



ACT Government Gazette

Gazetted Notices for the week beginning 13 August 2020

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Digital Solutions Division

Future Capability and Governance

Digital Health Record Hub

Governance and Program Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48318)

Gazetted: 19 August 2020

Closing Date: 2 September 2020

Details: The Digital Health Record Program is looking for an experienced Governance and Program Officer to provide high-level support to the Digital Health Record Program office. The successful candidate will have strong organisational, communication and time management skills, and will be efficient, flexible and self-motivated. The successful candidate will be able to exercise initiative and monitor and determine priorities to ensure deadlines are met in what will be a fast-paced environment. The role will be fast-paced and demanding, but you'll be contributing to the largest digital transformation project in our history and we promise we'll have a lot of fun along the way. The Digital Health Record is an exciting initiative that will transform the way health care is provided in the ACT public health system. The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record. The Digital Health Record Program team will comprise of approximately 120 staff with administrative, technical, clinical and nursing backgrounds. ACT Health 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 as soon as possible until 27 January 2023 with the possibility of an extension. It is important that you can commit to this full period. 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 submit a pitch of no more than two pages addressing the Selection Criteria, a curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Phillipa Kirkpatrick (02) 5124 9342 phillipa.kirkpatrick@act.gov.au

Corporate Services

Corporate and Governance

People Strategy

HR Advisor, Organisational Development

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 38012)

Gazetted: 19 August 2020

Closing Date: 2 September 2020

Details: The Human Resource (HR) Advisor, Organisational Development supports the Organisational Development Assistant Directors to plan and administer quality learning and development programs; diversity and inclusion activities and provide administrative support for a range of initiatives to promote a positive workplace culture within the Directorate.

The HR Advisor has a key role in ensuring up to date content within the Directorate's learning management system (Capabili); provides user assistance to staff; prepares routine and ad hoc learning and development reports; and undertakes administrative arrangements/activities associated with both online and face to face learning and development activities.

The Advisor is a champion for diversity, inclusion, and positive workplace programs; and supports a range of Directorate initiatives, including providing secretariat support to staff diversity networks; and assisting to plan and facilitate staff events.

If you have a "can do" attitude, a solid track record of working collaboratively and respectfully to achieve great outcomes; experience providing administrative support to teams delivering human resource management related projects; and enjoy working in a small and busy team with evolving priorities – please provide a two page pitch, using the Position Description as a guide, to tell us why you are the ideal candidate for this position.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Carter (02) 5124 9826 stephen.carter@act.gov.au

Corporate Services

Corporate and Governance

People Strategy

Senior Advisor, Employee Relations

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 42558, several)

Gazetted: 19 August 2020

Closing Date: 2 September 2020

Details: The Senior Advisors within the People Strategy take a client focused approach to relationships and working in partnership with colleagues, managers and external service providers to resolve workplace issues at the local level; design tailor fit-for-purpose rehabilitation solutions and contribute to optimum return to work outcomes. You will have an excellent understanding of Human Resource (HR) policy and legislation and have a record of delivering outcomes focused solutions in one or more of the following HR practice areas – recruitment and onboarding, HR reporting and data analysis, injury management and rehabilitation, provision of employee relations advice.

The Senior Advisors provide consistent, policy-based advice, and work within the parameters of the employment framework to develop responsive and flexible solutions in response to stakeholder needs.

We are looking for team members with a positive attitude and a solid track record of working collaboratively and respectfully to achieve great outcomes. You'll need demonstrated experience managing Human Resource management related functions and projects within tight timeframes, exemplary knowledge of employment related policy and legislation, and a "can do" attitude that will be essential for working within a small team with evolving priorities

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

Note: From this recruitment process we hope to fill one permanent full-time vacancy, a temporary full-time vacancy (available up to 6 August 2021) and one temporary full-time vacancy (available up to six months with the possibility of extension).

How to Apply: In two pages or less, using the Position Description as a guide, to tell us why you are the ideal candidate for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Harmer (02) 5124 9824 james.harmer@act.gov.au

Digital Solutions Division

Technology Operations

Support and Diagnostic Systems Hub

Media Support and Training Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48485)

Gazetted: 19 August 2020

Closing Date: 2 September 2020

Details: Are you an experienced digital media professional with videography skills and an interest in training? Do you want to be part of a dynamic team responsible for supporting the ACT Health Directorates media facilities and the training of health clinical applications? The Digital Solutions Division within ACT Health is looking to recruit a suitably experienced individual who is passionate about providing quality media support and developing and delivering professional training packages. We are looking for an energetic and innovative individual with an exceptional eye for detail, impeccable communication skills and the ability to build great stakeholder relationships that influence positive outcomes. If you are highly organised with experience in digital media, videography as well as the design and delivery of adult education, materials and programs, we really want to hear from you. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for: the implementation and support of the Digital Health Strategy; management of technology services and projects; the development and implementation of a performance reporting framework; statutory and intergovernmental reporting requirements; management of the relationship and services delivery by technology vendors including Shared Services ICT; development, implementation and maintenance of technology policies and procedures; and information management and information security.

Note: This is a temporary position available for a period of 10 months with the possibility of permanency.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Amsteins (02) 5124 9074 shannon.amsteins@act.gov.au

Corporate Services

Corporate and Governance

Corporate and Governance Executive

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 17260)

Gazetted: 18 August 2020

Closing Date: 1 September 2020

Details: The Corporate and Governance Division provides strategic direction and operational service delivery to a range of stakeholders across the ACT Health Directorate and the ACT Public Service. The Division comprises of the following branches: Governance and Risk, People Strategy and Strategic Finance. The Division performs a critical enabling function for the long-term success and sustainability of the ACT Health Directorate. This Division is responsible for budgeting, capital management and financial reporting; strategic human resource management; procurement, internal audit, freedom of information, governance and risk management. The Executive Assistant is responsible for providing high level administrative support to the Executive Group Manager, Corporate and Governance. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. Additionally, the position liaises across the ACT Government and with various key stakeholders to respond quickly to business needs and meet tight timeframes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: John Fletcher (02) 5124 9869 John.Fletcher@act.gov.au

Health Systems, Policy and Research
Health System Planning and Evaluation
Local Hospital Network (LHN) Commissioning
Assistant Director
Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 47102)

Gazetted: 18 August 2020

Closing Date: 1 September 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 assess 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 funding, 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, including providing advice on Commonwealth health funding models. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please provide a current curriculum vitae plus a statement of experience against the Selection Criteria of approximately three to four pages.

Applications should be submitted via the Apply Now button below.

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

Health Systems, Policy and Research
Public Health Protection and Regulation
Health Protection Service
Support Officer, COVID 19 Exemptions
Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 48698)

Gazetted: 18 August 2020

Closing Date: 25 August 2020

Details: The ACT Health Directorate has establishment an Exemptions Team with the Office of the Chief Health Officer to assess all exemption applications which are submitted in accordance with the Public Health Emergency Directions. The team manages exemptions for returned overseas and interstate travellers, as well as for compassionate purposes.

The Directorate is looking for a range of highly efficient and dedicated staff to join the exemptions team. We are seeking individuals with highly developed analytical skills, ability to make sound judgements and great interpersonal skills.

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

Eligibility/Other Requirements: The work is demanding and will require weekend and shift work.

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

How to Apply: If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 Vanessa.DalMolin@act.gov.au

**Health Systems, Policy and Research
Public Health Protection and Regulation
Health Protection Service**

Exemptions Officer, COVID 19 Exemptions

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48140, several)

Gazetted: 18 August 2020

Closing Date: 25 August 2020

Details: The ACT Health Directorate has established an Exemptions Team with the Office of the Chief Health Officer to assess all exemption applications which are submitted in accordance with the Public Health Emergency Directions. The team manages exemptions for returned overseas and interstate travellers, as well as for compassionate purposes.

The Directorate is looking for a range of highly efficient and dedicated staff to join the exemptions team. We are seeking individuals with highly developed analytical skills, ability to make sound judgements and great interpersonal skills.

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

Eligibility/Other Requirements: The work is demanding and will require weekend and shift work.

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

How to Apply: If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 Vanessa.DalMolin@act.gov.au

**Health Systems, Policy and Research
Public Health Protection and Regulation
Health Protection Service**

Senior Exemptions Officer, COVID 19 Exemptions

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48701)

Gazetted: 18 August 2020

Closing Date: 25 August 2020

Details: The ACT Health Directorate has established an Exemptions Team with the Office of the Chief Health Officer to assess all exemption applications which are submitted in accordance with the Public Health Emergency Directions. The team manages exemptions for returned overseas and interstate travellers, as well as for compassionate purposes.

The Directorate is looking for a range of highly efficient and dedicated staff to join the exemptions team. We are seeking individuals with highly developed analytical skills, ability to make sound judgements and great interpersonal skills.

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

Eligibility/Other Requirements: The work is demanding and will require weekend and shift work.

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

How to Apply: If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 Vanessa.DalMolin@act.gov.au

**Health Systems, Policy and Research
Public Health Protection and Regulation
Health Protection Service
Policy Officer, COVID 19 Exemptions**

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 48700)

Gazetted: 18 August 2020

Closing Date: 25 August 2020

Details: The ACT Health Directorate has established an Exemptions Team with the Office of the Chief Health Officer to assess all exemption applications which are submitted in accordance with the Public Health Emergency Directions. The team manages exemptions for returned overseas and interstate travellers, as well as for compassionate purposes.

The Directorate is looking for a range of highly efficient and dedicated staff to join the exemptions team. We are seeking individuals with highly developed analytical skills, ability to make sound judgements and great interpersonal skills.

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

Eligibility/Other Requirements: The work is demanding and will require weekend and shift work.

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

How to Apply: If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 Vanessa.DalMolin@act.gov.au

**Health Systems, Policy and Research
Public Health Protection and Regulation
Health Protection Service
Director, COVID-19 Exemptions**

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48702)

Gazetted: 18 August 2020

Closing Date: 25 August 2020

Details: The ACT Health Directorate has established an Exemptions Team with the Office of the Chief Health Officer to assess all exemption applications which are submitted in accordance with the Public Health Emergency Directions. The team manages exemptions for returned overseas and interstate travellers, as well as for compassionate purposes.

The Directorate is looking for a range of highly efficient and dedicated staff to join the exemptions team. We are seeking individuals with highly developed analytical skills, ability to make sound judgements and great interpersonal skills.

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

Eligibility/Other Requirements: The work is demanding and will require weekend and shift work.

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

How to Apply: If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 Vanessa.DalMolin@act.gov.au

Corporate Services

Strategic Infrastructure Division

Strategic Infrastructure

Assistant Director, Infrastructure Client Services

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 38774)

Gazette Date: 13 August 2020

Closing Date: 27 August 2020

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

As the Assistant Director, Infrastructure Client Services, you will manage the delivery of infrastructure projects and programs, planned maintenance and reactive repairs and support the day to day management of small, high performing team that manages ACT Health Directorate assets. The position requires excellent communication skills to liaise with a range of different stakeholders across government, and with Non-Government tenants in ACT Health owned assets.

We are looking for a can-do person who shows initiative and a commitment to quality work. You will live the ACT public service values of respect, integrity, innovation and collaboration and bring with you to work a positive attitude and a high level of professionalism. We are looking for a team player who values and respects others' contributions to the workplace and in turn contributes knowledge and skills for the greater good.

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

Eligibility/Other Requirements: The following are desirable but not essential attributes:

Experience in or knowledge of the administration and coordination of planned and reactive maintenance programs for assets and occupied facilities.

Experience in or qualifications in (infrastructure) project management.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Justeen Stapleton (02) 5124 9452 Justeen.Stapleton@act.gov.au

Health Systems, Policy and Research; Public Health, Protection and Regulation

Health Protection Service

Environment Health Food

Public Health Officer

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 46398)

Gazetted: 14 August 2020

Closing Date: 28 August 2020

Details: Are you looking for an interesting and diverse career? ACT Health's Health Protection Service (HPS) may have the role for you in Environmental Health. The role of the Environmental Health area is to protect and promote the good health of the ACT community through the fostering of safe and healthy environments. The HPS Environmental Health area includes the Environmental Health Food section and the Environment and Radiation Safety section. Your role as a Senior Environmental Health Officer ranges from mentoring and provide support to a team of Public Health Officers in the delivery of food and environmental health regulatory functions to the implementation of quality assurance strategies. Other duties also include outbreak investigations, providing high quality advice and assistance to proprietors, managers, member of the public and other responsible agencies on the application of public and environmental health standards. The role would suit someone with tertiary qualifications and experience in environmental health. We are looking for a dynamic self-driven individual that is flexible and wants to be part of a team that works with stakeholders to improve public health outcomes for the ACT. 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:

Degree or Graduate Diploma or Masters in Environmental Health or equivalent Environmental Health qualifications that is accredited by Environmental Health Australia.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

How to Apply: Your statement of claims against the Selection Criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. These are the key measures for how you will be assessed in conjunction with your resume and experience. Applicants should call the contact officer for advice on whether they are eligible to apply. Please ensure that you address each criteria in your application. The online application form requires a written response and a curriculum vitae to be provided as a minimum. Please attach referee reports as part of your application. There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Ruthenberg (02) 5124 9256 jennifer.ruthenberg@act.gov.au

ACT Integrity Commission

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

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

Investigations

Assessment Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 47168)

Gazetted: 17 August 2020

Closing Date: 2 September 2020

Details: The Hon Dennis Cowdroy AO QC was appointed on 1 July 2019 as the ACT's inaugural Integrity Commissioner. The ACT Integrity Commission commenced its' operational activities on 1 December 2019 and will investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public sector. Applications are currently sought for an Assessment Officer.

The role of the Assessment team is to record, triage and assess corruption reports and Public Interest Disclosures (when passed by the Assembly) received by the Commission and propose appropriate recommendations.

The Assessment Officer will triage and assess corruption reports and Public Interest Disclosures received by the Commission and propose appropriate recommendation and actions. The Assessment Officer will gather and analyse relevant information, prepare internal reports, and communicate with both internal and external parties throughout the assessment process.

Eligibility/Other Requirements: Applicants who have been employed as an ACT Public Servant in the past five years are not eligible to apply.

How to Apply: Your application must include two parts:

A copy of your curriculum vitae, and

A written statement in response to the capabilities in the "What you Require" section - this is a separate written statement in which you should explain.

Your response to the capabilities criteria should total no more than two A4 pages in length. You do not need to address each capability individually, however you should ensure your response clearly outlines how your Skills, Experience and Knowledge help you to meet each of these capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Lennon (02) 6205 2173 Victoria.Lennon@integrity.act.gov.au

Corruption Prevention and Education

Assistant Director, Corruption Prevention and Education

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 47432)

Gazette Date: 17 August 2020

Closing Date: 2 September 2020

Details: About the ACT Integrity Commission

The ACT Integrity Commission (ACTIC) is a newly formed independent body that has powers under the Integrity Commission Act 2018 to investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public sector. To complement its investigative, referral and preventative functions, the ACTIC will also deliver anti-corruption advisory, education and training services.

About the Position

The Assistant Director, Corruption Prevention and Education (CP&E) plays a key role in delivering the ACTIC's corruption prevention and education functions.

Under broad direction, you will research and analyse current and emerging corruption vulnerabilities and treatment mechanisms within the ACT public sector to inform the development of best-fit corruption prevention products and services aimed at improving the capacity of the ACT public sector to detect and prevent corruption. You will support the Commission's engagement of the public sector and the ACT Community through the provision of outreach and engagement activities, including advice, education and public-speaking activities which seek to strengthen the integrity and good repute of the ACT Government and the ACTIC.

You will work collaboratively with other ACTIC officers - including assessment officers, investigators and legal officers - to understand the scope and nature of corruption within the ACT public sector and ensure the ACTIC's corruption prevention and education work is intelligence-led and targeted to where it will have the greatest impact.

Eligibility/Other Requirements: *Section 50 of the Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the commission if the person is or has, in the five years immediately before the day of the proposed appointment, been an ACT public servant.

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 classification. A driver's licence is preferred but not essential. The position may involve some domestic travel.

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: Your application must include two parts:

A copy of your curriculum vitae, and A written statement in response to the capabilities in the "What you Require" section. Your response to the capabilities criteria should total no more than two A4 pages in length. You do not need to address each capability individually; however, you should ensure your response clearly outlines how your Skills, Experience and Knowledge help you to meet each of these capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Kimpton (02) 6205 1937 info@integrity.act.gov.au

Investigations

Senior Computer Forensic Specialist

Senior Information Technology Officer Grade B \$128,286 - \$144,418, Canberra (PN: 48312)

Gazetted: 17 August 2020

Closing Date: 2 September 2020

Details: The Hon Dennis Cowdroy AO QC was appointed on 1 July 2019 as the ACT's inaugural Integrity Commissioner. The ACT Integrity Commission commenced its' operational activities on 1 December 2019 and will

investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public sector. Applications are currently sought for a Senior Computer Forensic Specialist.

The role of the Investigations team is to undertake preliminary inquiries and investigations into corruption reports made to the Commission under the Integrity *Commission Act 2018* by members of the public (s57), mandatory reporters (s68), via referral from prescribed entities (s59) or investigations initiated by the Commission (s101).

The Manager Computer Forensics will provide computer forensic services involving the identification, collection, analysis and presentation of electronic evidence, across a range of digital platforms for the purpose of investigations into allegations of corruption.

Eligibility/Other requirements: Applicants who have been employed as an ACT Public Servant in the past five years are not eligible to apply.

How to Apply: Your application must include two parts: A copy of your curriculum vitae, and A written statement in response to the capabilities in the "What you Require" section - this is a separate written statement in which you should explain. Your response to the capabilities criteria should total no more than two A4 pages in length. You do not need to address each capability individually, however you should ensure your response clearly outlines how your Skills, Experience and Knowledge help you to meet each of these capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Kelly (02) 6207 9483 Matt.Kelly@integrity.act.gov.au

Legal

Paralegal

Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 48591)

Gazetted: 17 August 2020

Closing Date: 2 September 2020

Details: The Hon Dennis Cowdroy AO QC was appointed on 1 July 2019 as the ACT's inaugural Integrity Commissioner. The ACT Integrity Commission commenced its' operational activities on 1 December 2019 and will investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public sector. Applications are currently sought for a Paralegal.

Paralegals work as part of a team to provide support the Legal, Assessments and Investigatory Teams.

The position requires sound analytical skills and the ability to exercise critical thinking and reasoning.

Paralegals exercise sound judgement and have an ability to work independently with limited direction and have the ability to work under pressure, manage competing priorities and respond quickly and flexibly to change.

Eligibility/Other requirements: Applicants who have been employed as an ACT Public Servant in the past five years are not eligible to apply.

How to Apply: Your application must include two parts:

A copy of your curriculum vitae, and

A written statement in response to the capabilities in the "What you Require" section - this is a separate written statement in which you should explain.

Your response to the capabilities criteria should total no more than two A4 pages in length. You do not need to address each capability individually, however you should ensure your response clearly outlines how your Skills, Experience and Knowledge help you to meet each of these capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Kent (02) 6205 2923 Melissa.Kent@integrity.act.gov.au

Calvary Health Care ACT (Public)

Anaesthetics

Senior Staff Specialist

Staff Specialist Band 1-5 \$178,325 - \$220,058, Canberra (PN: Expected)

Gazette Date: 18 August 2020

Closing Date: 06 September 2020

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

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

Reference Number:13649

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

Contact Officer: Dr Andrew Watson (02) 6201 6352 Andrew.Watson@calvary-act.com.au

Critical Care

Emergency Department

Senior Staff Specialist

Staff Specialist Band 1-5 \$178,325 - \$220,058, Canberra (PN: Expected)

Gazette Date: 18 August 2020

Closing Date: 13 September 2020

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

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

Reference Number:13591

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

Contact Officer: Dr Stuart Stapleton (02) 6201 6777 Stuart.Stapleton@calvary-act.com.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

Acute Allied Health Services

Social Work

Social Worker

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 16883)

Gazetted: 20 August 2020

Closing Date: 2 September 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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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.

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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

Overview of the work area and position:

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

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

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

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

This position provides social work services to the adult and children's cystic fibrosis (CF) clinics within CHS, however there are opportunities to work within other areas of the Social Work Department. Cystic fibrosis is a genetic, multi-system, life-shortening disorder characterised by frequent pulmonary infection and hospitalisation. It requires a demanding, time-consuming daily treatment regime. The adult and paediatric CF clinics provide multidisciplinary treatment and support to adults and children and their families. The social worker attends outpatient clinics and provides support to inpatients where indicated.

As part of the multi-disciplinary team, social workers address the psychosocial aspects of cystic fibrosis as these arise throughout the lifespan. Social workers use a multidimensional, strengths-based approach to promote psychosocial well-being and mental health. Social work intervention aims to enhance the capacity of individuals with cystic fibrosis to have power and control over how they manage their lives in the face of a life-shortening chronic illness. The successful applicant would have a demonstrated understanding of the impacts of chronic illness, and particularly cystic fibrosis, on well-being or the ability to acquire such knowledge rapidly.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Social Work

Current membership or eligibility for membership of the Australian Association of Social Workers

A minimum of three years (desirable five years) experience post qualification in Social Work

Desirable:

Previous hospital or health experience

Current driver's licence (mandatory for community positions)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with CHS credentialing requirements for allied health. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

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

Note: This position is part-time at (22.5) hours per week and the full-time salary noted above will be pro-rata. An order of merit list may be established to fill future vacancies; permanent, temporary and casual, at level over the next 12 months. Selection may be based on written applications and referee reports only. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Patrice Higgins (02) 5124 2316 Patrice.Higgins@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drugs Services

Alcohol and Drug Services

Co-Morbidity Clinician

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 29215)

Gazetted: 20 August 2020

Closing Date: 4 September 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

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

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

Overview of the work area and position

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

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

Opioid Treatment Services

Medical Services,

Consultation and Liaison Service,

10 bed Inpatient Withdrawal Service

Police and Court Drug Diversion Service

Counselling and Treatment Services

This position is part of an allied health team based at the Canberra hospital that provide support to clients of the withdrawal unit, the opioid replacement therapy service or the specialist medical service.

This position works collaboratively with individuals who experience both mental health and substance use disorders and, at the divisional level to ensure individuals have positive health outcomes. This position works with CHS Mental Health Services to build the capacity of health care providers to work effectively with people with mental health disorders and alcohol and other drugs issues.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, and group work to adults.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Social Work:

Tertiary qualification in Social Work.

Eligibility for membership of the Australian Association of Social Workers.

For Psychology:

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

For Counselling

Eligible qualification pathways

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

(i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Desirable:

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Note:

This position(s) may be required to participate in an overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level.

Contact Officer: Daniel Panozzo (02) 5124 2591 daniel.panozzo@act.gov.au

Clinical Services

Women, Youth, and Children

Paediatrics

Paediatric Outpatient and Day Stay Unit: Paediatric Fracture Clinic Team Leader

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

Gazetted: 20 August 2020

Closing Date: 27 August 2020

Details: About us

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

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

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

Overview of the work area and position

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

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

The Paediatric Ambulatory Care area offers diverse opportunities for professional enrichment and skill development. This is a rewarding and challenging opportunity available for a suitably qualified Registered Nurse to work in the in Paediatric Outpatient Clinics Paediatric with the possibility for shifts in Day Stay Unit as required. There is an opportunity for skill development in Paediatric orthopaedic fracture care due to growth in clinical service delivery in this specialty. The successful candidate would be supported by the Paediatric education team and fracture clinic staff (medical officers, nursing and allied health) to enhance their skills in this specialty. Additionally the Outpatient nurse has specialty skills including chronic care, management of burns, gastrostomy and enteral feeding care, endocrine, dermatology, immunology, ophthalmology, cystic fibrosis, IBD clinics. The skill opportunities in Paediatric Day Stay include rapid flow day stay elective and emergency surgical procedures: pre and post-operative care, oncology, haematology, rheumatology, immunology, sedation for procedures, endocrine dynamic testing.

The successful applicant will have the opportunity to work in all areas of Paediatric Ambulatory care and will hold the role the of Paediatric Fracture Clinic Team Leader. This role is responsible for monitoring patient flow in the fracture clinic, developing and teaching sound casting and fracture care skill; pre and post indirect care including clinic list preparation, DNA follow up, ordering medical imaging; communicating with CNM, play therapist, orthopaedic specialists, Booking and Scheduling, WIC; monitoring stock levels of special supplies.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

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

Desirable:

Tertiary qualifications or equivalent in Paediatric or Child Health Nursing

Note:

This is a temporary position available for a period of 12 months with possibility of extension. This position is part-time at 24 hours per week and the full-time salary noted above will be paid pro rata. The Ambulatory care area is open Monday to Friday and is closed on public holidays. Fracture clinics are held all day each Thursday and alternating Tuesday and Wednesdays.

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

Rehabilitation, Aged and Community Care

Oral Health Services

Principal Dental Assistant

Dental Assistant Level 3 \$78,254, Canberra (PN: 20546)

Gazetted: 20 August 2020

Closing Date: 28 August 2020

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Overview of the work area and position

The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Dental Health Program provides services from the ACT Community Health Centres as well as from the Mobile Dental Clinic to eligible adults, children and Youths.

The Principal Dental Assistant is responsible for the supervision and training of Dental Assistants and the provision of high-quality infection control protocols as part of a multidisciplinary team. This involves the application of knowledge, skills, professional judgment and initiative in the delivery of routine and complex Dental services, whilst promoting and delivering positive patient outcomes.

Eligibility/Other Requirements

Mandatory:

Certificate 3 in Dental Assisting

Desirable:

Current driver's licence.

Certificate IV in Dental assisting.

Certificate IV in Training and Assessment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a full-time temporary position available for six months with the possibility of extension.

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

Contact Officer: Donna Butcher (02) 512 41511 donna.butcher@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Health Professional Level 3 - Psychologist/Social Worker, Forensic Mental Health Service

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 23845, several)

Gazetted: 20 August 2020

Closing Date: 31 August 2020

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

Overview of the work area and position:

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings.

The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

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

FMHS Forensic Consultation and Intervention Service (FoCIS)

FMHS Mental Health Court Assessment and Liaison (MHCALS)

FMHS Custodial Mental Health (CMH) including

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – Adult)

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

Eligibility/Other Requirements:

Mandatory:

Psychology:

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

Minimum three years post-qualification work experience

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for four +two interns, Higher Degree students, and/or psychology registrars.

Must hold a current driver's licence.

Social Work:

Degree in Social Work.

Minimum three years post-qualification work experience

Eligibility for membership of the Australian Association of Social Workers.

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

Must hold a current driver's licence.

Desirable:

Area of practice endorsement in either clinical or forensic psychology

Prior experience in the area of forensic mental health, and/or a correctional setting

Knowledge and experience in the use of structured risk assessment tools for risk of offending behaviours.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note:

Some positions may be required to participate in occasional overtime or on call work on weekends and public holidays.

Contact Officer: Gillian Sharp (02) 5124 1813 Gillian.Sharp@act.gov.au

Allied Health

Acute Allied Health Services - Physiotherapy

Physiotherapist HITH

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 46438)

Gazetted: 20 August 2020

Closing Date: 31 August 2020

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

Overview of the Work Area and Position

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

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

Acute HP3 Physiotherapists may work across a range of areas in the acute care setting across speciality units and/or surgical and medical areas like Hospital in the Home (HITH).

CHS HITH is expanding its service to include allied health staffing across Physiotherapy, Social Work, Occupational Therapy, Nutrition and Psychology disciplines. HITH provides an acute hospital substitution service that allows patients to receive care in their own homes. This Physiotherapist will report operationally to AAHS Physiotherapy manager.

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

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

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

Eligibility/Other Requirements:

Mandatory:

Degree or Diploma in Physiotherapy or equivalent qualifications,

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

Current drivers' licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with CHS credentialing requirements for allied health.

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

Note:

This is a temporary position available for 12 months with possibility of extension. A merit list from this recruitment process may be used to fill other temporary HP3 vacancies within AAHS Physiotherapy. Successful applicant is required to participate in an afterhours roster.

Contact Officer: Kerry Boyd (02) 5124 2670 Kerry.Boyd@act.gov.au

People and Culture

People and Culture

Workforce Culture and Leadership

Senior Advisor

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 17885)

Gazetted: 19 August 2020

Closing Date: 2 September 2020

Details: Our Vision: Creating exceptional health care together

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The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Overview of the work area and position:

Workforce Culture and Leadership is a specialist team within People and Culture focussing on improving workplace culture; increasing staff engagement; staff health and wellbeing; elevating leadership/management skills; and supporting change management to support CHS staff to provide high quality patient care/experience.

All of our work is underpinned by a strong focus on CHS values of Respectful, Progressive, Reliable and Kind.

Examples of the type of work done by Workforce Culture and Leadership include:

Customised development and delivery of team development activities, including team charters and workshops to improve team functioning and performance.

Manage and coordinated the whole of organisation workplace culture survey.

Develop CHS culture strategy to address results of the workplace culture survey.

Provide individual support to managers and work units to address workplace culture survey results and improve workplace culture.

Develop and manage pulse surveys to track culture improvement and/or analyse existing culture.

Facilitate team/business planning sessions.

Develop and deliver workshops in relation to whole of government organisational development initiatives, include the Respect, Equity and Diversity Framework and the ACTPS Performance Framework.

Use Psychometric tools and provide associated coaching, for example, LSI 360-degree feedback and Hermann Brain Dominance Instrument.

Eligibility/Other Requirements:

Desirable:

Training and facilitation skills and experience are important – relevant qualifications an advantage.

Health care experience is not essential.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Flavia D'Ambrosio (02) 5124 5985 Flavia.D'Ambrosio@act.gov.au

Critical Care

Critical Care Administration

Office Manager, ACT Trauma Service

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 45244)

Gazetted: 20 August 2020

Closing Date: 28 August 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.

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

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

Overview of the Work Area and Position

The Office Manager position is an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of major trauma patient admissions to Canberra Hospital.

The Trauma Service at Canberra Hospital provides clinical services for all trauma patients with known or suspected multi-system injuries, as well as consulting services for those with a significant single system injury. This is conducted in conjunction with the services provided by the Emergency Department, Neurosurgery, Orthopaedic, Cardiothoracic Surgery, Plastic Surgery, Intensive Care, Anaesthetic, Urology, Ophthalmology, Ear, Nose and Throat, Oral and Maxillo-Facial Surgery, and Vascular Surgery departments, as well as Imaging, Pathology, Consultation Liaison Psychiatry and Allied Health.

Primary responsibilities include personal administration to the Director of Trauma, administrative support to the Trauma Coordinator, the Prevent Alcohol and Risk-related Trauma in Youth (PARTY) Coordinator, and the Non-Surgical Staff Specialist working within the Trauma Service.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Working towards or holds a certificate in management, customer service, medical terminology or another relevant field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Lindsay Ottaway (02) 5124 4500 Lindsay.Ottaway@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Withdrawal Unit Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 34083)

Gazetted: 20 August 2020

Closing Date: 27 August 2020

Details: About us

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Overview of the work area and position

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates 6 areas including the Opioid

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

Alcohol and Drug Services provides information, advice, referral, intake, assessment and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of provide sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies The Registered Nurse position is supported by a cohesive and multi-disciplinary team.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate qualifications (or working towards) in relevant field.

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 (OMU).

Note:

This is a temporary position available for a period of nine months. This position maybe required to participate in overtime, and/or rotation roster.

Contact Officer: Sally Billington (02) 5124 7966 sally.billington@act.gov.au

Infrastructure and Health Support Services

Health Infrastructure Program

Project Support Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 31029)

Gazetted: 20 August 2020

Closing Date: 21 August 2020

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Overview of the work area and position

Infrastructure and Health Support Services is responsibility for the development and delivery of health infrastructure projects, and several health support services. Throughout the life of health infrastructure projects, the Project Support Officer provides high level administrative support to the broader infrastructure group, internal and external stakeholders, particularly in the areas of secretariat support to project governance committees and general office resource management.

The Project Support Officer is responsible for the timely and accurate preparation of meeting agendas, papers, minutes and coordination of submissions to higher level committees, and undertake other general administrative duties to support the group as required.

Eligibility/Other Requirements

Desirable:

Recent experience in providing high level secretariat support to committees

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 24 months with the possibility of extension. Selection may be based on application and referee reports only.

For more information on this position and how to apply “click here”

Contact Officer: Dave Gilbert (02) 5124 7791 dave.gilbert@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Centre for Rehabilitation

Occupational Therapist

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 44781)

Gazetted: 20 August 2020

Closing Date: 3 September 2020

Details: About us

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

Overview of the work area and position

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

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT’s first sub-acute rehabilitation hospital, is part of CHS network of health facilities designed to meet the needs of our ageing and growing population.

Occupational Therapy services within RACS are offered in community, outpatient and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

Occupational Therapists are responsible for providing day to day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes. These positions will rotate through inpatients and outpatients at the

University of Canberra Hospital and the aged care wards at the Canberra Hospital. This position will be commencing in the Brindabella Day and Ambulatory Rehabilitation Services Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians and Allied Health Assistants.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy,

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

Hold a current driver's licence.

Highly desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Note:

This is a temporary position available for a period of 11.5 months with the possibility of permanency.

Contact Officer: Hayley Roll (02) 5124 0073 hayley.roll@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Social Worker/Occupational Therapist/Psychologist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 41858)

Gazetted: 20 August 2020

Closing Date: 2 September 2020

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Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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 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 and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

Under the direction of the Manager of CAMHS Specialist Youth Mental Health Outreach (SYMHO), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

Eligibility/Other Requirements:

For Occupational Therapy –

Mandatory:

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

Eligibility for professional membership of Occupational Therapy Australia

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

Current driver's licence.

For Psychology –

Mandatory:

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

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

Current driver's licence.

Highly Desirable:

Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for 4 +2 Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students.

For Social Work –

Mandatory:

Degree in Social Work

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

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

Current driver's licence.

Highly desirable, for all disciplines:

Previous experience working in mental health sector, post qualification.

Previous experience working with young people.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

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

Contact Officer: Laura Dawel (02) 5124 3190 laura.dawel@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapy

Allied Health Assistant

**Allied Health Assistant 2 (Qualified) \$54,256 - \$60,406 (up to \$62,203 depending on qualification level),
Canberra (PN: 48428)**

Gazetted: 20 August 2020

Closing Date: 31 August 2020

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Overview of the work area and position

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

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

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

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

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance or equivalent qualification

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check;

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

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

Note: You will be required to participate in an overtime roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Kerry Boyd (02) 5124 2670 kerry.boyd@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Occupational Therapist - New Graduate

Health Professional Level 1 \$62,823 - \$82,307, Canberra (PN: 40151, several)

Gazetted: 20 August 2020

Closing Date: 2 September 2020

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Overview of the work area and position

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Occupational Therapists within RACS provide services in community and inpatient settings including The Canberra and University of Canberra Hospital. We provide assessment and therapeutic intervention to facilitate positive patient outcomes for a range of patients in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

This position will have the opportunity to rotate every six months through either the inpatients/outpatients at the University of Canberra Hospital and the aged care wards at the Canberra Hospital. The position is well supported by a group of experienced clinicians and will be provided with direct clinical supervision from a designated senior Occupational Therapist.

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy.

Be registered or be eligible for registration with the Australian Health practitioner Regulatory Agency (AHPRA)

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Note: These are temporary positions available for a period of 11 months with the possibility of permanency. These position's may be required to participate in overtime, on call and/or rotation roster.

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

Contact Officer: Hayley Roll (02) 5124 0073 hayley.roll@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapy

Physiotherapist

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 28674)

Gazetted: 20 August 2020

Closing Date: 3 September 2020

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Overview of the work area and position

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This Physiotherapist will provide physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients primarily at Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care.

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

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

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

Eligibility/Other Requirements:

Mandatory:

Degree or Diploma in Physiotherapy or equivalent qualifications,

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

Current drivers' licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

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

Desirable:

At least three years' work experience.

Note:

You will be required to participate in an overtime roster. An order of merit will be established from this selection process and may be used to fill future permanent or temporary identical vacancies over the next 12 months.

Contact Officer: Kerry Boyd (02) 5124 2670 kerry.boyd@act.gov.au

CHS Chief Executive Officer

Workplace Resolution and Support

Workplace Resolution and Support Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48838)

Gazetted: 20 August 2020

Closing Date: 2 September 2020

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Overview of the work area and position Workplace Resolutions is responsible for providing strategic leadership, advice and operational implementation of workplace resolution strategies relating to a diverse range of Human Resource and industrial relations functions across CHS. Working closely with CHS Divisions, the Workplace Resolutions and Support team delivers strategically aligned workplace resolutions options including involvement with workplace conflict resolution mediation and counselling options. As the Support Officer within Workplace Resolutions and Support team, your role will be to assist and support with the implementation of workplace resolutions in the organisation through several initiatives currently underway. You will be required to support and maintain Diary management, monitor mailboxes and replies, prepare presentations for roadshows, oversee room bookings and appointments, scribe for mediation and facilitated discussion and generally keep the senior officers on track. You will have exceptional skills in reporting and maintaining a database as well as the ability to produce reports on the area's activities to other stakeholders. The person we are looking for will have a high level of emotional intelligence with the ability to undertake initial staff intake meetings, record information accordingly and liaise with other stakeholders, all whilst ensuring privacy and confidentiality is always maintained. Eligibility/Other Requirements Desirable:

- Experience working in a complex environment
- Diary and mailbox management skills
- General database and reporting management skills

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: This is a 12 month temporary part-time position (29:24) hours per week with the possibility of extension and/or permanency, the full-time salary noted above will be pro-rata. For more information on this position and how to apply "[click here](#)"

Contact Officer: Samantha Marwick (02) 5124 3656 samantha.marwick@act.gov.au

Quality and Safety

Quality and Safety Executive

Executive Officer

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 32557)

Gazetted: 20 August 2020

Closing Date: 3 September 2020

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

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

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

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

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

Overview of the work area and position

The Quality, Safety Branch is focusing on Canberra Health Services' strategic approach to patient safety and quality with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a culture of continuous quality improvement.

The Executive Officer position reports to the Director National Standards and Patient Care and works closely with the Senior Management team of the division.

The Executive Officer is responsible for the coordination and preparation of government business including briefings and correspondence, internal minutes, cabinet submissions and assembly material, and divisional business and projects.

Eligibility/Other Requirements:

Mandatory:

Relevant qualifications in public sector management and/or relevant public sector experience.

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 three months with the possibility of extension.

Contact Officer: Kellie Lang (02) 5124 9044 kellie.lang@act.gov.au

Division of Women, Youth and Children, community Health Programs.

School Youth Health Nurse

School Youth Health Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 41589, several)

Gazetted: 20 August 2020

Closing Date: 31 August 2020

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Overview of the work area and position

The School Youth Health Nurse Program employs experienced adolescent health Registered Nurses who provide primary health care for students attending ACT Government High Schools. The program's core elements are:

Adolescent focused individual consultations

Small health promoting group work

Support for teachers to deliver the health curriculum

Support for health promotion activities within the school

The position is based in allocated ACT Government Secondary Schools, with one day per week working from the City Health Centre, at 1 Moore Street, Canberra City. You will be part of a high functioning, friendly team and be well supported into the role.

Eligibility/Other Requirements:

Mandatory:

Be Registered or be eligible for Registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Current Driver's licence

Desirable:

Experience working in adolescent health

Additional qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: There are several full-time and part-time temporary position's available for three months up to 12 months.

Both full time and part time (three days a week) positions are available from October 2020 and in February 2021.

The full-time salary noted above will be paid pro-rata for part-time positions.

This position is under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019.

The rate of pay is at 88% of the rate paid to an equivalent employee. This rate of pay takes into account the nurse not attending work during school stand down periods (term breaks).

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

Contact Officer: Justine Hrstic (02) 5124 1790 Justine.Hrstic@act.gov.au

Logistics Support

Sterilising Services

Sterilising Services Assistant Manager

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 29388)

Closing Date: 02 September 2020

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- Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Seven community health centres: providing a range of general and specialist health services to people of all ages.

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

Overview of the work area and position:

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMD). SS provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

SS is organised into the following functional areas:

- SS at Mitchell, including management and administration
- Sterilising Unit at CH
- Sterilising Unit at CPHB
- Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

The Assistant Manager is responsible for overseeing the day-to-day operations to meet operational requirements in accordance with AS/NZ 4187:2014, Infection Control guidelines, the Quality Management System, Workplace Safety (WPS) and CHS policy and procedures. You will also effectively respond to customer enquiries, contribute to the Quality Management System, assist in the introduction of new sets to other staff of Sterilising Services.

Eligibility/Other Requirements

Desirable:

- Relevant qualification in Sterilising such as Certificate in Sterilising or Nursing highly desirable.
- A current driver's licence 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).

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

Contact Officer: Natalie Ogilvie (02) 5124 2283 Natalie.Ogilvie@act.gov.au

Chief Operating Officer Clinical Services

Executive

Director - Emergency Management

Senior Officer Grade B \$128,286, \$144,418, Canberra (PN: 39626)

Gazetted: 20 August 2020

Closing Date: 01 September 2020

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

Overview of the work area and position

The Office of the Chief Operating Officer is an overarching area that is responsible for Emergency Management (EM), Business Continuity Management (BCM), Patient flow (including the Transit Lounge and After-Hours Hospital Management) and Cross Boarder Relations and Territory Wide Surgical Services.

The Director, Emergency Management is responsible for the development, implementation and performance monitoring of emergency management, including coordination during an ongoing emergency, for all Canberra Health Service (CHS) divisions and branches. This position liaises closely with the Director, BCM to develop, implement and monitor the performance of emergency and disaster management and business continuity frameworks.

The focus of the role is to assist all areas to ensure the core organisational aspects of prevention, preparedness, response, and recovery for emergency and disaster management are documented, evaluated and continuously improved across CHS.

Eligibility/Other Requirements

Desirable:

- A qualification in general management and/or disaster and emergency management and/or project management, particularly in the healthcare sector.
- Significant knowledge and experience of jurisdictional disaster management arrangements, particularly in the healthcare sector.
- Completion of relevant emergency management training e.g. (AIIIMS).

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 six months with the possibility of extension and/or permanency.

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

Contact Officer: Liza Marando (02) 5124 8688 liza.marando@act.gov.au

Pathology

Diagnostic Genomics

Specialist - Genetic Pathologist

Specialist 1-5 \$164,470 - \$202,960, Canberra (PN: 35888)

Gazetted: 20 August 2020

Closing Date: 26 August 2020

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Three Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and clinical/ research matters to Canberra Health Services.

For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 dean.medicalschool@anu.edu.au

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Overview of the work area and position:

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

The Diagnostic Genomics department provides a genetic testing service to the patients of the ACT and surrounds liaising strongly with other specialist consultants and general practitioners. It is a dynamic department due to the rapidly expanding and fast changing field driven by ongoing discoveries and new technologies. This role will be required, under the leadership and direction of the Executive Director of Pathology, to develop the strategic direction of the Diagnostic Genomics Service, provide leadership to the staff in the department and have a key role in the day to day operations working closely with the Chief Scientist for the provision of exceptional healthcare.

Eligibility/Other Requirements:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) with specialist registration in Pathology.
- Fellow of the Royal College of Pathologists Australasia (FRCPA) with Fellowship in Genetic Pathology or equivalent specialist qualifications.

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

Salary, Remuneration and Conditions:

Annual Salary: Indicative total package value of between \$306,509 - \$377,908 inclusive of salary, applicable allowances and 11% super.

Staff Specialist Bands 1-5: \$164,470 - \$202,960, Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Reimbursement of relocation costs may be available if you are the successful candidate.

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

For more information on this position and how to apply “click here”

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

Canberra Health Services

Adult Community Mental Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Registered Nurse - Police Ambulance Clinician Early Response (PACER) and Home Assessment and Acute Response Team

\$108,237 - \$112,691, Canberra (PN: 48124, several)

Gazette Date: 20 August 2020

Closing Date: 31 August 2020

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- Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.
- 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 (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 individuals, carers, and 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, and other community settings including people’s homes. These services include:

- Adult Acute Mental Health Services
- Adult Community Mental Health Services

- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community. ACMHS consists of Community Recovery Services operating from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong) and Access and Specialty Teams that provide specialised services such as triage and comprehensive assessment, therapies, assertive outreach, and acute response. This RN3.1 position is based in both Police Ambulance Clinician Early Response (PACER) and the Home Assessment and Acute Response Team (HAART). The position holder will be working shifts with both teams.

PACER is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic, and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis.

PACER provides:

- A police/ambulance/clinician first responder unit with a dedicated service able to inform management of the specific crisis including de-escalation, assessment, transport and referral options;
- The person with a rapid mental health response to their service needs incorporating least restrictive principles and timely access to acute service provision, leading to better health outcomes;
- Enhanced capability to respond promptly to incidents whilst reducing the overall amount of time that operational units spend with people presenting with acute mental health issues;
- Training and education opportunities to police and ambulance paramedics, enhancing overall mental health literacy;
- Destigmatisation and better management of the dignity of people experiencing acute mental illness by utilising a health platform to deliver services; and
- Improved utilisation of client information and more targeted use of agency resources in emergency services.

Early intervention to avoid escalation and minimise harm to the individual, their family, carers and the wider community is one of the core elements of this strategy. Further elements of this role include minimising the use of force and emergency provisions of the *Mental Health Act 2015*, reduced demand on police, ambulance and emergency department resources through early intervention pathways, diversion from hospital and reduction of involuntary admissions into acute inpatient mental health facilities.

The position will provide a key role in developing the management plan for the person experiencing mental health crisis and will direct the person's mental health care on scene, including the decision to transport to hospital and the decision to invoke an Emergency Action. The Clinician is expected to promote, advocate for and action least restrictive care principles within the PACER team.

PACER is currently a 'Proof-of-Concept' aimed at establishing the effectiveness of the service within the ACT and the development of effective processes. The position will contribute to the development of these process through data collection and quality improvement activities.

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

The position reports to the HAART Team Leader and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

Eligibility/Other Requirements:

Mandatory:

- Approved tertiary qualifications or equivalent in nursing.
- Be registered or be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of three years, ideally five years, experience working as a Registered Nurse in a mental health or related field.
- Hold a current driver's licence.

Desirable:

- Post Graduate Qualification in Mental Health Nursing or working towards such.
- Experience in working in partnership with emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

Highly Desirable:

- Approved as a Mental Health Officer under the *Mental Health Act 2015*, or eligible to be approved as a Mental Health Officer.

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 six months. PACER operates seven days a week, including weekends and public holidays, and the position holder will be required to work a rotating roster of 10-hour evening shifts (2:00pm to 12:30am). HAART operates seven days a week, including weekends and public holidays, and the position holder will be required to work a rotating roster of morning shifts (8:00am to 4:30pm), evening shifts (1:30pm to 10:00pm), and on call arrangements overnight.

Contact Officer: Julia Heffernan (02) 5124 1096 Julia.heffernan@act.gov.au

Community Services

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

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

Inclusion and Participation

Social and Community Inclusion

Office for Women

Assistant Director - Office for Women

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 40830)

Gazette Date: 14 August 2020

Closing Date: 28 August 2020

Details: Expressions of interest are sought to fill a temporary position of Assistant Director in the Office for Women. In this role you will oversee the implementation of the Second Action Plan 2020-2022, under the ACT Women's Plan 2016-26, including the development of a range of materials to inform internal and external reporting. You will work collaboratively across Community Services Directorate, other directorates and the community sector to improve outcomes for women and girls in the ACT. You will also manage and develop the skills of a small team.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, people with disability, people from culturally and

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

Eligibility/Other Requirements: A security clearance at an appropriate level may be required. Educational, suitability and professional qualification checks may be carried out prior to employment.

Note: This is a temporary position available from early September 2020 for six months with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in early 2021. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on written application and referee checks only.

How to Apply: Please submit a two-page pitch of your experience and skills against the Selection Criteria, along with your current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Flynn (02) 6207 2892 Erin.Flynn@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Senior Producer Contemporary Performance (Music and Comedy)

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 3579)

Gazetted: 19 August 2020

Closing Date: 26 August 2020

Details: To join Canberra Theatre Centre's Program and Presenter Services team you will need to have extensive experience working as a programmer/producer in the live performance industry and specifically in a performing arts venue. With a particular focus on music and comedy, this role requires you to have established industry networks and contacts, experience in negotiating and managing high level contracts, and event management experience with a working knowledge of standard technical requirements. You will also need the capacity to analyse the Centre's investments in music and comedy programming, as well as possess high level budgeting skills with attention to detail and organisational compliance. Eligibility/Other Requirements: Experience with Venue Ops booking management software is desirable. How to Apply: Applicants must submit a curriculum vitae and a written response to the Selection Criteria outlined in the Position Description. Applications should be submitted via the Apply Now button below. Contact Officer: Gill Hugonnet 0400 235 916 gill.hugonnet@act.gov.au

Canberra Theatre Centre

Manager Program and Presenter Services

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 3578)

Gazetted: 19 August 2020

Closing Date: 26 August 2020

Details: To join Canberra Theatre Centre's Program and Presenter Services team you will need to have extensive experience working at high level in a performing arts centre and be responsible for optimising venue utilisation while curating the artistic quality and balance of the program. This role requires you to have established industry networks and contacts, experience in negotiating and managing high level contracts, managing and developing client relationships with a view to business growth, capacity to problem solve and a working knowledge of standard technical requirements is desirable. You will also need the capacity to analyse and provide advice on the Centre's investments in theatrical programming, as well as possess high level budgeting skills with attention to detail and organisational compliance. Experience with Venue Ops or booking management software is essential. How to Apply: Applicants must submit a curriculum vitae and a written response to the Selection Criteria outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gill Hugonnet 0400 235 916 gill.hugonnet@act.gov.au

Education

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

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

Service Design and Delivery

Student Engagement

Flexible Education

Flexible Education - Classroom Teacher

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 46320, several)

Gazetted: 19 August 2020

Closing Date: 4 September 2020

Details: Are you a reflective practitioner, able to create dynamic learning environments and authentically personalised education programs for students with complex and challenging needs? Do you have a demonstrated understanding of trauma and neuroscience informed education practices? Are you passionate about inclusion, social justice, innovation and equity? If so, then the role of Classroom Teacher, Flexible Education may be for you. Our ideal candidate will have excellent interpersonal, communication and relationship building skills. You will be a team player with the ability to work collaboratively as part of a small interprofessional team within the newly established Flexible Education Section. The programs and schools within Flexible Education include Murrumbidgee Education and Training Centre, Muliyan, Hospital School, the educational program at The Cottage and Distance Education.

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 current driver's licence and use of private vehicle is required. 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. Interested Applicants located outside of Canberra – Relocation expenses will be reimbursed to the successful applicant in accordance with Clause C18 of the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018 - 2022.

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

Selection may be based on application and referee reports only.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the *Australian Professional Standards for Teachers* (max three-pages) and details of two referees (including a current or recent supervisor). Please also provide a copy of your TQI and WWVP registrations.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joseph Lloyd (02) 6142 0158 joseph.lloyd@ed.act.edu.au

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

Service Design and Delivery

Digital Strategy, Services and Transformation

Executive Support Officer

Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 38034)

Gazette Date: 14 August 2020

Closing Date: 24 August 2020

Details: Working directly to the Executive Branch Manager (EBM) and Digital Business Support Manager, you will be joining a fast-paced environment in providing executive level support to the EBM and administrative support to the branch. You are committed and thorough, with the ability to work at a high level across a range of projects in

an agile environment. You will be a strong communicator, approachable, flexible, with experience working in the public sector.

Ideal candidates will be able to develop strong working relationships with people of all levels across the branch, the group and the Directorate, as well as liaising with external stakeholders. You can work collaboratively within a group, actively networking with others and engaging in varying types of feedback choosing the appropriate time and ensuring the discussion sticks.

You will also have experience in fast paced projects with several dependencies, stakeholders and tight timeframes. You will demonstrate integrity in all that you do.

Lastly, you have a great sense of humour, can 'wear multiple hats' and juggle priorities, be resilient and tactful, be passionate about what you do and committed to making a difference!

Eligibility/Other Requirements:

Mandatory:

Previous administration or equivalent experience

Ability to handle confidential and sensitive information in accordance with relevant legislation and policy.

Possession of a current drivers licence and access to a private vehicle

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

How to Apply: In two pages or less tell us:

why you want the role;

what you would bring to the role and what you would get out of it; and

describe an achievement that you are most proud of.

A current curriculum vitae,

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Bartlett (02) 6207 5663 Kelly.Bartlett@act.gov.au

Service Design and Delivery

Student Engagement

Flexible Education

Principal - Flexible Education

School Leader A 2 \$176,028, Canberra (PN: 41933)

Gazette Date: 14 August 2020

Closing Date: 8 September 2020

Details: Student Engagement is seeking an experienced, skilled and dynamic Principal to lead the multidisciplinary team in the Flexible Learning Program. The Flexible Learning Program is a future focused learning program for students in Years 7 – 10 and it delivers personalised, holistic and trauma informed education, particularly for young people with complex and challenging needs.

Principal - Flexible Education will lead a community of educational programs for students with complex and challenging needs including Murrumbidgee School, Muliyan, the Hospital School, the educational program at The Cottage and Distance Education.

Eligibility/Other Requirements: Prior to commencing in this role, a minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; current full teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain) and a current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011* is required. A current driver's licence and use of private vehicle is required.

Interested Applicants located outside of Canberra – Relocation expenses will be reimbursed to the successful applicant in accordance with Clause C18 of the [ACT Public Sector Education Directorate \(Teaching Staff\) Enterprise Agreement 2018 - 2022](#).

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

How to Apply: Interested applicants in leading this Canberra Public School should provide curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum five 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: Amie Corrigan (02) 6205 1310 SDDRecruitment@act.gov.au

School Performance and Improvement

North and Gungahlin Network

Gold Creek School

Human Resources Manager

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 37047)

Gazetted: 18 August 2020

Closing Date: 25 August 2020

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

An opportunity exists for a Human Resource Manager who will work within the senior leadership team consisting of Facilities and Finance Managers to deliver the business outcomes across the P-10 multicampus school.

This is a position for a high calibre individual, who can evidence capabilities as a dynamic, strategic thinker.

You must have the capacity to manage the multi-million-dollar Human Resource budget and advise senior leadership on all HR matters. This position reports directly to the Principal and is a member of the Senior Leadership team.

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

Eligibility/Other Requirements:

Desirable:

Certification in Human Resources

School based experience

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

How to Apply: In three pages or less please detail why you would be suitable for the role and how you meet the Selection Criteria.

Please provide your curriculum vitae and two signed referee reports. Referees should have a thorough knowledge of your work performance and experience. Ensure at least one of your referees is a current employer or past supervisor.

The signed referee report should be provided during interview for shortlisted applicants.

Applications should be submitted via the Apply Now button below.

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

Service Design and Delivery

Student Engagement

Flexible Education

Flexible Education - Classroom Teacher (Identified Position)

Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 48597)

Gazetted: 18 August 2020

Closing Date: 3 September 2020

Details: Are you a reflective practitioner, able to create dynamic learning environments and authentically personalised education programs for Aboriginal and Torres Strait Islander students? Do you have a demonstrated

understanding of trauma and neuroscience informed education practices? Are you passionate about inclusion, social justice, innovation and equity?

If so, then the role of Classroom Teacher, Flexible Education may be for you. Our ideal candidate will have excellent interpersonal, communication and relationship building skills. You will be a team player with the ability to work collaboratively as part of a small interprofessional team within the newly established Flexible Education Section.

The schools and sites within Flexible Education include Murrumbidgee Education and Training Centre, Muliyan, Boomanulla, the Hospital School, the educational program at The Cottage and Distance Education.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. 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; current full teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain) and a current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011* is required. A current driver's licence and use of private vehicle is required.

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

Interested Applicants located outside of Canberra – Relocation expenses will be reimbursed to the successful applicant in accordance with Clause C18 of the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018 - 2022.

How to Apply: Applicants are to provide a curriculum vitae, Statement of Claims based on the Australian Professional Standards for Teachers (max three-pages) and details of two referees (including a current or recent supervisor). Please also provide a copy of your TQI and WWVP registrations.

Applications should be submitted via the Apply Now button below.

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: Joseph Lloyd (02) 6142 0158 Joseph.Lloyd@ed.act.edu.au

Service Design and Delivery

Student Engagement

Flexible Education

Flexible Education Learning Support Assistant

School Assistant 2/3 \$48,856 - \$59,575, Canberra (PN: 48752, several)

Gazetted: 18 August 2020

Closing Date: 27 August 2020

Details: Flexible Education are looking for motivated and caring individuals to provide personal, physical and educational support to students including students with additional needs and/or intellectual and/or physical disabilities.

Flexible Education is a community of schools and programs that are co-located within several settings including Murrumbidgee Education and Training Centre, Muliyan Program, Hospital School, the educational program at The Cottage and Distance Education. Flexible Education provides holistic educational and wellbeing services to students and families with complex and challenging needs. To ensure that the holistic needs of students and families are met Flexible Education has a strong commitment to working together with community agencies, lead workers, families and each student.

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.

Willingness to undertake HAAS program training in relation to health care procedures/tasks.

Certificate III or equivalent e.g. Disability, Early Childhood Education and Care, Education Support, School Support Services.

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

How to Apply:

In two pages or less please tell us:

Why you want the role;

What you bring to the role? and

What you are hoping to get out of the role?

2. Please provide a current curriculum vitae.

3. Please provide 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 referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 SDDRecruitment@act.gov.au

School Performance and Improvement Division

Belconnen Network

Melba Copland Secondary School

School Leader A 2 - Melba Copland Secondary School

School Leader A 2 \$181,309, Canberra (PN: 45288)

Gazetted: 17 August 2020

Closing Date: 2 September 2020

Details: Melba Copland is a dual campus secondary school situated in the West Belconnen region of Canberra. It is the only government school in the Canberra region providing secondary education for all students from years 7 to 12, offering both the International Baccalaureate Middle Years program (MYP) and Diploma Program (DP).

Melba Copland Secondary School offers students a modern learning environment and promotes an enriching, safe and supportive learning culture where students are educated together in an inclusive mainstream and specialist environment. Melba Copland Secondary School promotes values of excellence, integrity and harmony in the multiple learning pathways offered to students.

To support students to excel and achieve their intended goals, dedicated specialist teachers enhance the broad curriculum in modern facilities. This includes a Performing Arts Centre for Music, Drama and Dance, modern science laboratories and an established Horticulture and Hospitality Industry Centre. Additional programs include the Magellan Program for gifted and talented students for high achieving students in year 7 to 12 and a targeted approach for year 5 and 6 students in our local primary schools; the Talented Athlete Program (TAP) for identified year 7-12 students; and the annual MCSS Dance Showcase involving 6 local primary schools. Melba Copland also provides a number of small group programs in Learning support units.

With a strong focus on equity and inclusion, the Principal will lead a consistent approach to learning across the school. As the leader of the school's executive team, the principal will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams.

The Education Directorate is seeking a dynamic school leader to build on the strong community engagement and partnerships.

If you would like to gain a deeper understanding about the school, we recommend you examine the school's *Annual Action Plan, Annual School Board Report, School Review Report* and *School Improvement Plan* which can be found on the school [website](#).

Key Duties:

The new principal will ensure the needs of all students are met in a timely way through the strategic use of resources, teams and the Education Support Office. With a strong focus on equity and inclusion, you will lead a consistent approach to learning across the school, ensuring there is a quality teacher in every classroom. As leader of the school's executive team, you will collaboratively develop and assist in leading the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership and teaching teams. You will also manage the school within legislative requirements and in accordance with system and school board policies. Providing professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

The Education Directorates Priorities:

ACT Public Schools value innovative, student focussed leaders who lead school communities that are welcoming, dynamic, inclusive, culturally safe and meet the needs of all students. Successful leaders in the Directorate will be people focussed, have a strong commitment to the wellbeing of staff, students and families, and be capable of leading learning environments where all children and young people experience success, and where every teacher is empowered as an innovative learning professional to deliver high quality, engaging and differentiated learning experiences.

The ACT Public School System is growing at pace with a growing city. We are responding to meet the needs of our dynamic Canberra community through the ACT Government's Future of Education Strategy to develop students who have the skills and abilities to succeed in a rapidly changing world - <https://www.education.act.gov.au/our-priorities/future-of-education>.

The execution of this ambitious agenda requires dynamic, flexible and innovative leaders who understand the challenges facing contemporary school leaders including the complexity, opportunity and challenges experienced by young people, and can ensure greater student voice and agency with increasingly personalised learning. Successful leaders in the ACT will understand that our people are our greatest resource, that we are a leading learning organisation, where people know they matter and to this end all staff are engaged as learners in quality feedback and professional engagement as part of their daily experience at work. Where all staff understand the impact, they have both individually and collectively on student achievement and feel empowered and supported in their own professional growth and development.

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

Note: The process may be used to fill short term acting arrangements for other roles that may become available within the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kris Willis (02) 6207 1555 kris.willis@act.gov.au

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

School Performance and Improvement Division

Tuggeranong Network

Calwell High School

Deputy Principal - Calwell High School

School Leader B \$147,337, Canberra (PN: 04119)

Gazetted: 17 August 2020

Closing Date: 31 August 2020

Details: Calwell High School is after a dynamic and flexible school leader to provide strategic and operational leadership across the school. The successful applicant will develop strong professional relationships, collaborate and network with a wide range of people to maximise student outcomes in a complex environment. The successful applicants' key responsibilities will be to:

Lead multidisciplinary teams to support students displaying complex and challenging behaviours.

Be a highly visible leader with responsibility for leading teams to drive improvement in data driven, evidence-based practice that builds high expectations for all students.

Engage parents, stakeholders and the broader school community by developing, valuing and enriching positive relationships and connections.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Altenburg 0439 042 857 megan.altenburg@ed.act.edu.au

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

School Performance and Improvement Division

North Gungahlin

Lyneham Primary School

Building Services Officer - Lyneham Primary School

Building Service Officer 3 \$69,594 - \$73,540, Canberra (PN: 48204)

Gazetted: 14 August 2020

Closing Date: 28 August 2020

Details: Lyneham Primary School requires a dynamic and proactive person to be the Building Services Officer. This person will be required to improve and maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; completing emergency and other repairs to trade/industry standard OR ensuring this standard when organising and overseeing emergency repairs. In accordance with Directorate policies and in consultation with the supervisor, the position requires initiative and independent judgement.

Eligibility/Other Requirements:

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.

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior For further information refer to: [Access Canberra](#)

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

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

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

How to Apply: Address each of the Selection Criteria with the application being no more than five pages. Please provide names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara Henderson (02) 6142 1720 sara.henderson@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Office of the Director-General

Engagement and Executive Support

Government Services

Manager, Government Business (Cabinet/Assembly)

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 25229, expected vacancy)

Gazetted: 18 August 2020

Closing Date: 1 September 2020

Details: The Environment, Planning and Sustainable Development (EPSD) Government Services team is looking for a Cabinet and Assembly wunderkind who embraces multiple portfolios, can manage a large inbox and a phone which rings hot. In return, you will become a key part of a team that is supportive, focused and regarded as the frontline of process within the Directorate.

Eligibility/Other Requirements:

Requirements: Hold or be able to obtain a baseline security clearance.

Highly Desirable: Experience with the Objective records management system is highly desirable.

Note: This is an expected vacancy from November 2020. 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: Interested? We want to know why you are the best person for the role via a two page pitch against the Selection Criteria as outlined in the Position Description. In addition, please provide a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Sampson (02) 6207 1667 Lisa.Sampson@act.gov.au

Land Strategy and Environment

Environment

Heritage

Research and Assessment Conservation Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 28313)

Gazetted: 18 August 2020

Closing Date: 3 September 2020

Details: ACT Heritage is looking for a suitably qualified and experienced Research and Assessment Conservation Officer in the assessment of nominations to the ACT Heritage Register and in providing secretariat services to the ACT Heritage Council. The ACT Heritage Register includes natural, Aboriginal and historic heritage places and objects. The position would suit a professional with experience in and knowledge of heritage assessment, conservation and management principles, and their application in a statutory context. Strong organisational and representation skills are required, as are excellent research and communication skills. The successful applicant will be able to strongly demonstrate the ability to work well within a team environment, as well as the ability to work independently.

Eligibility/Other Requirements: Skills, experience and qualifications in a heritage related field such as cultural heritage management, cultural geography, archaeology, architecture, history, planning, law or a related field are highly desirable.

Note: This is a temporary position available immediately for six months with the possibility of extension. Selection may be based on application and referee reports only. This position will work from 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: Application requires responses to Selection Criteria provided in the attached Position Description. Please limit each response against criteria to 350 words.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daisy Chaston (02) 6207 7379 Daisy.Chaston@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

Operational Support

Policy and Risk Management

Senior Policy Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 36115)

Gazetted: 18 August 2020

Closing Date: 1 September 2020

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Senior Policy Officer, in the Policy and Risk Management team.

The successful applicant will be responsible for developing strategic and operational policy, framework and other related documents in partnership with internal and external stakeholders. In addition to this, you will also review and enhance policies, procedures and/or legislation through consultation with stakeholders and undertake external research for the identification of best practice related to policy. You will also be required to contribute to briefs, reports, correspondence, speeches and other vehicles of policy advice on policy issues, the application and interpretation of relevant legislation and recommendations relating to policy. To be successful in the role, you will be able to demonstrate strong communication and organisational skills, coupled with a strategic and solution-oriented approach. You will need to be self-motivated, respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

Eligibility/Other Requirements:

Relevant qualifications in law or social sciences, or prior experience in human services policy development, would be an advantage. The successful candidate will be required to undergo a National Police check.

Driver's license is essential.

Note: This is a temporary position available immediately until 30 April 2021.

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 with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

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

ACT Corrective Services

Operational Support

Policy and Risk Management Unit

Senior Quality Assurance Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 13889)

Gazette Date: 14 August 2020

Closing Date: 28 August 2020

Details: ACT Corrective Services (ACTCS) is looking for an experienced and motivated individual to join the Quality Assurance Team as the Senior Quality Assurance Officer.

The Quality Assurance Team sits within the Policy and Risk Management Business Unit and is a small team that provides a range of governance support to ACTCS.

The successful applicant will undertake a range of administrative, quality assurance and risk management activities to support the Quality Assurance Team in providing evidence-based data and information and advice to the ACTCS Executive concerning the delivery of compliant, safe and effective corrective services.

In addition, you will monitor, review and analyse data sources, prepare compliance reports and lead and support others in ACTCS risk management and internal audit and assurance activities.

Further to this, you will develop and maintain audit, assurance and risk management processes, systems and associated documentation and develop, implement, review and maintain ACTCS Audit Standards.

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.

Eligibility/Other Requirements:

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

A current driver's licence is essential.

This position does require a Working with Vulnerable People Check.

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 and Behavioural Capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Murphy (02) 6207 5482 Michael.Murphy@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Throughcare

Throughcare Transition Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 34221)

Gazetted: 18 August 2020

Closing Date: 3 September 2020

Details: ACT Corrective Services (ACTCS) is seeking for a highly motivated and conscientious individual to join the Programs and Reintegration Unit as a Throughcare Transition Officer.

The primary function of the Throughcare Initiative is to reduce the likelihood of reoffending through coordinating existing supports and services to assist ex-detainees integrating into the community as positive contributors.

The successful applicant will be responsible for supporting detainees, both pre-release and post-release, from the Alexander Maconochie Centre who are returning to the ACT Community for up to 12 months post release.

In addition, Transition Officers will be required to establish and support referrals to services surrounding:

Community supervision requirements – encompassing Parole and Good Behaviour Orders.

Basic needs.

Accommodation.

Health care/mental health.

Income support and employment.

Restoring connections with family, community and culture.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment, possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other Requirements:

Eligible persons may be required to undergo a National Police Check.

A current driver's licence 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.

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 with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elisabetta Marin (02) 6205 2623 Elisabetta.Marin@act.gov.au

Legislation, Policy and Programs

Civil Law

Manager

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 38989)

Gazetted: 18 August 2020

Closing Date: 30 August 2020

Details: The Civil Law team in Legislation, Policy and Programs, are seeking applications for a Senior Officer Grade B to work in general civil law including law reform related to housing and consumer protection. The Civil Law team provides legal policy advice, delivers law reform and provides project management across a range of civil and administrative law topics, which include: general civil law; promoting access to housing; citizens' rights and consumer protection; residential tenancies law; retirement villages; property; professional regulation; defamation; privacy; human rights; anti-discrimination law; courts and tribunal policy; and legal assistance. Managers deliver critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of civil law. Supervision and leadership of staff will be required in this role. This is an opportunity to join a busy team that makes a significant contribution to the Government's law reform agenda, which has a tangible impact on the lives of Canberrans.

Eligibility/Other Requirements: Relevant tertiary qualifications in law or a related field or significant study towards gaining qualifications would be highly desirable.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Zoe Hutchinson (02) 6207 6192 zoe.hutchinson@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Programs and Reintegration

Disability Liaison Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48170)

Gazetted: 13 August 2020

Closing Date: 27 August 2020

Details: A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Disability Liaison Officer (ASO6). The successful applicant will foster a shared approach to providing access to justice to people with disability, by supporting the development of a cross system community of practice that will identify and address systemic barriers that impact access to justice, or equitable access to services within the justice system, for people with disability. The community of practice will support a cultural shift in justice agencies to identify and meet the needs of people with disability through coordination of training, resource adaption and engaging with service users. In addition, you will support the progression of the Disability Justice Strategy, facilitate the upgrade of ACTCS materials into accessible resources, support detainees to navigate complex systems and provide both organisational and individual support related to increasing the capacity to support individuals with disability, within the Alexander Maconochie Centre. 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 organisational skills and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

Eligibility/Other Requirements: Demonstrated experience and/or willingness to work with detainees is essential. A current driver's licence is essential. The successful candidate will be required to undergo a National Police record 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.

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 and Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Garrington (02) 6207 0784 catherine.garrington@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

SPIRE Project

Project Support Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48712)

Gazetted: 14 August 2020

Closing Date: 21 August 2020

Details: Are you our new Project Support Officer? Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! The SPIRE Project Team is responsible for the planning and delivery of a new acute services building on Canberra Hospital campus –

which is a central part of the ACT Government's Canberra Hospital Expansion Project. The SPIRE Project will deliver state-of-the-art facilities including a 114-bed emergency department; 60-bed intensive care unit; 22 theatres (including hybrid theatres and interventional radiology suites); a 24-bed coronary care unit; 4 cardiac catheterisation and electrophysiology laboratories; and a 64-bed inpatient unit. At over \$500 million, the SPIRE Project represents the most significant investment in Canberra Hospital for decades and will create a future-proofed acute services building around which future developments on the campus will be planned. It represents a generational opportunity for Canberra Hospital to position itself as a leading player in the delivery of acute tertiary healthcare services in Australia and beyond. It will deliver world-class facilities that respond to contemporary and forward-thinking models of care and will attract the best and brightest clinical staff from Australia and around the world to Canberra Hospital. The SPIRE Project Team will work alongside Canberra Health Services and the clinicians at Canberra Hospital to plan, procure and deliver this ambitious project. It will operate within Major Projects Canberra, but function as a dedicated team with the single objective of successfully delivering the SPIRE Project through the following stages:

Planning and procurement

Decanting and enabling works

Construction and commissioning

The Project Support Officer provides operational and administrative support to the SPIRE Project Senior Leadership Team, regarding the implementation and tracking of the Project's key actions and activities. The role includes providing direct administrative and coordination support across the key streams of work across the SPIRE Project, preparing procurement documentation and quality control of documents. You will also coordinate the SPIRE Project Team's input into the ACT Cabinet, the SPIRE Project Board, Project Control Group and associated sub-committees, as well as various forms of government reporting (e.g. Question Time Briefs; Questions on Notice, Estimates and Annual Report hearing briefs, ministerial briefs, inter-governmental correspondence, etc). These activities include the requirement for strong interface across other ACT Directorates, including Canberra Health Services and ACT Health. 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 in working within the area of health infrastructure (especially in acute health services) is highly desirable.

Note: This position may require attendance for out of hours requests to meet organisational demands. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Contact Officer: George Stellios (02) 6207 8705 george.stellios@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

Governance and Corporate Services

Corporate Services

Senior Director, Project Management Office

Senior Officer Grade A \$148,991, Canberra (PN: 48638)

Gazetted: 18 August 2020

Closing Date: 3 September 2020

Details: Suburban Land Agency (SLA) is looking for an experienced and enthusiastic individual to undertake the role of the Senior Director, Project Management Office. This role is responsible for continually improving and overseeing SLA's project management and procurement frameworks.

The Senior Director will provide high level leadership, be able to deliver on the organisation's strategic priorities and carry out a range of functions related to development and delivery of projects including presentation and preparation of high-level project documentation. The successful applicant will have exceptional communicational

skills and work in collaboration with key internal and external stakeholders to support the delivery of SLA's project deliverables. They will have knowledge of relevant contemporary legislations and policies to prepare, maintain and monitor strategic plans, meet a range of internal and external reporting requirements and other business operations/ requirements.

Eligibility/Other Requirements: Relevant tertiary qualifications or over five years' experience in a similar Procurement and/or Project Management role is highly desirable.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining Knowledge, Experience, Skills and Behaviours in carrying out the duties outlined in the Position Description. Please also include contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Caulfield (02) 6207 7613 michelle.caulfield@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

Chief Operating Officer

Governance and Ministerial Services

Ministerial

Senior Director Ministerial Services

Senior Officer Grade A \$148,991, Canberra (PN: 32256)

Gazetted: 19 August 2020

Closing Date: 26 August 2020

Details: The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities. We are seeking applications from highly motivated and goal orientated people to fill the role of Senior Director, Ministerial Services Unit (MSU) which sits within the Governance and Ministerial Services branch and is responsible for managing the relationship between TCCS, respective Ministers Offices, Cabinet Office and other key stakeholders. Key elements of the position include preparing, reviewing and coordinating briefing material; ministerial correspondence; briefs; questions on notice in a timely manner, as well as overseeing the support provided across TCCS by the MSU. The role also has overarching responsibility for TCCS' Cabinet processes and the Directorate Liaison Officer (DLO, including coordination of comments, and assisting line areas with the development of Cabinet submissions. This is a senior leadership role that requires a strong customer focus to balance the competing needs of stakeholders, while at the same time undertaking a process of continuous improvement with strong change management skills. Ideally, you will have the ability to: Provide leadership, direction and guidance to the MSU exercising sound people management skills and effectively planning, developing and implementing practices and programs to better service the relationship between TCCS and the government. Lead and manage the MSU to proactively respond to all Ministerial and Cabinet requests in a timely manner, provide high quality coordination and briefing services as required and operate with a high degree of independence to make contributions to the formulation of objectives and policies for TCCS. Assist the Executive Branch Manager in developing team objectives for short term tasks and strategic planning for longer term initiatives. Prepare and review submissions, reports and other complex documentation, as they relate to Directorate, Cabinet or Assembly business. Develop and provide innovative, well researched, timely and balanced feedback to key TCCS officers, through the monitoring of Hansard, and a range of other Government business intelligence processes, often within tight time frames. Develop and foster effective working relationships with stakeholders within TCCS and other agencies. Represent TCCS on cross-government committees and working groups as required. Lead and manage Board services for the range of Boards and Committees for which TCCS is responsible, including Board appointments.

Eligibility/Other Requirements: Experience with Assembly, Cabinet and Ministerial processes. Experience in managing sensitive and classified information in accordance with Cabinet and Ministerial protocols. Demonstrated

extensive knowledge of the operations of the Transport Canberra and City Services Directorate. Demonstrated knowledge of the Objective records management system would be an advantage. This position is a Designated Security Assessed Position and therefore, if you are selected for this position you will be required to gain and maintain a Negative Vetting 1, National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Note: This is a temporary position commencing early September for a period of six months with the possibility of permanency. 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 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. Applications should include a curriculum vitae and one page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Johnson (02) 6205 5187 lisa.johnson@act.gov.au

City Services

Development Coordination

Transport Assessment and Planning

Project Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 15298)

Gazetted: 17 August 2020

Closing Date: 31 August 2020

Details: The Transport Assessment and Planning team within the Development Coordination branch of the Transport Canberra and City Services (TCCS) Directorate is seeking a highly motivated and suitably experienced person to fill the position of Project Officer.

The Project Officer position is responsible for coordinating and implementing initiatives which achieve the objectives of the ACT Transport Strategy and integration of land use and transport planning. This includes development of operational policies and planning projects which inform the future operation and network optimisation and augmentation. The position is also responsible for assisting with scoping and reviewing traffic and transport impact assessments and other functions of the office, as required, including a broad range of project, administrative and community engagement tasks.

Eligibility/Other Requirements:

Tertiary qualifications in urban planning, transport planning, social planning, urban design, civil engineering or another relevant professional area is highly desirable

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

How to Apply: Please review the Position Description for further details about the role, and the Capabilities required to perform the duties and responsibilities of the position. 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 provide 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. You should outline your achievements and experience and how they make you suitable for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Wyatt (02) 6205 4200 tim.wyatt@act.gov.au

City Services

City Places and Infrastructure

Infrastructure Planning

Governance and Compliance Officer

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 22459)

Gazetted: 17 August 2020

Closing Date: 31 August 2020

Details: Infrastructure Planning section is seeking a highly motivated person to fill the role by providing high level support for the development, implementation and management of governance/policy frameworks. This position will also be responsible for providing a high-level support for policies and procedures with the aim of meeting legislative and compliance obligations for City Presentation and Roads ACT.

Key responsibilities include strategic asset and data management, services planning and understanding deficiencies in the road network, contract management, project management, forward capital works planning, technical design review and providing Directors with support, advice, guidance and direction on all assets associated with City Presentation and Roads ACT.

Working under limited direction, the successful candidate will undertake the following:

Undertake and co-ordinate the preparation of complex submissions, policy papers, Ministerial and senior management briefings and high-level correspondence. Assist with a range of business unit planning, reporting and governance activities and other duties as requested and required.

Assist the Senior Manager with the day-to-day operations required of the unit. This includes administration of various staffing issues, recruitment, leave, training and development and performance review.

Coordinate national reporting and review of draft publications (e.g. Austroads and other professional bodies).

Assist with a range of business unit planning, reporting and governance activities, including performing a secretariat role and other duties as requested and required.

The successful candidate will have strong administrative and organisational skills, the ability to prioritise workloads, attention to detail and possess excellent communication skills. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

Relevant tertiary qualifications and/or experience in general technical policy is desirable.

Competent in Microsoft Office Suite.

Current driver's licence is essential.

Note: This is a temporary position available from 1 September 2020 until 31 October 2020 with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should include:

An up to date curriculum vitae,

The name and contact details of two referees and

A maximum of three-page response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Snezana Dimitrovska (02) 6207 6570 Snezana.Dimitrovska@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.

Chief Operating Officer

Governance and Ministerial Services

Governance

Objective Administrator

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 04765)

Gazette Date: 12 August 2020

Closing Date: 28 August 2020

Details: The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated people to fill the role of Objective Administrator which sits within the Governance team. The Objective Administrator will be responsible for the maintenance, configuration, and reliable operation of a range of digital systems and development to continuously

improve and keep up with the ongoing evolution of digital services provided by Transport Canberra and City Services (TCCS).

Ideally, you will have the ability to develop and manage TCCS's electronic strategic records management policies, practices and program to ensure accurate creation, retention, retrieval, access to and disposal of records in an electronic environment that complies with the Territory Records Act 2002. Provide subject matter expertise, policy advice and direction to TCCS staff in relation to the records management function, particularly as it relates to the Electronic Document Records Management Systems (EDRMS). Participate in program of works under the guidance of the Senior Director of Governance and complete allocated tasks within specified deadlines. Collaborate with internal and external stakeholders in relation to EDRMS management and troubleshooting and participate in regular meetings associated with records management function. Build and maintain relationships across records management and ICT networks within the ACT Government and actively track and report project deliverables, and budget to Senior Managers and Executives.

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

How to Apply: Please 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. Applications should include a curriculum vitae and one page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Komal Sharma (02) 6205 3583 Komal.Sharma@act.gov.au

APPOINTMENTS

Canberra Health Services

Technical Officer Level 3 \$74,973 - \$84,729

Heidi Bigrigg, Section 68(1), 17 August 2020

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

Sarah Coleman, Section 68(1), 20 August 2020

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

Sarah Dove, Section 68(1), 17 August 2020

Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Margaret Eddie, Section 68(1), 13 August 2020

Registered Midwife Level 3.2 \$122,360

David Harris, Section 68(1), 20 August 2020

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

Elizabeth Holt, Section 68(1), 20 August 2020

Senior Officer Grade B \$128,286 - \$144,418

Maree Jones, Section 68(1), 17 August 2020

Administrative Services Officer Class 2 \$57,454 - \$63,443

Alise Jozing, Section 68(1), 11 August 2020

Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

Michael Thwaites, Section 68(1), 18 August 2020

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

Estelle Wenn, Section 68(1), 18 August 2020

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

Ben Huntingdon: 86264727, Section 68 (1), 20/08/2020

Canberra Institute of Technology

Administrative Services Officer Class 4 \$72,272 - \$78,254

Yunfang Qiu, Section 68(1), 17 August 2020

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

Administrative Services Officer Class 4 \$72,272 - \$78,254

Amy Ivancic: 853-83572, Section 68 (1), 13 August 2020

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

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$86,547 - \$99,051

Roy Lee, Section 68(1), 20 August 2020

Administrative Services Officer Class 5 \$80,323 - \$85,020

Teegan Upton: 858-77521, Section 68 (1), 17 August 2020

Justice and Community Safety

Senior Officer Grade C \$108,926 - \$117,249

Zhi Zheng, Section 68(1), 17 August 2020

Suburban Land Agency

Infrastructure Officer 5 \$154,786

Sarju Prajapati, Section 68(1), 19 August 2020

TRANSFERS

Canberra Health Services

Sarah Gilbert-Moore

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 27319) (Gazetted 9 July 2020)

Dunja Radosavljevic

From: Health Professional Level 3 99,687

Canberra Health Services

To: Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 17041) (Gazetted 19 July 2020)

PROMOTIONS

Canberra Health Services

Nigel Freeman

From: Medical Physics Specialist \$106,699 - \$148,195

Canberra Health Services

To: †Senior Medical Physics \$154,123 - \$180,798

Canberra Health Services, Canberra (PN. 23943) (Gazetted 5 March 2020)

Monica Gagel

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. 00872) (Gazetted 2 July 2020)

Clincial Services

Brett Jones

From: Registered Nurse Level 4.2 \$131,034

Canberra Health Services

To: †Registered Midwife Level 4.3 \$139,701

Canberra Health Services, Canberra (PN. 16234) (Gazetted 25 June 2020)

Clincial Services

Emily Little

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. 24040) (Gazetted 4 June 2020)

Canberra Institute of Technology

Corporate Services

Student Information Management Systems

Michael Micieli

From: Administrative Services Officer Class 2/3 \$57,454 - \$70,058

Canberra Health Services

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Canberra Institute of Technology, Canberra (PN. 18397) (Gazetted 22 July 2020)

Corporate Services

Student Management Systems

Dissanayake Ratnayake

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Canberra Institute of Technology, Canberra (PN. 48309) (Gazetted 10 July 2020)

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Executive Support Team

Hayley Rogers

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$72,272 - \$78,254

Chief Minister, Treasury and Economic Development, Canberra (PN. 36647) (Gazetted 19 June 2020)

Community Services

Inclusion and Participation

Office for Women

Michelle Ward

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

Community Services

To: †Administrative Services Officer Class 5 \$80,323 - \$85,020

Community Services, Canberra (PN. 36576) (Gazetted 12 June 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.

Education

People and Performance

South Weston

Mount Stromlo High School

Paul Fitzpatrick

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 02608) (Gazetted 15 June 2020)

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

School Performance and Improvement

North and Gungahlin Network

Lyneham High School

Sandra Gibb

From: School Assistant 2 \$48,856 - \$53,947

Education

To: School Assistant 4 \$66,371 - \$71,867

Education, Canberra (PN. 01461) (Gazetted 4 March 2020)

School Performance and Improvement

Tuggeranong Network

Monash School

Michelle Lee Lorkovic

From: Administrative Services Officer Class 3 \$65,097 - \$70,058

ACT Education

To: †Administrative Services Officer Class 5 \$80,323 - \$85,020

Education, Canberra (PN. 48757) (Gazetted 24 June 2019)

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

Office for Schools

Yarralumla Primary School

Claire Sturgess

From: \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 32736) (Gazetted 19 June 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.

Business Services

People and Performance Branch

Workplace Relations Section

Sarah Tarrant

From: Administrative Services Officer Class 6 \$86,547 - \$99,051

Education

To: †Senior Officer Grade C \$108,926 - \$117,249

Education, Canberra (PN. 00067) (Gazetted 21 July 2020)

School Performance and Improvement

South and Weston Network

Denman Prospect Primary

Jacqueline Vaughan

From: \$147,337

Education

To: †School Leader A 2 \$181,309

Education, Canberra (PN. 48208) (Gazetted 18 June 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.

Environment, Planning and Sustainable Development

Environment Division

Traditional Custodian Engagement

Carly Freeman

From: School Assistant 4 \$66,371 - \$71,867

Education

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Environment, Planning and Sustainable Development, Canberra (PN. 42225) (Gazetted 25 June 2020)

Planning Delivery

Office of Surveyor-General and Land Information

Sharon Maree Priestly

From: Administrative Services Officer Class 5 \$80,323 - \$85,020

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$86,547 - \$99,051

Environment, Planning and Sustainable Development, Canberra (PN. 19795) (Gazetted 1 July 2020)