78209, Section 68(1), 18 March 2020

Child and Youth Protection Professional Level 1 \$67,053 - \$84,042

Emily Ewart 858-78217, Section 68(1), 18 March 2020

Child and Youth Protection Professional Level 1 \$67,053 - \$84,042

Aneasha Georgievski 858-78268, Section 68(1), 18 March 2020

Child and Youth Protection Professional Level 1 \$67,053 - \$84,042

Christie Jones 858-78233, Section 68(1), 18 March 2020

Child and Youth Protection Professional Level 1 \$67,053 - \$84,042

Joel Olney 858-78196, Section 68(1), 18 March 2020

Education

School Assistant 2 \$48,205 - \$53,228

Ingrid Buckley 858-23793, Section 68(1), 20 March 2020

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

Hannah Hollis 835-37726, Section 68(1), 23 March 2020

Cleaning Services Officer 2 \$50,373 - \$52,250

Le Thi Minh Tam Nguyen 865-20110, Section 68(1), 10 February 2020

Cleaning Services Officer 2 \$50,373 - \$52,250

Karma Tshering 865-521885, Section 68(1), 20 February 2020

Environment, Planning and Sustainable Development

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

Hannah Zurcher 865-55591, Section 68(1), 31 March 2020

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

Julia Maskell 863-48429, Section 68(1), 23 March 2020

Justice and Community Safety

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

Jindriska Coufalova 858-71672, Section 68(1), 21 March 2020

Office of the Legislative Assembly

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

Jason Baker 00799, Section 68(1), 23 March 2020

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

Anna Alberti 00800, Section 68(1), 26 March 2020

Transport Canberra and City Services

Bus Operator - Training \$69,746

Kathika Atapattu Mudiyansele 863-50879, Section 68(1), 21 March 2020

Bus Operator - Training \$69,746

Marco Dalla Venezia 863-50799, Section 68(1), 21 March 2020

Bus Operator - Training \$69,746

Sanju George 863-50860, Section 68(1), 21 March 2020

Bus Operator - Training \$69,746

Sandi Hunt 858-74152, Section 68(1), 21 March 2020

General Service Officer Level 5/6 \$55,841 - \$61,456

Nicholas Hutchison 858-73838, Section 68(1), 19 March 2020

Bus Operator - Training \$69,746

Charles Kodamullil 863-50801, Section 68(1), 21 March 2020

Bus Operator - Training \$69,746

David McLoughlin 863-50908, Section 68(1), 21 March 2020

General Service Officer Level 5/6 \$55,841 - \$61,456

Joshua Rothnie 858-73352, Section 68(1), 19 March 2020

Bus Operator - Training \$69,746

Vincent Schmetzer 863-50836, Section 68(1), 21 March 2020

Bus Operator - Training \$69,746

Garry Scott 863-50852, Section 68(1), 21 March 2020

Bus Operator - Training \$69,746

Malkiat Singh 863-50617, Section 68(1), 21 March 2020

Bus Operator - Training \$69,746

Talwinder Singh 863-50721, Section 68(1), 21 March 2020

Bus Operator - Training \$69,746

Ricky Stanley 863-50924, Section 68(1), 21 March 2020

Canberra Health Services

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

Nijo Eluvathingal 861-31553, Section 68(1), 23 March 2020

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

Hayley Green 861-30710, Section 68(1), 16 April 2020

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

Ciaran Plenty 847-02682, Section 68(1), 23 March 2020

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

Jane Sheers 859-53029, Section 68(1), 19 March 2020

Major Projects Canberra

Infrastructure Officer 4 \$127,670 - \$145,050

Stephen Baker 858-74582, Section 68(1), 26 March 2020

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

Qi Guo 865-54329, Section 68(1), 23 March 2020

ACT Integrity Commission

Senior Officer Grade A \$147,006

Matthew Kelly 865-54601, Section 68(1), 23 March 2020

TRANSFERS

Major Projects Canberra

Dougal Wilson: 787-18880

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

Justice and Community Safety

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

Major Projects Canberra, Canberra (PN. 46403) (Gazetted 17 January 2020)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Revenue Management

Compliance

Claire Blackall: 844-75854

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55540) (Gazetted 10 February 2020)

Revenue Management Division

Compliance

Felissa Burton: 854-10948

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. 02904) (Gazetted 11 February 2020)

Policy and Cabinet

Territory Records Office

Anita Cairnduff: 719-41959

From: Professional Officer Class 2 \$85,394 - \$97,732

Transport Canberra and City Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 40146) (Gazetted 20 February 2020)

Infrastructure Finance and Capital Works

Briar Champness: 858-53183

From: Infrastructure Officer 2 \$85,498 - \$98,365

Major Projects Canberra

To: Infrastructure Officer 2/Infrastructure Officer 3 \$85,498 - \$118,250

Chief Minister, Treasury and Economic Development, Canberra (PN. 01390) (Gazetted 20 June 2019)

Policy and Cabinet

Economic and Regional Policy

Dean Davies: 843-98094

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. 24276) (Gazetted 5 November 2019)

Shared Services

Commercial Services

Record Services

Tegan Gaughran: 858-66849

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 12798) (Gazetted 21 January 2020)

Corporate

Corporate Management

Ministerial and Executive Support

Tracey Henry: 739-65479

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 45508) (Gazetted 4 February 2020)

Access Canberra

Customer Coordination

Applications and Approvals

Tiahna-Anne Smith: 858-57045

From: Administrative Services Officer Class 1 \$50,374 - \$55,416

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 27710) (Gazetted 23 March 2020)

This promotion is made under section C6.3.5 of the Enterprise Agreement Graduate and Cadet Programs Traineeships and Apprenticeships

Transport Canberra and City Services

**Strategic Policy and Customer
Policy and Legislative Solutions
Kirra Cox: 848-65828**

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

Transport Canberra and City Services

To: †Senior Officer Grade A \$147,006

Transport Canberra and City Services, Canberra (PN. 40561) (Gazetted 3 February 2020)

**Transport Canberra and Business Services
Territory and Business Services**

**Canberra Cemeteries
Solomon Grant: 848-68148**

From: General Service Officer Level 5/6 \$55,841 - \$61,456

Transport Canberra and City Services

To: †General Service Officer Level 7 \$63,365 - \$66,914

Transport Canberra and City Services, Canberra (PN. 46555) (Gazetted 3 February 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.

Canberra Health Services

Canberra Health Services

Medical Services

Jimmy Adhikaram: 856-74230

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 46863) (Gazetted)

Chief Operating Officer Clinical Services

Shan Shan Chen: 813-18335

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

Canberra Health Services

To: †Registered Midwife Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 22155) (Gazetted 2 January 2020)

Clinical Services

Marika Kovaceva: 825-47391

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. 26358) (Gazetted 5 December 2019)

Canberra Hospital and Health Services

Sarah Majeed: 771-95272

From: Registered Nurse Level 3.2 \$122,360

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 46270) (Gazetted 2 January 2020)

Chief Operating Officer Clinical Services

Margaret Morey: 778-3783

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

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services, Canberra (PN. 28231) (Gazetted)
Promotion of permanent employee. AIN to RN as per Nursing and Midwifery Agreement, Section 1 Clause 63.1 "

Chief Operating Officer Clinical Services

Ramanpreet Singh: 831-23400

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. 44301) (Gazetted 30 January 2020)

Clinic Services

Rehabilitation Aged and Community Care

Jaime Thomas: 821-58601

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. 16560) (Gazetted 9 May 2019)

Chief Operating Officer Clinical Services

Holly Wright: 838-52873

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 46514) (Gazetted 13 February 2020)

Major Projects Canberra

Project Development and Support

Ministerial, Governance and Corporate Support

Corporate Support

Rebecca McCarthy: 827-56011

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

Chief Minister, Treasury and Economic Development

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

Major Projects Canberra, Canberra (PN. 45366) (Gazetted 25 September 2019)