



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 12 March 2020**

## VACANCIES

### **Calvary Health Care ACT (Public)**

#### **Health Information Services**

##### **Health Information Service Officer**

**Executive Level ASO 2 - ASO 3 \$56,689 - \$69,125, Canberra (PN: Expected)**

Gazetted: 18 March 2020

Closing Date: 29 March 2020

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

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

Reference Number: 12865

Contact Officer: Maree Winbank 02 6201 6260 Maree.Winbank@calvary-act.com.au

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

#### **Executive**

##### **Director of Clinical Services - Medical**

**Executive Level Executive Expected, Canberra (PN: Expected)**

Gazetted: 17 March 2020

Closing Date: 22 March 2020

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

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

Reference Number: 12813

Contact Officer: Mark Dykgraaf 02 6201 6101 Mark.Dykgraaf@calvary-act.com.au

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

### **Canberra Institute of Technology**

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

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

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

##### **Student and Academic Services**

##### **Library and Learning Services**

##### **Library Manager**

**Professional Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 54240)**

Gazetted: 12 March 2020

Closing Date: 19 March 2020

Details: The Canberra Institute of Technology (CIT) is looking for a Library Manager with broad demonstrated experience in the provision of library and learning services to students, teachers and staff. You will need to have the ability to plan and provide a range of digital literacy programs and an understanding of the information needs of vocational education clients. 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: An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

Note: This is a temporary position available immediately for up to 12 months. This is a full-time position at 36:45 hours per week and you must be available to work from 12:15pm until 8:06pm one day per week. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with two referee reports.

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

Contact Officer: Heather Jamieson (02) 6207 3375 [heather.jamieson@cit.edu.au](mailto:heather.jamieson@cit.edu.au)

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

#### **Digital Resource Officer**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 15521)**

Gazetted: 13 March 2020

Closing Date: 26 March 2020

Details: Canberra Institute of Technology Library is looking for a self-motivated individual with excellent attention to detail and experience in library management systems and digital repositories for the provision of access to learning resources. The position manages the renewal of digital resources subscriptions and the purchase of teaching & learning resources for CIT. It provides support to the Copyright Officer assessing digital resources for copyright compliance, and manages digital repository based projects and tasks as part of a small team in the Library. Knowledge of ACT Procurement policies and procedures or the ability to quickly gain these skills will be required by the successful applicant.

Eligibility/Other Requirements: Diploma of Library and Information Services or similar and eligibility for membership to the Australian Library and Information Association (ALIA) is highly desirable. Ability to work shift as required.

How to Apply: Applications should include a two to three page written response to the Selection Criteria, and curriculum vitae. Two written referee reports will be required at the time of interview.

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

Contact Officer: Kamini Junankar (02) 6207 3373 [kamini.junankar@cit.edu.au](mailto:kamini.junankar@cit.edu.au)

### **Trade Skills**

#### **Electrical Trades**

#### **Teacher - Electrical Trades**

#### **Teacher Level 1 \$75,442 - \$100,661, Canberra (PN: 52004, several)**

Gazetted: 12 March 2020

Closing Date: 19 March 2020

Details: Canberra Institute of Technology (CIT) is seeking two full time teachers within the Trade Skills Electrical Trades Department at its Fyshwick Campus. The position requires the ability to work within the department of teaching and support staff, to provide educational outcomes and meet compliance requirements for apprentices and general students, in a VET environment. The position also requires the ability to liaise with industry, students and other stakeholders for the Department, and manage educational resources. The person will need a strong background in the Electrical Trades (Electrical, PV solar, Refrigeration and/or Air Conditioning) industry, hold relevant licences, qualifications and hold the Certificate IV in Training and Assessment. Knowledge of the Electrical Trades Licensing regulations and requirements, along with a high level of computer literacy is desirable. Dual areas of Electrical Trades qualifications would be an advantage. 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:

Industry Experience

All teachers at Teacher Level 1 or Level 2 are required to have relevant Industry Experience and Vocational Qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Appropriate Industry competencies may be demonstrated by the following qualifications:

Certificate III in Electrotechnology - Electrical, Electronic or equivalent.

Certificate III in Refrigeration and Air Conditioning - or equivalent.

Possess or able to obtain.

ARCTick - Refrigerant handling licence.

Full or restricted (Disconnect or Re-connect) electrical licence.

Mandatory Qualifications and/or Registrations/Licensing

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

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

Note: This is a temporary position available from April 2020 until April 2021. 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. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements. Selection may be based on application and referee reports only.

How to Apply: Please address each Selection Criteria, no more than three A4 pages and provide two referee reports along with your application.

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

Contact Officer: Josephine Whitfield (02) 62073218 [josephine.whitfield@cit.edu.au](mailto:josephine.whitfield@cit.edu.au)

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

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

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

#### **Economic Development**

#### **Innovation, Industry and Investment**

#### **Programs Officer**

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 35010)**

Gazetted: 18 March 2020

Closing Date: 25 March 2020

Details: The Innovation, Industry and Investment Branch are seeking an experienced Programs Officer. The successful applicant will deliver multiple business projects and programs in collaboration with the broader government and business community.

To successfully deliver the required programs and projects you will be an effective communicator in both written and verbal form, hold excellent administrative and organisational skills, and can demonstrate a history of developing productive working relationships with internal and external stakeholders with the desire to work innovatively to achieve results.

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

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

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

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

Contact Officer: Ilsa Embleton (02) 62078864 [ilsa.embleton@act.gov.au](mailto:ilsa.embleton@act.gov.au)

## **Access Canberra**

### **Projects, Governance and Support**

#### **Strategic ICT**

##### **Project Officer**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 14903)**

Gazetted: 18 March 2020

Closing Date: 25 March 2020

Details: Access Canberra relies heavily on its digital capabilities to create opportunities to make it easier to respond to the needs of the community and takes a keen interest in the evolution of its digital services.

We're looking for a Project Officer to get hands on and engage with the challenge set by the Territory's digital strategies. If you enjoy investigating and working through available options and managing projects associated with the implementation of government initiatives and business and client service improvement strategies, then this might be just the opportunity you've been looking for! You'll be contributing to implementing national and local regulatory reform and service delivery initiatives through Information and Communication Technology (ICT). We're putting the call out for a skilled and motivated individual to join the team as a project officer in the Strategic ICT Team within Access Canberra. The successful applicant will be responsible for liaising with stakeholders and ensuring their requirements are considered during the development of new initiatives and business re-engineering processes. The project officer will need to be able to work collaboratively with business analysts, systems developers and user acceptance testing officers to co-ordinate project implementation, so highly developed interpersonal and communication skills are a must.

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

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in a program/project office and competency in the use of Microsoft Professional Office and Project Management software is highly desirable.

Note: This is a temporary position commencing 6 April 2020 to 31 December 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Suitability for this position will be assessed based on the Skills, Knowledge and Behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the Position Description. If you believe you have the required skills and 'what it takes' to successfully work in a multi-disciplined team environment, please take the time to send us a copy of your curriculum vitae including the contact details of two referees, along with a 'pitch' of no more than two pages structured as a response to the following questions: What are your greatest achievements over the last five years and how do these achievements demonstrate application of the skills, knowledge and behaviours required for this position as documented in the duty statement?

What examples from your working history demonstrate your ability to work with others to deliver innovative ICT solutions and improvements in a rapidly evolving digital environment?

*Touching base with the contact officer to discuss the duties of the position is highly recommended.*

*Applications should be sent to the Contact Officer*

Contact Officer: Indra Silins (02) 6207 7945 [indra.silins@act.gov.au](mailto:indra.silins@act.gov.au)

## **Communications and Engagement**

### **Publishing Services**

#### **Digital Content Officer**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46541)**

Gazetted: 13 March 2020

Closing Date: 27 March 2020

Details: Do you enjoy the fast-paced nature of communications? Are you experienced in delivering contemporary digital content? Do you want your work to have a direct impact on the local Canberra community?

Publishing Services, in the Chief Minister Treasury and Economic Development Directorate are looking for a Digital Content Officer to bring capacity to an ever evolving and changing digital communications landscape.

Publishing Services work with Directorates and Agencies across the ACT Government, delivering creative services solutions on a range of traditional and digital content. You will work with the Team and your government peers to scope, develop and deliver digital content in a range of formats.

You will be proficient in capturing and editing video, have some experience with digital animation and ensure that content created is suitable and matched to destination channels.

You will actively work to identify and exploit opportunities that improve and enhance the ACT Governments digital presence with the goal of ensuring that the Canberra community is well informed on government programs, policies and services. If the above has sparked your interest, we want to hear from you!

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

**Eligibility/Other Requirements:**

Relevant tertiary qualifications and experience working professionally in digital communications is desirable.

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

Experience with the Adobe Suite, especially relating to treatment and editing of video content, is desirable.

Understanding of the Digital Service Standard and Australian accessibility standards.

Desirable: Understanding of and experience in HTML, JavaScript, CSS, responsive design and User Experience (UX)/UX expertise.

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

How to Apply: Please provide a written application that addresses the Selection Criteria and duties in a two-page pitch, along with your curriculum vitae, a portfolio of your most recent video and animation work and two referees. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Luke Halls (02) 6205 0552 [luke.halls@act.gov.au](mailto:luke.halls@act.gov.au)

## **Economic and Financial Group**

### **Insurance Branch**

#### **Policy Officer, Insurance Branch**

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 55129, several)**

Gazetted: 12 March 2020

Closing Date: 30 March 2020

Details: Are you someone who is looking for a challenge and the chance to contribute to the Canberra community? Are you keen to "roll up your sleeves", and support a number of important elements of the new Motor Accident Injuries Scheme? If this sounds like you, the Insurance Branch is interested in hearing from you. This is an exciting opportunity to play an important role in a significant community initiative. For information on the Motor Accident Injuries Scheme, please visit [www.act.gov.au/maic](http://www.act.gov.au/maic).

Insurance experience is not required. If you are an enthusiastic individual willing to learn and have well-developed skills in working with legislation, policy and analysis, written and oral communication, then we encourage you to apply. Interested applicants should provide a response to the selection criteria and demonstrate your capacity to perform the duties and responsibilities of the position, including examples. A current resume and the details of at least two referees, including one current or recent supervisor, is also required.

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

Note: An order of merit may be established from this selection process and used to fill future identical vacancies over the next 12 months. From late 2020, CMTEDD will move to Activity Based Workplace (ABW) arrangements.

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are to address the Professional and Technical Skills and Knowledge and Behavioural Capabilities located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Nicola Clark (02) 6207 1189 [Nicola.Clark@act.gov.au](mailto:Nicola.Clark@act.gov.au)

### **Access Canberra**

#### **Customer Coordination**

## **Service Centres**

### **Customer Service Officer**

#### **Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 10145, several)**

Gazetted: 13 March 2020

Closing Date: 20 March 2020

Details: Applicants are sought from suitably experienced and motivated individuals for the role of Customer Service officer within Access Canberra Service Centres. This position is responsible for delivering superior customer service on behalf of Access Canberra.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Successful applicants must be prepared to: Work to a scheduled roster that may involve commencing work at 7.45am and/or finishing at 6.15pm; wear a uniform if supplied; Work at any Service Centre as required.

Note: This is a temporary position available immediately for a period of six months with the possibility of permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. All ACTPS employees employed from 30 March 2019 in the Service Centres of Access Canberra will be employed as Scheduled workers and have their working hours scheduled in accordance with subclauses O9.15 to O9.31 of the ACT Public Sector Administrative and Related Classifications Enterprise Agreement 2018 – 2021. Selection may be based on application and referee reports only.

How to Apply: If this sounds like you please submit a response to the Selection Criteria, (details are in the Position Description) of no more than two pages that sets out how you are the best person.

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

Contact Officer: Michael McMahon (02) 6207 3766 michael.mcmahon@act.gov.au

## **Policy and Cabinet**

### **Social Policy**

#### **Health and Disability team**

#### **Senior Director, Health and Disability team**

#### **Senior Officer Grade A \$147,006, Canberra (PN: 44436)**

Gazetted: 13 March 2020

Closing Date: 27 March 2020

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CMTEDD is also the Head of Service. Policy and Cabinet provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency coordination role in strategic planning, social and economic policy, spatial planning, regional policy and engagement, and across-government regulatory reform. The Health and Disability team supports the directorate and Chief Minister through the provision of strategic advice across portfolios related to health policy and services (including mental health and justice health) and disability policy and services. Social Policy branch in CMTEDD is looking for someone to lead a small team responsible for providing high quality policy advice and working across government to support achievement of the Government's health and disability priorities. The successful applicant will have the opportunity to work in a fast paced and exciting policy area on a wide range of interesting and challenging policy issues. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please provide a current curriculum vitae and a statement of claims (of no more than two pages), outlining your Skills and Experience, and taking into account the Selection Criteria. Each criteria does not have to be individually addressed, but the overall statement should give the panel a good understanding of your claims in each area.

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

Contact Officer: Andrew Mehrton (02) 6205 8507 [andrew.mehrton@act.gov.au](mailto:andrew.mehrton@act.gov.au)

## **Access Canberra**

### **Fair Trading and Compliance**

#### **Senior Director**

#### **Senior Officer Grade A \$147,006, Canberra (PN: 31036)**

Gazetted: 12 March 2020

Closing Date: 26 March 2020

Details: In every job that must be done, there is an element of fun. Find the fun and - snap! The job's a game. Access Canberra, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is seeking a fun-loving, high performing Senior Director with a collaborative flair. We are looking for people who never stop learning – who want to fix broken things, make good things better, have an ability to find the fun, and demonstrate great leadership in times of change. Working closely with people across Access Canberra and outside, the successful applicant will be forging ahead in their careers and focussed on impact, not simply activities. This is the place to be if you want to make a difference to the lives of Canberrans.

We want to reflect the community we serve and actively encourage Aboriginal and Torres Strait Islander people, people with disabilities and people from diverse cultural backgrounds to apply.

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.

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

Eligibility/Other Requirements: A career built on continued learning, delivering impact in past roles, and valuing those around you will be highly desirable.

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

How to Apply: If you want to find adventure, send through your curriculum vitae, contact details of at least two referees and a two page pitch demonstrating what makes you practically perfect for this opportunity. We want to hear about your greatest achievement in the last five years and how it relates to this position. So find the second star to the right, and fly straight on till morning. See how far you could go at Access Canberra. The two page response should be written in the form of a pitch and should not specifically address the selection criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

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

Contact Officer: Michael Quinn (02) 6207 9001 [michael.quinn@act.gov.au](mailto:michael.quinn@act.gov.au)

## **Procurement ACT**

### **Goods and Services Procurement**

#### **Director, Procurement Business Systems**

#### **Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 30439)**

Gazetted: 18 March 2020

Closing Date: 25 March 2020

Details: Procurement ACT is seeking a Director of Procurement Business Systems to join the Territory's Goods and Services Procurement Branch in Procurement ACT. You will be responsible for managing procurement business systems and associated reporting functions. The role will also lead a functional review of existing digital procurement systems in the context of strategic objectives to determine the need for adaptation, integration, or opportunities for improved functionality or application. These systems include, but are not limited to, the Tenders ACT portal, panel management portal (currently supplied by Vendorpanel), OSQAR, Power BI and Sharepoint. A



key focus will be to apply a systemic 'whole-of-service' approach to reporting, information management, process improvement and access to services.

The key to being successful in this role is being able to understand clearly how the diverse functions intersect to support core business and deliver procurement reform, and manage disparate functions through having a single, common goal. Understanding the needs of internal staff, directorate clients, contracted suppliers and broader industry and government stakeholders will be integral to successful systems development, integration, implementation and process improvement.

It is anticipated that harmonisation of existing procurement business systems will occur early in the tenure of the position. Supporting a more strategic and holistic service through effective integration and transition will be an important part of the role.

Note: This is a temporary position available for 10 months with the possibility of extension up to 12 months and/or permanency. A merit pool (valid for 12 months) may be formed where more than one applicant is found suitable and selection may be made on the basis of written application only.

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

*Applications should be sent to the Contact Officer.*

Contact Officer: Dave Purser (02) 6205 8013 dave.purser@act.gov.au

## **Economic and Financial Group**

### **Insurance Branch**

#### **Assistant Director**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 34277, several)**

Gazetted: 16 March 2020

Closing Date: 30 March 2020

Details: Are you someone who is looking for a challenge and the chance to contribute to the Canberra community? Are you keen to "roll up your sleeves", and support a number of important elements of the new Motor Accident Injuries Scheme? If this sounds like you, the Insurance Branch is interested in hearing from you. This is an exciting opportunity to play an important role in a significant community initiative. For information on the Motor Accident Injuries Scheme, please visit [www.act.gov.au/maic](http://www.act.gov.au/maic). Insurance experience is not required. If you are an enthusiastic individual willing to learn and have well-developed skills in working with legislation, policy and analysis, written and oral communication, then we encourage you to apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Interested applicants should provide a response to the Selection Criteria and demonstrate your capacity to perform the duties and responsibilities of the position, including examples. A current curriculum vitae and the details of at least two referees, including one current or recent supervisor, is also required.

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

Contact Officer: Nicola Clark (02) 6207 1189 nicola.clark@act.gov.au

## **Community Services**

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

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

## **Inclusion and Participation**

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

**Service Funding Support  
Contracts Officer**

**Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 00458)**

Gazetted: 16 March 2020

Closing Date: 30 March 2020

Details: The Community Services Directorate is seeking a dedicated officer to fill the position of Contracts Officer for the Service Funding Support team. The Contracts Officer will be responsible for undertaking a range of activities that support the Directorate's contracts and/or community grants schemes. They will provide program and administrative support and maintain the contracts database tracking and reporting systems.

Note: The position is a temporary position available immediately until 30 October 2020 with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on written application and referee reports only.

How to Apply: Please submit an application outlining your skills and experience against the Selection Criteria and a current curriculum vitae.

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

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

**Cultural Facilities Corporation**

**ACT Historic Places**

**Senior Visitor Services Officer**

**Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 8525)**

Gazetted: 17 March 2020

Closing Date: 31 March 2020

ACT Historic Places (ACTHP) is seeking an experienced Senior Visitor Services Officer to join our Visitor and Commercial Services team in a permanent part-time capacity at 28 hours a week. We're looking for an enthusiastic customer service-oriented professional with the skills to keep our team active, engaged and efficient in providing quality visitor experiences across our three sites - Lanyon Homestead, Calthorpes' House and Mugga Mugga Cottage. You will be experienced in the management of guides and volunteers and able to work within a small team, delivering tours, weddings, venue hire and other programs. This includes planning and executing rosters, and working with the Manager, Visitor and Commercial Services to have a successful retail space. Experience in sales is also beneficial to fulfilling this role. An interest in, and an understanding of historic houses is desirable. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

A current Australian Driver's Licence is essential.

Possess a Senior First Aid Certificate, or willingness to acquire.

Be able to work weekends, public holidays across three independent sites in the ACT if required (penalty rates apply for weekend and public holidays).

Note: This position is part-time at 28 hours per week and the full-time salary noted above will be pro-rata.

How to Apply: Applicants must provide a curriculum vitae and a written statement addressing the Selection Criteria.

Contact Officer: Samantha Rutter (02) 6237 6502 samantha.rutter@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](mailto:jobs@act.gov.au)

**Service Design and Delivery**

## **Student Engagement**

### **NSET**

#### **Speech Language Pathologist**

**Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 36989, several)**

Gazetted: 17 March 2020

Closing Date: 2 April 2020

Details: The individuals in these positions will provide speech language pathology supports within Education settings, including the provision of information, advice and professional learning to Educators. The position is based in a Network Student Engagement Team (NSET), an interprofessional team of specialist teachers, psychologists, social workers, allied health professionals and allied health assistants. The team works with schools, building school capacity to benefit students who are experiencing difficulty connecting to school and engaging with education. The individuals will have the opportunity to contribute to the development, implementation and evaluation of programs which support schools to make reasonable adjustments to ensure students are participating in and accessing learning activities as part of the school curriculum. The ACT Education Directorate is committed to creating a networked learning organisation by building the workforce capability of all employees. Support and supervision and quality ongoing professional learning and training is provided to NSET SLPs.

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

Note: These positions are available to commence immediately. Applications for full-time and part-time hours will be considered. For part-time work the full-time salary noted above will be pro-rata. Both permanent and temporary roles may be offered. Selection may be based on application and referee reports only.

How to Apply: Please provide a covering letter that introduces yourself and includes your responses to the three (3) questions below, along with your curriculum vitae. Your letter should be no more than three A4 pages, Font size 11. In your responses please consider your professional knowledge and skills as well as your relationship management capabilities as set out in the Position Description. Please do not duplicate information from your curriculum vitae in your responses and please give examples.

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

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

## **Strategic Policy and Reform**

### **Strategic Policy**

#### **Legislation Reform**

##### **Policy Officer**

**Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 33846)**

Gazetted: 18 March 2020

Closing Date: 25 March 2020

Details: The ACT Education Directorate Strategic Policy branch is looking for an experienced policy officer to join the Legislation Reform team. The successful applicant will have demonstrated experience working in a policy and legislative reform area, excellent organisation and communication skills, and experience preparing cabinet documentation. 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: An understanding of the ACT Education system is highly desirable.

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

How to Apply: Applicants are asked to send a two page pitch outlining what they would bring to the role, a copy of their curriculum vitae and details of two referees.

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

Contact Officer: Rebecca Travers (02) 6205 4124 [rebecca.travers@act.gov.au](mailto:rebecca.travers@act.gov.au)

## **School Performance and Improvement**

## **North and Gungahlin Network**

### **Gold Creek School**

#### **Facilities Manager**

**Facilities Manager \$85,394 - \$97,732, Canberra (PN: 44158)**

Gazetted: 13 March 2020

Closing Date: 20 March 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.

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

Our school is seeking an innovative and forward thinking individual who is highly motivated and will ensure the business processes and management systems are supported and safety and security are regarded. You will have the proven ability to manage projects and planned outcomes within tight timeframes, communicate and engage stakeholders effectively.

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

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior to commencement.

For further information refer to: Access Canberra. A pre-employment medical clearance is required prior to commencement. Mandatory Training in WHS procedures including working at Heights, Sharps.

Desirable: A current First Aid certificate, Test and Tag training, Project Management.

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

How to Apply: In two 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](mailto:angela.spence@ed.act.edu.au)

## **Business Services**

### **Governance and Community Liaison**

#### **Non-government Education**

##### **Administration Officer**

**Administrative Services Officer Class 2 \$56,689 - \$62,598, Canberra (PN: 44205)**

Gazetted: 17 March 2020

Closing Date: 26 March 2020

Details: The Education Directorate's Non-government Education team is seeking an administration officer.

As the appointed Administration Officer you will be responsible for accurately maintaining the Directorate's home education register and records; tracking workflows, and producing statistical reports. You will also distribute and monitor correspondence and provide general administrative support including, but not limited to, preparing standard correspondence, data entry, and records management.

You will need to have an eye for detail, have proven skills and experience in accurate data entry, and be a real team player who enjoys learning new skills and contributing to streamlining our processes. 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: Significant experience in using MAZE, TRIM, and CRM (or their equivalent) is essential for this position.

Note: This position is part-time at (22) hours per week and the full-time salary noted above will be pro-rata. Before applying for this position, please phone the contact officer to discuss the position. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply:

Please submit your pitch explaining why you are the best person for this position (one - two A4 pages - written in size 12 font) your curriculum vitae (maximum of two A4 pages - written in size 12 font) two completed and signed referee reports using the report template available at: <https://www.jobs.act.gov.au/how-we-hire/selection-forms> against the nine points listed in the selection criteria What you require;

one referee report MUST be from your current supervisor; and

one referee report may be from a recent supervisor or work colleague but not a relative or family friend.

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

Contact Officer: Helen Booth (02) 6205 8427 [helen.booth@act.gov.au](mailto:helen.booth@act.gov.au)

### **School Performance and Improvement**

#### **South and Weston Network**

##### **Farrer Primary school**

##### **Deputy Principal**

##### **School Leader B \$143,046, Canberra (PN: 04009)**

Gazetted: 17 March 2020

Closing Date: 31 March 2020

Details: Farrer Primary School is looking for a dynamic, motivated School Leader B to join our team. The successful applicant will lead with integrity, courage and purpose to build trusting respectful relationships with colleagues, students and families across the school. The successful applicant will:

Share accountability to improve student outcomes through promoting, reinforcing and communicating the school vision, goals and improvement strategies;

lead the use of evidence-based practices to improve pedagogy, assessment and reporting outcomes aligned to the Australian Curriculum and The Early Years Learning Framework;

lead and manage student well-being and disability education across the school with a focus on inclusion;

use a coaching and mentoring model to build staff capacity;

demonstrate commitment to implementing a whole school approach to Positive Behaviours for Learning;

assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students; and

demonstrate outstanding skills in connecting with the whole school community.

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

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

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

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

Contact Officer: Liz Wallace (02) 6142 0860 [liz.wallace@ed.act.edu.au](mailto:liz.wallace@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**

#### **Learning and Wellbeing Policy and Design**

##### **Director - Financial Literacy**

##### **Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 46584)**

Gazetted: 16 March 2020

Closing Date: 23 March 2020

Details: The position will work closely with the Executive and key Branch stakeholders to develop and implement a range of materials relating to financial literacy in schools, including school banking. The position will be responsible

for the design, development and promotion of targeted resources for teachers, students and the Directorate relating to financial literacy.

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

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

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

How to Apply: Please submit a written response to the Selection Criteria (maximum two pages), curriculum vitae and contact details for two referees.

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

Contact Officer: Kathryn Elton (02) 6207 0740 [kathryn.elton@act.gov.au](mailto:kathryn.elton@act.gov.au)

## **School Performance and Improvement Division**

### **South Weston**

#### **The Woden School**

##### **Executive Teacher**

##### **School Leader C \$122,856, Canberra (PN: 32598)**

Gazetted: 16 March 2020

Closing Date: 23 March 2020

Details: The Woden School is a Year 7-12 school, providing individual education programs for students with an intellectual disability and/or autism.

Job Description:

Lead educational programs for students in a secondary specialist school setting

Lead a team of teaching and non-teaching staff

Undertake an appropriate teaching load and provide an exemplar for other staff

Work as a member of the school executive team on addressing school priorities

An understanding of college settings and BSSS course requirements would be an advantage.

Eligibility/Other Requirements:

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

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

Qualifications and/or experience in teaching students with disability, complex needs and/or a trauma background is highly desirable.

Note: This is a temporary position available immediately up until 27 January 2021.

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

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

Contact Officer: Peter Taylor (02) 6142 0200 [peter.taylor@ed.act.edu.au](mailto:peter.taylor@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.

## **Business Services**

### **Strategic Finance and Procurement**

#### **Assistant Director, Assistant Finance Business Partner**

##### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 43041)**

Gazetted: 13 March 2020

Closing Date: 26 March 2020

Details The Strategic Finance and Procurement Branch requires an Assistant Finance Business Partner to assist with the day-to-day financial management of the staff and resourcing of the Education Services Division to deliver high



quality advice to senior staff. Working to the Finance Business Partner, the role will require the Assistant Finance Business Partner to take carriage of the highly complex and reactive Digital Strategy, Services and Transformation branch including assisting with the compilation of business cases as well as financial reporting requirements of the branch. The successful applicant will have excellent communication and technical accounting skills and be able to liaise with a wide range of stakeholders on a broad range of topics. They must also be able to provide leadership to Education Services Division finance staff; find solutions to complex issues; successfully deliver projects; and support executive and senior staff by investigating issues to allow evidence informed decisions to be made. Eligibility/Other Requirements: Accounting degree and membership/progression towards ICAANZ or CPA would be highly desirable.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency.

How to Apply: Applications should include: 1) a two-page maximum statement of claims outlining your skills and experience taking into account the Selection Criteria; 2) a current curriculum vitae.

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

Contact Officer: Natasha De Noskowski (02) 6207 0755 [natasha.denoskowski@act.gov.au](mailto:natasha.denoskowski@act.gov.au)

### **Environment, Planning and Sustainable Development**

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

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

#### **Business Governance Capability**

##### **Finance Information Assets**

##### **Strategic Finance**

##### **Finance Officer**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 17218)**

Gazetted: 16 March 2020

Closing Date: 23 March 2020

Details: The Strategic Finance team is seeking a suitably experienced finance officer to support its strategic and operational finance function. The successful candidate will demonstrate experience and knowledge of government accounting, financial reporting, accounts payable and receivable, asset management, and preparation of annual financial statements.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or a related field and CA/CPA qualification or progress towards is highly desirable. Experience with TM1 and the Oracle financial management information system would be an advantage.

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

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

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

Contact Officer: Elanor Hughes (02) 6207 7302 [elanor.hughes@act.gov.au](mailto:elanor.hughes@act.gov.au)

### **Heritage Grants Officer**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 16111)**

Gazetted: 18 March 2020

Closing Date: 1 April 2020

Details: ACT Heritage is looking for a suitably qualified Heritage Grants Officer to coordinate the ACT Heritage Grants Program. Strong project management including administrative skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

Note: This is a temporary position available from 25 May 2020 until 31 January 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Part-time hours are negotiable.

How to Apply: Applicants are asked to supply a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fiona Moore (02) 6205 9974 [FionaF.Moore@act.gov.au](mailto:FionaF.Moore@act.gov.au)

### **Sustainability and the Built Environment**

#### **Climate Change and Sustainability**

##### **Program Delivery**

##### **Program Officer**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 37008, several)**

Gazetted: 18 March 2020

Closing Date: 25 March 2020

Details: Program Delivery team is seeking to employ a Program Officer to assist the section in the day to day delivery of a range of sustainability and zero emission programs for the government, schools, and community, household and business sectors. There are two positions available. One position will support the Government, Schools and Community team to deliver on actions arising from the Government's Climate Change and Sustainability Strategy 2019-25. The second position will support the delivery of the Actsmart Business Recycling program which supports businesses to improve Sustainability in their operations. Both roles require officers that have strong demonstrated written and oral communication, excellent administration and finance skills as well as extensive stakeholder management experience. The Program Delivery team is an active and engaging work environment, with excellent opportunities to contribute to the on-ground delivery of a range of sustainability awareness and action programs.

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

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

How to Apply: Applications are sought from potential candidates and should include: Supporting statement addressing Selection Criteria, curriculum vitae and contact details of at least two referees.

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

Contact Officer: Alison Rowe (02) 6205 4257 [alison.rowe@act.gov.au](mailto:alison.rowe@act.gov.au)

### **Suburban Land Agency**

#### **Built Form and Divestments**

##### **Built Form**

##### **Director, Built Form**

#### **Infrastructure Officer 4 \$127,670 - \$145,050, Canberra (PN: 46311)**

Gazetted: 13 March 2020

Closing Date: 27 March 2020



Details: The Suburban Land Agency is seeking an organised and committed individual for the role of Director, Built Form. The successful candidate will have strong organisational, project management and communication skills, and demonstrated knowledge and understanding of housing development in the ACT. This position will be responsible for preparing business cases and managing built form projects. The successful candidate should have the ability to strategically assess options and adapt to new situations.

Eligibility/Other Requirements: A General Construction Induction Card (White Card) and Asbestos Awareness Card is 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. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a response to the Selection Criteria, limiting responses to 500 words per category of Skills, Knowledge and Behaviour, with reference to the duties/responsibilities outlined in the Position Description.

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

Contact Officer: Jessica Hillcrest (02) 6205 8476 [jessica.hillcrest@act.gov.au](mailto:jessica.hillcrest@act.gov.au)

### **Chief Operating Officer**

#### **Finance, Information and Assets**

#### **Strategic Finance**

#### **Director**

#### **Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 46487)**

Gazetted: 18 March 2020

Closing Date: 1 April 2020

Details: Strategic Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and or input into the annual budget and estimates functions. The Finance, Information and Assets team undertake, but not limited to, the following:

Provision of strategic and operational financial support and advice

Development and allocation of internal and external budgets (including coordination of the Directorate's input into development of the ACT Government's annual budget papers)

Preparation of financial performance reports for management and other key stakeholders

Accounting for the Directorate's assets including coordination of the annual asset revaluation program

Accounts receivable and accounts payable processing

Development and maintenance of financial management information systems and processes; and

Preparation of the Directorate's annual financial statements.

#### **The Role**

The primary responsibilities for the position are to:

Manages the financial reporting activities of the Directorate, including cash management and forecasting, accounts receivable, accounts payable and salary reporting.

Co-ordinates the monthly financial reporting process, including monthly reconciliations, Balance Sheet reports to management and submissions to ACT Treasury.

Co-ordinates the annual financial statements process, including preparation of reconciliations, collection of data from internal and external stakeholders and managing the external audit.

Co-ordinates the Directorate's Statement of Performance reporting.

Develops quality assurance frameworks and policies relevant to the operations of the financial reporting team and in adherence to relevant accounting standards.

Develops and maintains financial framework policies and instructions for the Directorate.

Develops and maintains complex financial reporting reconciliations and reports.

Contributes to delivery of the day to day activities of the Strategic Finance team with a view to delivering the unit's common business goals and objectives.

Maintains records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Qualifications in Accounting or Commerce and membership of a professional body, such as the Institute of Chartered Accountants or CPA Australia is preferred. Experience working with TM1 and the ACT Government's Oracle financial management information system is highly desirable.

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

the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

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

Contact Officer: Melissa Tetley (02) 6207 2388 melissa.tetley@act.gov.au

## **Suburban Land Agency**

### **Program Solutions**

#### **Community Development and Engagement**

#### **Community Development and Events Manager**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 14877)**

Gazetted: 18 March 2020

Closing Date: 2 April 2020

Details: Are you a self-driven person who is passionate about the Canberra community, and interested in innovative engagement delivery? As part of a vibrant team, the responsibility of Community Development and Event Manager will be to develop and implement a range of initiatives as part of the 'Mingle' Community Development Program for the Suburban Land Agency. The role delivers the program in some of the north side suburbs of Canberra. The role requires the coordination of the program across multiple suburbs and includes community liaison, mentoring, facilitating stakeholder partnerships and event logistics. It also involves coordinating the marketing activities of the program including resident communications, digital marketing, public relations opportunities and social media.

The role works in a fast-paced environment with a focus on residents and stakeholders. We are looking for a dedicated and flexible team player who is passionate about community development, marketing and events.

Note: This is a temporary position available from the 28 April 2020 until the 26 April 2021. There is a requirement to occasionally work after hours and on weekends.

How to Apply: Applications are sought from potential candidates and should include a statement of no more than three pages outlining experience and/or ability against the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Reahn Aitchison (02) 6207 4805 reahn.aitchison@act.gov.au

## **Land Strategy and Environment**

### **Environment**

#### **Conservation Research**

#### **Senior Vegetation Ecologist**

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

Gazetted: 16 March 2020

Closing Date: 30 March 2020

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

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

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

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

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

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

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

Contact Officer: Rosie Cooney (02) 6205 0023 [rosie.cooney@act.gov.au](mailto:rosie.cooney@act.gov.au)

### **Planning Delivery**

#### **Development Assessment**

##### **Director, Development Assessment**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 17695)**

Gazetted: 12 March 2020

Closing Date: 26 March 2020

Details: The Planning Delivery Division (Merit Assessment) is seeking a motivated and enthusiastic person to manage, assess and determine development applications of varying complexity. The successful applicant may manage all aspects of the development application process, exercise delegations under relevant legislation, and will be expected to provide expert evidence in the ACT Civil and Administrative Tribunal or other courts in relation to development applications. This position requires experience or the ability to undertake complex development assessments, strong analytical skills, high level communication skills and a strong focus on working with the development industry, the community, agencies and other ACT Government directorates. The successful applicant will also have demonstrated leadership skills, be an advocate for change for improving processes, and be able to manage, motivate and inspire staff.

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

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

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

Contact Officer: Chris Gell (02) 6207 2642 [chris.gell@act.gov.au](mailto:chris.gell@act.gov.au)

### **Health**

Selection documentation for the following positions may be downloaded from

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

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

### **Medical Services**

#### **Pathology**

##### **Anatomical Pathology**

##### **Anatomical Pathologist**

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

Gazetted: 19 March 2020

Closing Date: 10 March 2020

Overview of the work area and position: ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology, cytogenetics and liquid cytology are available on site. Under broad direction of the Director of Anatomical Pathology and the Executive Director of Pathology, as an Anatomical Pathologist you will have a key role in the day to day operations of the laboratory and providing diagnostic reporting, leading and being involved in research projects, participating in teaching and training of registrars and students, participating in quality assurance activities and promotes a commitment to high quality customer service. There may be more than one position available dependent on staff movements and leave which this recruitment process may be utilised for. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$306,509 - \$377,908

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 Anatomical Pathology. Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications. Must hold a current driver's licence. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Dr Sanjiv Jain (02) 5124 2867

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

## **Clinical Services**

### **Medicine**

#### **Cardiology**

##### **Cardiologist**

##### **Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 45333, several)**

Gazetted: 19 March 2020

Closing Date: 26 March 2020

Overview of the work area and position: Applicants should have high-level training and experience in all aspects of Clinical Cardiology with formal training in subspecialties related to echocardiography, cardiac CT and/or interventional cardiology. The candidates will also be required to provide consultant support for predominantly outpatient cardiology clinics and cardiac imaging, including echocardiography and cardiac CT. Additional consultant support with skills in interventional cardiology and cardiac MRI would also be considered. The successful applicant will be expected to contribute to formal teaching and assessment within the Discipline of Medicine and to be involved with teaching of the ANU medical students. They will also be expected to be active in clinical research pertinent to the specialty and in quality assurance activities and continuing medical education. The successful applicant will also be required to work cohesively in a team of nursing, allied health scientists and medical staff, including Advanced Trainees in Cardiology. The Department of Cardiology is well-established with 11 consultant medical staff and 3 Advanced Trainees in Cardiology. There are 2 cardiac catheter laboratories which undertake a total of 700 coronary interventional procedures annually. The unit provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. The coronary care unit is a 15 bed unit with an additional 3 short stay beds for the chest pain evaluation unit (CPEU). The coronary care unit has 2000 acute and elective admissions and the CPEU 1000 patient assessments annually. The cardiology outpatient service provides up to 4500 episodes of care annually with increasing demand each year. There is a close working relationship with our busy cardiothoracic surgical unit. Clinical cardiac electrophysiology services have commenced in April 2019 with complex ablation procedures, an arrhythmia clinic, cardiac device clinics and an atrial fibrillation nurse-led management clinic. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide

ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the SPIRE centre (scheduled for completion in 2024). Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$253,396 - \$312,366.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the Royal Australasian College of Physicians (FRACP) in Cardiology 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 Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: There are permanent part time positions available up to 32 hours per week for up to 12 months. Fractional employment will be negotiated with the successful applicant. Requirements for fractional on-call will be subject to clinical operational requirement.

Contact Officer: Dr Ren Tan (02)5124 3765

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

### **Justice and Community Safety**

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

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

#### **ACT Corrective Services**

##### **Programs & Interventions**

##### **Community Corrections and Release Planning / Programs and Reintegration**

##### **Specialist Communities Clinician**

**Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 35022, several)**

Gazetted: 13 March 2020

Closing Date: 26 March 2020

Details: ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become a Specialist Communities Clinician (Health Professional 3) within the Programs and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC).

Under direction, the successful applicant will deliver a range of multidimensional treatment options for detainees with varied and complex needs. You will also provide advice related to the care of and service provision for detainees with disabilities and complex needs, including contributing to accommodation unit placements and regular care coordination.

Further to this, you will contribute to the maintenance of monitoring systems to enable evaluation of effectiveness of treatment options in accordance with leading practice guidelines, and participate in the ongoing review and evaluation of work practices, including quality assurance and reporting on performance indicators, and contribute to the development of policies and procedures.

A high level of interpersonal, negotiation and communication skills, including the ability to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential. 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:

Essential – Tertiary qualification in Psychology, Social Work or Occupational Therapy.

Current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation.

Experience in working with offenders with complex needs would be a distinct advantage. Experience within a forensic setting is desirable but not essential.

This position may require psychological aptitude testing as part of the assessment process.

This position does require a Police Record Check.

A current driver's license is essential.

This position does require a pre-employment medical.

This position does require a Working with Vulnerable People Check.

How to Apply: To apply, applicants are required to submit four 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; (3) a copy of your driver's licence; and (4) the names and contact details of two referees. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor.

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

Contact Officer: Catherine Garrington (02) 6207 0784 [catherine.garrington@act.gov.au](mailto:catherine.garrington@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

#### **Correctional Officer Class 3 \$87,030 - \$92,770, Canberra (PN: 15941, Several)**

Gazetted: 12 March 2020

Closing Date: 2 April 2020

Details: ACT Corrective Services is pleased to announce exceptional career opportunities for individuals interested in becoming a Correctional Officer Class 3 (CO3).

The successful applicant will be responsible for providing leadership, supervision and management of staff and operations in Correctional facilities. You will also have the capacity to assume control of the facility in the absence of a CO4 and/or Duty Manager.

On a day to day basis, the successful applicant will ensure safe care and custody of detainees, maintain security and supervision of staff and detainees and admit and discharge detainees in accordance with relevant legislation.

In addition to this, you will also monitor and contribute to the implementation and effective operation of systematic case management; including supervising the Supervisor (CO2) in the allocation of resources and caseloads; attendance at the Sentence Planning group; advising on detainee classification and placement; and direct responsibility and oversight of the management of complex and at risk/vulnerable detainees, including chairing of the High Risk Assessment meetings and Intensive Case Management Committee meetings.

To be successful, you will demonstrate exceptional communication and interpersonal skills in addition to leadership and management skills. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

These positions are based in Canberra, ACT and will be based at either the Alexander Maconochie Centre, or the Court Transport Unit.

Eligibility/Other Requirements:

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

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential

Relevant tertiary qualifications desirable.

This position requires pre-employment psychological and medical testing and National Police check.

This position requires registration under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

How to Apply: To apply, applicants are required to submit four items: (1) a one to three page pitch addressing the Professional/Technical Skills and Knowledge, Behavioural capabilities, having regard for the job requirements; (2) a

current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of their driver's licence. Please ensure you submit all four items.

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

Contact Officer: Tim Rust (02) 6205 3932 tim.rust@act.gov.au

## **ACT Corrective Services**

### **Corporate Services**

#### **Contracts and Procurement Unit**

##### **Senior Procurement and Contracts Officer**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46883)**

Gazetted: 18 March 2020

Closing Date: 1 April 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Senior Procurement and Contracts Officer (ASO6) with the Contracts and Procurement Unit. The successful applicant will work across a wide range of procurement and contract management projects, with support from the Director - Contracts and Procurement, and be the primary point of contact for all ACTCS's procurement needs.

In this role you will have the opportunity to engage with stakeholders across ACTCS, the ACT Government and neighbouring jurisdictions; the role will include a significant level of engagement with Procurement ACT and Major Projects Canberra.

This role will offer the opportunity to work in an exciting and challenging environment with tangible impacts on detainees and the wider community, manage your own priorities and outputs, and directly supervise staff within the Contracts and Procurement team.

To be successful, you will be required to demonstrate skills in procurement and contract management and project management, as well as exceptional communication, interpersonal and leadership 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:**

A Certificate IV in Procurement and Contracting, or equivalent qualification, is desirable for this position.

Driver's licence is essential.

This position does require a pre-employment medical

**How to Apply:** Applicants are required to submit four items: (1) 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; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your current driver's licence. Please ensure you submit all four items.

*Applications should be sent to the Contact Officer.*

Contact Officer: Matthew Hart (02) 6205 2063 matthew.hart@act.gov.au

## **Community Safety**

### **Security and Emergency Management Branch**

#### **Policy Officer**

##### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 14873)**

Gazetted: 18 March 2020

Closing Date: 1 April 2020

Details: The Security and Emergency Management Branch is seeking to fill a policy vacancy at the ASO6 level. If you like working in a fast paced and highly adaptable environment, are forward thinking and have great communication skills then this may be a job for you. As a policy officer you will develop whole of government policies and contribute to the development of a range of projects in the areas of protective security and emergency management. To be a successful applicant you will be team player and high performer with demonstrated background in policy development and implementation to meet the strategic outcomes of the Branch. The ability to think critically, conduct research and analysis; and prepare Cabinet papers, Ministerial briefs and reports are essential requirements for the position.

**Eligibility/Other Requirements:** This is a Designated Security Assessed Position. Applicants that have a Negative Vetting 1 National Security Clearance may be preferred. Qualifications in the areas of emergency management, security, terrorism or counterterrorism would be highly regarded.

**Note:** This is a temporary position is available for a period of six 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. A written exercise may be conducted at the time of interview. The 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:** In addition to your curriculum vitae, please prepare a two-page pitch setting out why you would be the preferred applicant for the role. You are encouraged to discuss the role with the contact officer. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

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

Contact Officer: Jayne Hines (02) 6205 2874 jayne.hines@act.gov.au

## **ACT Emergency Services Agency**

### **Commissioner's Office**

#### **Ministerial Support Unit**

#### **Executive and Ministerial Support Officer**

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 41066)**

Gazetted: 18 March 2020

Closing Date: 25 March 2020

**Details:** The Executive and Ministerial Support Officer assists in the provision of efficient and effective executive support services for the ACT Emergency Services Agency (ESA), including, but not limited to, the drafting of Ministerial briefs and correspondence, documents for submission to Cabinet and the Legislative Assembly, Freedom of Information requests, internal documents, and secretariat services. The successful applicant will be part of a small team and will work to systems and procedures in place to facilitate timeframes for requests being met. The position involves close liaison with colleagues in the ESA, the Justice and Community Safety Directorate, the broader ACT Government, and the Minister's Office.

**Note:** Selection may be based on application and referee reports only, although the Chair reserves the right to request further evidence against claims at any point in the recruitment process. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit no more than two pages addressing the Selection Criteria, and a covering letter outlining why you are the best person for this role.

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

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

## **ACT Corrective Services**

### **Executive Services**

#### **Senior Intelligence Analyst**

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 19600)**

Gazetted: 17 March 2020

Closing Date: 2 April 2020

**Details:** ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Senior Intelligence Analyst in the Intelligence and Integrity Unit.

The successful applicant will support an intelligence-led, risk-based intelligence capability for ACTCS and be responsible for collecting, collating and evaluating information to produce intelligence. You will prepare written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements and use, maintain and monitor various ACTCS databases and systems (i.e. prisoner telephone system, offender management system, iBase) to identify patterns, trends or potential threats.

In addition, you will assist in the delivery of intelligence specific training to employees across ACTCS and maintain contemporary knowledge of intelligence concepts and best practice in the criminal justice system and correctional environment. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents. The ACT Public Service supports workforce diversity and is committed to



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

**Eligibility/Other Requirements:**

Experience working in an intelligence environment will be highly regarded.

The position holder must be able to obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. If the candidate does not already hold this level clearance, ACTCS will sponsor their clearance. The successful candidate may be required to undergo a National Police check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

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

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

Contact Officer: Michael O'Leary (02) 6207 2529 michael.o'Leary@act.gov.au

**ACT Human Rights Commission**

**Public Advocate and Children and Young People Commissioner**

**Advocate**

**Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 19652, several)**

Gazetted: 12 March 2020

Closing Date: 30 March 2020

Details: The ACT Human Rights Commission is seeking three (3) experienced, motivated and passionate people to join our business unit as Advocates. Duties of Advocates include advocating for the rights of children, young people and adults whose condition or situation gives rise to the need for protection from abuse or exploitation, including by liaising with government and non-government agencies, and intervening in the ACAT and/or Court. The positions are also responsible for contributing to the objective and independent oversight of services and systems, including by providing policy advice and advice about client matters to the Senior Advocate, Deputy Public Advocate and/or Public Advocate and Children and Young People Commissioner as appropriate. Please see the position description for a list of duties/responsibilities, and the capabilities for the role. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

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

Note: There two permanent position's and one temporary position available immediately up until December 2020 with the possibility of permanency.

**How to Apply:** Interested applicants should send a two-page pitch with your curriculum vitae and contact details of at least two referees. Please ensure your two-page pitch addresses the requirements of the role by describing how you're Knowledge, Experience and Qualifications meet the five capabilities.

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

Contact Officer: Patricia Mackey (02) 6205 2222 patricia.mackey@hrc.act.gov.au

**ACT Emergency Services Agency**

**Commissioner's Office**

**Chief of Staff to the ESA Commissioner**

**Senior Officer Grade A \$147,006, Canberra (PN: 24407)**

Gazetted: 18 March 2020

Closing Date: 25 March 2020

Details: The Chief of Staff to the ACT ESA Commissioner is a high level, strategically focussed position within the ESA structure created to provide a buffer between the Commissioner and the Commissioner's direct-reporting

Executive Team. The successful applicant for this position will possess exemplary communication skills, mediation attributes and a keen acumen for strategy. If you are data driven, responsibility minded and have the depth of personality to skilfully solve problems and effectively deal with issues before they are brought to the Commissioner, then we want to hear from you. The Chief of Staff will act as an advisor to the Commissioner, and provide expert and trusted advice and instruction to the Executive Team. Part of this role is to consistently review, coordinate and assist development of the ESA Strategic Plan and monitor ongoing and transitioning Strategic projects across the Agency.

Eligibility/Other Requirements: This fast paced role is suitable for someone with Emergency Management experience and previous strategic roles are highly desirable. A security clearance/or ability to achieve this is required. Note: Please note that the selection for this process may be based upon application and referee reports only, although the chair reserves the right to request additional evidence to support applicant's claims at any point in the process. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: To apply for this position please address the Selection Criteria and supply a two page cover letter outlining why you are the best person for the role.

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

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

## **ACT Corrective Services**

### **Executive Services**

#### **Intelligence and Integrity Unit**

##### **Team Leader – Intelligence**

##### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 11324)**

Gazetted: 18 March 2020

Closing Date: 30 March 2020

Details: ACT Corrective Services (ACTCS) is looking for a highly-motivated and conscientious person to temporarily fill the position of Team Leader, Intelligence (SOGC), within the Intelligence and Integrity Unit. The successful applicant will contribute to an intelligence-led, risk-based intelligence capability for ACTCS through the conduct of sound research and high level analysis. You will also be responsible for proactively collecting, collating and analysing information to produce intelligence that informs and influences decision-making. In addition, you will apply sound research methodologies into contemporary issues and trends to inform operational outcomes, policy development and organisational strategy and prepare complex written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements. Further to this, the successful applicant will prepare and deliver intelligence specific training to employees across ACTCS, foster, model and contribute to an information sharing culture and represent the ACTCS Intelligence and Integrity Unit in internal and external meetings and forums as required. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience managing an intelligence team will be highly regarded. The position holder must be able to obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. If the candidate does not already hold this level clearance, ACTCS will sponsor their clearance. The successful candidate may be required to undergo a National Police check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available until 5 February 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; and (3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

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

Contact Officer: Michael Oleary (02) 6207 2529 michael.oleary@act.gov.au

## **Transport Canberra and City Services**

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

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

### **Transport Canberra and City Services Directorate**

#### **City Operations**

**Position: E581**

**(Remuneration equivalent to Executive level 2.4)**

Date circulated: 18 March 2020

Circulated to: ACTPS Senior Executive List

Expressions of interest are sought for the position of Executive Group Manager, City Operations in the Transport Canberra and City Services Directorate for the period 10 April 2019 to 14 October 2019. The Executive Group Manager, City Operations reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a wide range of services to the community. The Executive Group Manager leads all teams responsible for the look of the city and its environs and associated compliance activities. The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations. The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including project management, transport planning and services, policy, financial management, human resources, government, the wider community and business issues. The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes. Consistent with the 'One Service' approach of the ACT Public Service, the Executive Group Manager will also contribute to broader whole of service initiatives relating to workforce management and planning. The Executive Group Manager will also have a key role in the research and development of innovative approaches for sustainable asset planning and maintenance. To apply: Applicants should submit a two page EOI and resume addressing their suitability and availability for the role to Ben McHugh, [ben.mchugh@act.gov.au](mailto:ben.mchugh@act.gov.au) by COB Monday 1 April 2019.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$324,854 - \$339,331 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,216.

Contact Officer: Ben McHugh, (02) 6207 4418, [ben.mchugh@act.gov.au](mailto:ben.mchugh@act.gov.au)

### **City Services**

#### **City Presentation**

##### **Licensing and Compliance**

##### **Manager, Land Use Operations**

**Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 03027)**

Gazetted: 18 March 2020

Closing Date: 25 March 2020

Details: Licensing and Compliance (L&C) is seeking a highly motivated person to manage the daily operations of the Land Use Licensing team. The team is responsible for coordinating the access and use of public unleased land in the territory. Currently based at Fyshwick, the team is responsible for administering licences and permits for public land use and works with the community and government agencies to activate public land including: Small private activities or events, large public or commercial events, Construction activities, Commercial or community long term use.

The Manager, Land Use Operations position provides technical and administrative advice to the team and coordinates skills development for all team members. The key duties and responsibilities include:  
Coordinating the approvals and ongoing management of long term / complex public and commercial use  
Managing the day-to-day operations and HR matters of the Land Use team, in order to make best use of available resources. The Development and maintenance of electronic record management systems  
Assist in the development of land use policy and provide technical advice on regulated land use activities  
Provide input for Governmental responses, such as ministerial correspondence, reports etc. for long term/complex land use matters. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace.

Eligibility/Other Requirements: *Mandatory:*

Driver's licence is essential.

This position does require a pre-employment medical 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Desirable: Experience and/or qualifications working in a licensing and/or regulatory within a public land use environment, with experience in working in customer service.

Sound knowledge of TCCS and Parks and Conservation estate managed land

Administration of office-based information technology including Microsoft Office Suite, Cashlink and Objective.

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

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

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

Contact Officer: Darren Gerrard (02) 6205 7245 [darren.gerrard@act.gov.au](mailto:darren.gerrard@act.gov.au)

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

## **Transport Canberra and Business Services**

### **Deputy Director-General, Transport Canberra and Business Services**

**Executive Level 3.2 \$361,128 - \$375,818 depending on current superannuation arrangements, Canberra (PN: E867)**

Gazetted: 12 March 2020

Closing Date: 3 April 2020

Details: Become the leader of Transport Canberra overseeing the delivery of record levels of investment in public transport by the ACT Government reporting to the Director-General TCCS and to the Minister for Transport. Bring your extensive experience in transport operations, planning and delivery to bear on the challenge of a public-sector integrated transport network.

The ACT Government has set ambitious challenges to Transport Canberra to continue to deliver significant patronage growth while transitioning the entire transport fleet to zero emissions technology by 2040. As a 'city-state' with the combined roles of state government and city council the role will require you to span across federal and state government relationships, operating a whole of city bus and light rail network through to instantly seeing the changes that you make matter on the ground to the lives of every Canberrans.

Transport Canberra and City Services (TCCS) is a diverse directorate delivering essential services each day to Canberrans including public transport, roads, waste and recycling, open spaces, libraries and broader business services. Its vision is to make Canberra attractive, safe and easy to move around.

As a key member of the TCCS Executive Board, you will provide high level strategic and operational oversight and planning to advance ACT Transport Network. This will require you to lead the ongoing integration of existing and emerging public transport services, drive and implement strategies to achieve improved services and work closely with Ministers, Ministerial offices and senior officials.

A values-based leader, you demonstrate commitment and passion for fostering a culture of innovation and influencing positive change initiatives. With significant strategic experience and understanding of transport, business operations and policy you bring proven ability to engage with stakeholders across government, community agencies and peak bodies. Success in this role will require strategic skills, judgement, resilience, and business acumen. Sound like you?

The ACT Government is committed to creating great workplaces with positive cultures that demonstrate respect, equity and diversity for all employees.

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

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

How to Apply: For further information and to apply visit [www.rosemaryhardham.com.au](http://www.rosemaryhardham.com.au) or contact Rosemary Hardham on +613 8648 6552.

## **Chief Operating Office Group**

### **Finance**

#### **Assistant Director, Financial Reporting and Systems**

#### **Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 05131)**

Gazetted: 16 March 2020

Closing Date: 30 March 2020

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community. The Chief Operating Officer (COO) Group oversees corporate business operations and provides essential services and support to each area within TCCS. The Finance Branch sits within the Chief Operating Officer Group and is responsible for facilitating the management of the Directorate's budget and providing financial advice to the Minister, the Executive Leadership Team, Executives and line managers. The Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-ordinating the Directorate's budget and financial processes. The Finance Branch works closely with the Shared Services to provide financial services, accounting and reporting capabilities of the Directorate. This position is part of a dynamic team reporting to the Director, Financial Reporting and Systems. The position provides assistance with reporting including preparation of financial statements and support the Directorate wide systems such as TM1 and APIAS.

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: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit a two page written application addressing your suitability for the role against the Selection Criteria included in the Position Description, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Belina Chan (02) 6205 3940 [belina.chan@act.gov.au](mailto:belina.chan@act.gov.au)

## **Canberra Health Services**

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

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

### **Medical Services**

#### **Imaging**

#### **Medical Imaging**

#### **Chief Radiographer**

#### **Medical Imaging Level 6 \$154,357, Canberra (PN: 24123)**

Gazetted: 19 March 2020

Closing Date: 30 March 2020

*Our Vision: creating exceptional health care together*

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

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

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

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

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

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

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

Overview of the work area and position

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

The Office of the Director of Medical Services (DMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOS CETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Chief Radiographer is responsible to:

Plan and coordinate the technical operations and staffing across the Medical Imaging Department.

Provide leadership, supervision, and day to day management of operational issues in the Medical Imaging Department and maintain compliance of Diagnostic Imaging Accreditation standards.

Responsible for the effective and efficient implementation of new technology and projects in the Medical Imaging Department and establish and operate within departmental budget on an annual basis.

Eligibility/Other Requirements:

Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or ASUM. Tertiary qualification in Medical Radiations or Sonography.

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

Applicants must have a minimum of five years' experience.

Highly Desirable: Post graduate qualifications in management.

Experience in leadership and management in Medical Imaging.

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 four (4) months with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Charles Ngu (02) 5124 2528 [charles.ngu@act.gov.au](mailto:charles.ngu@act.gov.au)

## **People and Culture**

### **People and Culture Executive**

#### **Senior Director, Workforce, Strategy and Planning**

#### **Senior Officer Grade A \$147,006, Canberra (PN: 46906)**

Gazetted: 19 March 2020

Closing Date: 1 April 2020

*Our Vision: creating exceptional health care together*



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

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

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

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

Six community health centres: providing a range of general and specialist health services to people of all 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 *Senior Director, Workforce, Strategy and Planning* will work closely with executive and management teams to deliver operational implementation of human resource strategies relating to a diverse range of human resource and industrial relation functions across the Canberra Health Services to achieve a sustainable, engaged and high performing workforce. Working as a member of the People and Culture Executive, the Senior Director, Workforce, Strategy and Planning will lead a team of HR Professionals to deliver strategically aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment. As a key leader within the People and Culture Branch, Senior Director, Workforce, Strategy and Planning will collaborate with leaders across CHS to drive an agency wide positive workplace culture focused on performance. This position plays a critical role planning and designing clinical and non-clinical workforce needs to provide an integrated and client focused delivery of healthcare. Critical to the success of the workforce planning team is the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to workforce planning, while considering all internal and external impacts on the workforce and the organisation.

In addition, this position assists the Executive Group Manager, People and Culture with the development and implementation of strategic initiatives across the organisation. This position will work directly to the Executive Group Manager, People and Culture and will be required in some instances to represent the Executive Group Manager at executive level meetings and coordinate communication of critical information to members of the People and Culture team.

*Eligibility/Other Requirements:*

Mandatory: Permanent resident of Australia, or relevant visa with entitlements to work.

Desirable: Tertiary qualifications or equivalent in workforce planning and/or healthcare management or Human Resource Management. Knowledge of complex health workforce. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Contact Officer: Janine Hammat (02) 5124 9631 [janine.hammat@act.gov.au](mailto:janine.hammat@act.gov.au)

**Clinical Services**

**Medicine**

**Clinical**

**Assistant Director of Nursing Medicine Ambulatory**

**Registered Nurse Level 4.3 \$139,701, Canberra (PN: 16222)**

Gazetted: 19 March 2020

Closing Date: 2 April 2020

Details: Our Vision: creating exceptional health care together

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed

tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Four Walk-in Centres: which provide free treatment for minor illness and injury. Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

The Assistant Director of Nursing (ADON) Ambulatory holds a senior nursing leadership position within the Division of Medicine. The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within Medicine. The ADON Ambulatory reports to the Director of Nursing. You will actively support, guide and collaborate with the Ambulatory Clinical Nurse Consultants within Medicine in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies. The ADON will also work in collaboration with the other ADONs in the Division and Unit Directors to deliver high quality person-centred care.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Relevant post graduate qualifications or equivalent.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check. Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Kellie Noffke (02) 5124 2012 [kellie.noffke@act.gov.au](mailto:kellie.noffke@act.gov.au)

## **Chief Operating Officer Clinical Services**

### **Surgery**

#### **Ward 9B Neurosurgery**

#### **Clinical Nurse Consultant Neurosurgery**

#### **Registered Nurse Level 3.2 \$122,360, Canberra (PN: 25636)**

Gazetted: 19 March 2020

Closing Date: 30 March 2020

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

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

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

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

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

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:

Ward 9B is a 29 bed inpatient unit delivering patient centred care to those requiring the services of Neurosurgery.

The Clinical Nurse Consultant (CNC) Ward 9B is

responsible for the day to day operational management of services within the ward including the management of nursing workloads/ models of care and patient flow both internal and external to the ward, to provide expert clinical leadership and management within a nursing and multidisciplinary team, to embed and maintain the National Safety and Quality Health Service Standards (NSQHSS) at a ward level, to develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.



Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Post graduate qualification in or working towards a higher degree in Health Services Management.

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

undergo a pre-employment Police check,

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

Contact Officer: Jeanine Young 02 5124 3375 Jeanine.Young@act.gov.au

**Clinical Services**

**Medicine**

**Gastroenterology and Hepatology**

**Clinical Nurse Consultant, Gastroenterology and Hepatology Unit**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22400)**

Gazetted: 19 March 2020

Closing Date: 2 April 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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 Gastroenterology and Hepatology Unit (GEHU) consists of an endoscopy unit and outpatient clinics. The GEHU provides a range of gastroenterological interventional and diagnostic services including, but not limited to, gastroscopy, colonoscopy, bronchoscopy, endoscopic retrograde cholangiopancreatogram, endoscopic ultrasounds, and an Anorectal manometry service. The outpatient clinics includes the inflammatory bowel disease service, liver disease service, National Bowel Cancer Screening program.

The GEHU CNC is responsible for the standards of nursing care and the operational management of the GEHU, ensuring the effective and efficient operation of human and financial management and patient flow within the service. The CNC is also responsible for driving the quality and safety agenda for the GEHU, in collaboration with the Unit Director, and ensuring that all nursing staff have access to the required education and training to ensure high standards of nursing competence and care delivery to our patients.

Eligibility/Other Requirements:

Mandatory: Be registered or be eligible for registration as a Registered Nurse 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 CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

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

Contact Officer: Marg McManus (02) 5124 5164 [margaret.mcmanus@act.gov.au](mailto:margaret.mcmanus@act.gov.au)

### **Chief Operating Officer Clinical Services**

#### **Cancer and Ambulatory Services**

#### **Cancer and Ambulatory Services**

#### **Clinical Development Nurse**

#### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22212)**

Gazetted: 19 March 2020

Closing Date: 26 March 2020

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

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

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

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

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

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:

Cancer and Ambulatory Services is responsible for the care and support of patients who have cancer.

Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 14B and Ward 4A at The Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology.

The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre. Patient-centred care is provided by teams working in an integrative and collaborative manner across services to support patients, carers and families with safe and high quality services. Services are provided within a culturally safe environment and are efficient and flexible.

The Haematology/Oncology inpatient wards (14b/4A) have 44 beds and care for all oncological diseases including administration of chemotherapy, autologous transplants, radiation, oncology and palliation. The Clinical Development Nurses role oversees the educational and supportive needs of all staff within the inpatient setting.

The role is responsible for orientation, assessment and training. Nursing staff are key members of the multidisciplinary team and work within a supportive environment to develop professionally and deliver patient centred care. This role will also include education across the campus to facilitate ongoing accreditation and mandatory training to maintain skills within chemotherapy administration and supportive care.

Eligibility/Other Requirements:

Personal Attributes; to be successful in this position, it is expected that the successful candidate will have the following attributes:

Excellent communication skills

Willingness to work with other to achieve shared goals

Willingness to be accountable for own actions and decisions

Flexibility to adapt to unexpected changes

Demonstrate experience in the clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education

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

Successful applicants must have current competency in Antineoplastic drug administration course (ADAC modules 1-7), Central venous access devices, syringe driver management, patient controlled analgesia and basic life support assessment.

Desirable: Holds or working towards Cert IV in Training and Assessment

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

Note: This position is part-time at (32) hours per week and the full-time salary noted above will be pro-rata. This role will be Monday-Friday with flexibility in hours from 0800-1830. An order of merit will be created to fill future vacancies (temporary or permanent) that may occur over the next 12 months.

Contact Officer: Cathy Young 025148608 catherine.young@act.gov.au

## **Clinical Services**

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

#### **Justice Health Services**

#### **Occupational Therapist, Secure Mental Health Services**

**Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 37371)**

Gazetted: 19 March 2020

Closing Date: 13 April 2020

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

Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities or CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

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

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

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position:

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

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carer's and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

At this level it is expected this role will be an integral member of the Multi-disciplinary team and will provide, under reduced supervision, high quality occupational therapy services that will achieve sound outcomes for people within a therapeutic secure environment. In addition to core skills in mental health practice, the occupational therapist will offer a range of assessments, therapeutic interventions and high quality programs specifically targeted at promoting people's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues.

The Occupational Therapist will contribute to all stages of a person's journey, from the time of admission through to their preparation and transition to other settings. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

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

Eligibility for professional membership of Occupational Therapy Australia.

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

Current driver's licence.

Desirable:

Previous experience in mental health service or forensic/custodial service.

Previous experience in an inpatient mental health facility.

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).

Contact Officer: Tash Lutz (02) 5124 1581 tash.lutz@act.gov.au

#### **Chief Executive Officer**

#### **Allied Health**

#### **Allied Health Adviser**

#### **Occupational Therapist**

**Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 29153)**

Gazetted: 19 March 2020

Closing Date: 1 April 2020

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

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

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

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

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

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

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

Overview of the work area and position:

Occupational Therapy services work collaboratively with individuals, families, carers and service providers within and external to ACT Health.

The Acute Support Occupational Therapy team is responsible for the delivery of Occupational Therapy services to the acute areas of the Canberra Hospital and ensuring that individual patients' needs are met from the perspective

of our profession while contributing to the safe and timely discharge of patients to their home environments in line with State and Federal requirements.

With distant supervision you will play a key role in providing day to day occupational therapy to a range of patients within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team.

Our staff are committed to the delivery of health services that reflect Canberra Health Services values: care, excellence, collaboration and integrity.

Working with us you will have peer support from an experienced team of clinicians and provided with direct clinical supervision from a designated senior Occupational Therapist or the Department Manager at this level.

Eligibility/Other Requirements:

Mandatory:

- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Tertiary qualifications or equivalent in Occupational Therapy and eligibility for membership of Occupational Therapy Australia
- Hold a current Australian Driver's license.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check
- Comply with CHS credentialing requirements for allied health.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of 18 months with the possibility of extension and/or permanency. This position is part-time at (14:42) hours per week and the full-time salary noted above will be pro-rata. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Domenico Tripodi 02 5124 3286 domenico.tripodi@act.gov.au

## **Clinical Services**

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

#### **Eating Disorders Unit**

#### **Service Coordination Clinician**

**Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 46794)**

Gazetted: 19 March 2020

Closing Date: 2 April 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

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

outpatient settings, community health centres, detention centres, other community settings including 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)  
Dhulwa Mental Health Unit  
Justice Health Services, and  
Rehabilitation and Specialty Mental Health Services

Overview of the work area and position:

The Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

The Service Coordination Clinician will work in the EDP and will provide specialist support services, advice to teams treating people with an eating disorder, provide training and education to clinical pathway development and collaboratively working with health services to coordinate eating disorder services. This role will also ensure that health services have, and are familiar with, the mechanisms for referral, processes for specialist consultation and escalation of care options, as well as training and supervision. This position will be required to work across the life span, subspecialty and service setting.

Eligibility/Other Requirements:

Mandatory for all disciplines:

Minimum three years (ideally five years) post-qualification experience.

A current unrestricted drivers' licence.

The required professional qualification for their discipline (see below):

Mandatory for Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

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

Mandatory for Psychology:

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

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

Highly Desirable for Psychology:

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

Mandatory for Social Work:

Degree in Social Work.

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

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

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

Highly desirable for all disciplines:

Experience and or knowledge of Eating Disorders

Experience working with children, young people, and adults with a Mental Illness.

Note: This is a temporary position available for up to 12 months. This position is part-time at 18.33 hours per week and the full-time salary noted above will be paid pro rata. \*Mental Health Psychologist Allowance: Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Contact Officer: Zoie Fortington (02) 5124 1235 [zoie.fortington@act.gov.au](mailto:zoie.fortington@act.gov.au)

## **Infrastructure and Health Support Services**

### **Safety and Risk**

#### **Business Innovation and Improvement Officer**

#### **Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 16299)**

Gazetted: 19 March 2020

Closing Date: 30 March 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Infrastructure and Health Support Services Group is responsible for the infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The Safety and Risk section provide specialised advice and oversight on all areas of construction work undertaken for ACT Health. This includes planned and reactive maintenance, minor and major projects undertaken on both brown and Greenfield sites. The Safety and Risk Section is involved of all stages of construction from concept, through design, delivery, commissioning and demolition. Frequently this is undertaken in an operating health care environment and the inherent complex challenges that come along with the environment.

The role of the Business Innovation and Improvement Officer is to provide and implement advice and support to Health Infrastructure Services to meet and exceed customer expectations and legislative requirements. This includes review, monitoring and maintenance of business systems, training and compliance for all employees, embedded staff and contractors. Additionally the Business Innovation and Improvement Officer will maintain the Health Infrastructure Services SharePoint site as the SharePoint Administrator.

Eligibility/Other Requirements:

Mandatory:

Intermediate to advanced knowledge of the Microsoft Office suite of programs.

SharePoint Administrator training with two years' experience.

Excellent writing skills with a high attention to detail.

At least two years' experience identifying, sourcing, evaluating and monitoring training for a large organisation.

Desirable: Experience using online systems to deliver induction training.

Certificate IV in Training and Assessment (TAE 40116 or current equivalent) with two years' experience.

Strong Microsoft Outlook calendar management for a senior executive.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available from 23 March for 10 months.

Contact Officer: Shannon Keevers 0402 962 508 shannon.keevers@act.gov.au

## **Clinical Services**

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

#### **Community Health Centres**

##### **Administration Manager**

**Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 20995)**

Gazetted: 19 March 2020

Closing Date: 30 March 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

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

There are seven Community Health Centres as part of Canberra Health Services. These health centres are located at Belconnen, Gungahlin, Dickson, City, Phillip, Weston and Tuggeranong. Three of these health centres also have a Walk-In Centres co located with them, and the fourth Walk-In Centre/Health Centre opened at Weston Creek late 2019. This position manages administration staff across the Community Health Centres and Walk-In Centres. Under the general direction of the Operations Manager, this position oversees the management of human and material resources, monitors and reports on performance indicators and implements policies and procedures aimed at achieving a high quality, consistent consumer focused service.

Eligibility/Other Requirements:

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

Must hold a current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available from 31 May 2020 until 20 December 2020.

Contact Officer: Trudi Thompson (02) 5124 1537 trudi.thompson@act.gov.au

## **Chief Operating Officer Clinical Services**

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

#### **Booking and Scheduling Admin**

#### **Administration Manager**

#### **Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 21434)**

Gazetted: 19 March 2020

Closing Date: 26 March 2020

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

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

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

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

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

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

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

Overview of the work area and position

The position provides management and leadership to Women Youth and Children Administration staff located at Centenary Hospital for Women and Children, as well as WYC community Based services. The role involves managing staff who are performing front line services duties including: booking appointments, referral management, screening telephone calls, and clinic support. The role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability



in the use of health based IT systems including ACTPAS and Clinical Portal is required. Demonstrated ability in problem solving as well as small involvement in project management and quality and improvement is highly desirable. This role ensures high quality customer service standards are maintained and provides support and assistance to the Women, Youth and Children's Management team as necessary.

Eligibility/Other Requirements:

Desirable: To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong leadership skills

Management Skills

Adaptability and flexibility to accommodate change

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.

Contact Officer: Stephanie Edwards 02 51247491 [stephanie.a.edwards@act.gov.au](mailto:stephanie.a.edwards@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Operations and Quality Control Officer**

**Technical Officer Level 3 \$73,974 - \$83,600, Canberra (PN: 37806)**

Gazetted: 19 March 2020

Closing Date: 31 March 2020

*Our Vision: creating exceptional health care together*

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

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

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

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

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

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

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

Overview of the work area and position

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

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

Commit to a high-quality diagnostic service by coordinating and monitoring the progress of specimens through the entire testing workflow.

Maintain and monitor quality management activities to ensure compliance with relevant NATA accreditation and ethical requirement.

Eligibility/Other Requirements:

Highly Desirable:

Degree in genomics or relevant field and/or appropriate knowledge and experience.

Desirable: Experience in a NATA accredited diagnostic laboratory.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Edda Koina (02) 5124 5630 [edda.koina@act.gov.au](mailto:edda.koina@act.gov.au)

## **Clinical Services**

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

#### **Justice Health Services**

#### **Psychologist, Secure Mental Health Services**

#### **Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 41045)**

Gazetted: 19 March 2020

Closing Date: 30 March 2020

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

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

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

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

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

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

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

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

These services include:

Adult Acute Mental Health Services.

Adult Community Mental Health Services.

Alcohol and Drug Services.

Justice Health Services.

Child and Adolescent Mental Health Services (CAMHS).

Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position

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

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carer's and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers under the supervision of an HP level 3 psychologist. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to students and staff at Health Professional Level 1 and support the Therapy Manager in service development processes

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

The position is supported by a cohesive multi-disciplinary team of Nurses, Occupational Therapist, Social Worker, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

**Eligibility/Other Requirements**

**Mandatory:**

Be registered (or eligible for general registration) with the Psychology Board of Australia.

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

Current driver's licence.

Desirable: Experience in public mental health and/or a psychiatric inpatient setting.

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).

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

Contact Officer: Tash Lutz (02) 5124 1581 tash.lutz@act.gov.au

**Pathology Services**

**Molecular Microbiology**

**Scientist Molecular Microbiology**

**Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 46822, several)**

Gazetted: 19 March 2020

Closing Date: 30 March 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. 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:

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

The Molecular Pathology laboratory is a tertiary facility performing highly complex time-consuming investigations in the areas of Molecular Microbiology.

Under direction, the successful applicant will be required to perform diagnostic procedures, investigation of new methodologies, maintenance and troubleshooting of instrumentation, performance and monitoring of Quality Control, provision of results and research.

The position being recruited to will participation in shift, after-hours work and out-of-hours rosters. The successful applicant must be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required.

**Eligibility/Other Requirements**

**Mandatory:** A Medical Laboratory Science Degree or equivalent relevant qualification

Minimum of 12 months experience working in a clinical laboratory

Desirable: Experience of one to two years working in a clinical Molecular Laboratory would be advantageous  
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 month with the possibility of extension and/or permanency.

Appointment may be made by written application only.

Contact Officer: Craig Kennedy (02) 5124 3705 [craig.kennedy@act.gov.au](mailto:craig.kennedy@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Cardiology**

##### **Cardiac Scientist (Cardiac Physiologist)**

**Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 15268)**

Gazetted: 19 March 2020

Closing Date: 1 April 2020

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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

Cardiac diagnostic services form an important part of the cardiology service to patients at Canberra Hospital. The Cardiology Department provides a suite of cardiac diagnostic testing, including, CRMD implantation and testing, cardiac electrophysiology, cardiac catheterisation laboratory procedures and non-invasive electrocardiography-based testing.

Under the direction and supervision of the Senior Cardiac Scientist, the Cardiac Scientist (Cardiac Physiologist) is involved in the performance of invasive and non-invasive cardiology diagnostic testing. This involves CRMD implantation and testing, cardiac catheterisation laboratory procedures, exercise stress testing, holter monitoring and ECG.

Eligibility/Other Requirements:

Mandatory: Tertiary qualifications (or equivalent) in Science, Applied Science or equivalent.

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

Desirable: Hold a current driver's licence.

Currently, or willingness to be, a member of Australian Council for clinical Physiologist (ACCP), Professionals in Cardiac Sciences Australia (PiCSA) and/or affiliate member of Cardiac Society of Australia and New Zealand (CSANZ).

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

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

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

Note: You will be required to participate on a 24 hour close on call roster.

Contact Officer: Leah Giles (02) 5124 3731 [leah.giles@act.gov.au](mailto:leah.giles@act.gov.au)

**Chief Operating Officer Clinical Services**  
**Mental Health, Justice Health and Alcohol and Drug Services**  
**Eating Disorders Unit**  
**Health Professional**  
**Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN:46795)**

Gazetted: 19 March 2020

Closing Date: 31 March 2020

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

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

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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

The Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

This role will be to conduct assessment, and provide evidence-based intervention to children, adolescents and adults with an eating disorder, including family and individual work. To work as part of a multidisciplinary team and provide support and supervision to HP1 clinicians.

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

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

(HP2) Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's license

For Psychology:

Mandatory

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

(HP2) Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's license.

Highly Desirable:

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

For Social Work:

Degree in Social Work.

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

Registration under the ACT Working with Vulnerable People Act 2011.

(HP2) Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's license.

Highly desirable for all disciplines:

Experience in working with children and young people

Experience and or knowledge of working with people with Eating Disorders.

Prior to commencement successful candidates will be required to:

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals

Comply with Canberra Health Services occupational screening requirements related to immunisation

Contact Officer: Zoie Fortington 5124 1235 zoie.fortington@act.gov.au

## **Clinical Services**

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

**Rehabilitation and Specialty Mental Health Services**

**Allied Health Assistant**

**Allied Health Assistant 3 \$65,380 - \$68,590 (up to \$72,560 depending on qualification level), Canberra (PN: 40168, several)**

Gazetted: 19 March 2020

Closing Date: 1 April 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within CHS and provides 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 people's home. These services include:

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Adult Community Mental Health Services

Justice Health Services

Dhulwa Mental Health Unit

Overview of the work area and position:

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

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

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

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Mental Health or equivalent qualification.

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

A minimum of 24 months experience in a related/relevant organisation/service.

Must hold a current driver's licence

Desirable:

Previous experience working in a mental health setting, or similar.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Contact Officer: Susan Jacques (02) 5124 0220 [susan.jacques@act.gov.au](mailto:susan.jacques@act.gov.au)

## **Clinical Services**

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

#### **Justice Health Services**

#### **Allied Health Assistant Level 3, Secure Mental Health Services**

**Allied Health Assistant 3 \$65,380 - \$68,590 (up to \$72,560 depending on qualification level), Canberra (PN: 41041)**

Gazetted: 19 March 2020

Closing Date: 30 March 2020

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

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

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

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

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

Overview of the work area and position:

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

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

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

In this position the Allied Health Assistant Level 3 (AHA3) under minimal supervision, will provide quality services to assist the Allied Health team to deliver diversionary activities for people within a therapeutic rehabilitation environment. All staff of the ECU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).

A minimum of 24 months experience in a related/relevant organisation/service.

Current drivers licence

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

Desirable:

Previous experience working within an inpatient mental health environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Tash Lutz (02) 5124 1581 [tash.lutz@act.gov.au](mailto:tash.lutz@act.gov.au)

## People and Culture

### Workforce Development Unit

#### Assistant Recruitment Officer

#### Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 23307, several)

Gazetted: 19 March 2020

Closing Date: 2 April 2020

About us

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

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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.

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



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

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

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

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

Overview of the work area and position

The People and Culture Branch is responsible for strategic and operational management, ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health.

Under broad direction, you will play a key role in providing day to day recruitment support and advice to managers and staff across ACT Health on all matters relating to recruitment and establishments.

Eligibility/Other Requirements

Desirable:

- Knowledge or experience with an e-recruitment system

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Note: There is one permanent full time position. And the potential of a temporary role available for 6 months with possibility of extension. An order of merit list will be formed and may be used to fill future temporary positions over the next 12 months.

Contact Officer: Jennifer Edmiston (02) 5124 9994 [jennifer.edmiston@act.gov.au](mailto:jennifer.edmiston@act.gov.au)

## **Medical Services Group**

### **Medical Imaging**

#### **Booking Clerk**

#### **Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 12232)**

Gazetted: 19 March 2020

Closing Date: 30 March 2020

Details: Our Vision: creating exceptional health care together

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

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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 Director of Medical Services (DMS) includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOS CETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

This role will be required to coordinate Medical Imaging bookings and to manage and maintain the waiting lists.

There will be a level of degree to liaise with consumers, internal and external stakeholders to provide a high level of care to our patients.

To be successful in this position, it is expected that the successful candidate will have a: strong work ethic and ability to adapt to a constantly changing environment; commitment to achieving positive results for the Department; and ability to apply judgement, critical thinking and common sense.

Eligibility/Other Requirements:

Desirable:

Current driver's licence

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check

Contact Officer: Melissa Devries (02) 5124 4233 melissa.devries@act.gov.au

## **Infrastructure and Health Support Services**

### **Business Support**

#### **Food Services**

##### **Menu Monitor**

##### **Health Service Officer Level 5 \$56,279 - \$59,074, Canberra (PN: 36277)**

Gazetted: 19 March 2020

Closing Date: 1 April 2020

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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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Overview of the work area and position

The Infrastructure and Health Support Services Group is responsible for the infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation. The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Rethermalisation / Meal deliveries to patients/Menu monitors,

Cafeteria – Food, meals and drinks for staff and guests,

Stores – Receipt, dispatch and storage of perishable and non-perishable food supplies,

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Mandatory:

Industry recognized qualifications.

Food Safety Certificate.

Current class C Driver's Licence.

Desirable:

Minimum three years relevant food service experience highly desired.

Relevant experience in Microsoft Office applications.

Relevant food service IT systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

This position is a rotating shift roster which includes weekends, Public holidays and evenings

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

Contact Officer: Sanjay Prasad (02) 5124 2177 [sanjay.prasad@act.gov.au](mailto:sanjay.prasad@act.gov.au)

## **Clinical Services**

### **University of Canberra Hospital**

#### **Centre for Rehabilitation**

##### **Physiotherapy Assistant**

**Allied Health Assistant 2 (Qualified) \$53,533 - \$59,601 (up to \$61,374 depending on qualification level),  
Canberra (PN: 44508)**

Gazetted: 19 March 2020

Closing Date: 1 April 2020

Details: About us

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

CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

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

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

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

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

Rehabilitation, Aged and Community Service (RACS) is a vibrant and diverse Division within Canberra Health Service providing multidisciplinary rehabilitation, aged and community based care across a range of settings. A purpose built rehabilitation hospital, the University Of Canberra Hospital (UCH), is part of Canberra Health Service's planned network of health facilities designed to meet the needs of our ageing and growing population.

Overview of the work area and position

The RACS Physiotherapy and Exercise Physiology service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient and community based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program and community based physiotherapy services.

Under the direct or indirect supervision of an Allied Health Professional (AHP), the Physiotherapy Assistant plays a key role in the day to day functioning of the Physiotherapy & Exercise Physiology Rehabilitation team, working flexibly and effectively as a team member providing services to the community.

Responsibilities include, but not limited to setting up and monitoring patients undertaking exercise either one on one or in a group setting; provision of educational materials to patients and their relatives; assisting with intake and clinic management; computer-based data entry and clinical file documentation; equipment ordering and maintenance; assisting patients to walk with a variety of mobility aids and booking appointments using an electronic patient administration system.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance (Physiotherapy), or equivalent.

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. 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 is a temporary position available for three months. This position is part-time at (14:42) hours per week and the full-time salary noted above will be pro-rata. The Physiotherapy Assistant may be required to work flexibly across services, locations and participate in a weekend roster.

Contact Officer: Grant Shaw (02) 5124 0074 grant.shaw@act.gov.au

## **Chief Executive Officer**

### **Medical Services**

#### **Pharmacy**

#### **Lead Pharmacist Cancer Services**

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

Gazetted: 19 March 2020

Closing Date: 31 March 2020

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

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

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

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

The position holder will also integrate into the CHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call.

Qualifications/Eligibility Requirements:

Mandatory:

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

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

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

Highly Desirable:

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

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

Research experience and/or publication in peer reviewed journals.

Project management and management experience.

Current Driver's licence.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

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

Note: This is a temporary position available for a period of 12 months. This position could involve working across multiple CHS sites.

## **Clinical Services**

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

#### **Adult Mental Health Services**

##### **Mental Health Consultation Liaison Clinician**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 24104)**

Gazetted: 19 March 2020

Closing Date: 1 April 2020

Details: Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support 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 people.

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

Overview of the work area and position:

Adult Acute Mental Health Services provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies

All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a

cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in nursing with current unconditional AHPRA registration. Post graduate mental health nursing qualifications are highly desirable.

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention

A minimum of three years paid post qualifying work experience in a related/relevant organisation/service;

Current driver's licence

Prior to commencement successful candidate will be required to:

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

Undergo a pre-employment National Police check.

Contact Officer: Philip Hoyle (02) 6205 2782 [phillip.hoyle@act.gov.au](mailto:phillip.hoyle@act.gov.au)

## **Clinical Services**

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

#### **Adult Community Mental Health Services**

##### **Clinical Manager**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 26396)**

Gazetted: 19 March 2020

Closing Date: 2 April 2020

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

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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.

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including 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

Overview of the work area and position

The nursing position is based in the City Mental Health team, which is part of Adult Community Mental Health Services (ACMHS).

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, and Tuggeranong) and has a strong focus on the provision of timely

and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions

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

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

The successful applicant will be required to work as a member of the multidisciplinary team providing high quality clinical interventions and care, and to achieve positive outcomes for people. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. Importantly, nursing staff working within ACMHS are required to support people to achieve their personal recovery goals as identified in Care Plans.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Providing supervision to staff at the Registered Nurse 1 and 2 Levels as well as students is a key part of the role.

Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

Mandatory:

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

Minimum three years nursing experience in a mental health services, and

Strong understanding of adult community mental health services.

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such, and

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

Contact Officer: Zoe Pope (02) 5124 1705 zoe.pope@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Medical**

##### **Advanced Practice Nurse - Rheumatology**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 18483)**

Gazetted: 19 March 2020

Closing Date: 3 April 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. 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 Rheumatology Department at Canberra Hospital has a strong focus on clinical service delivery, supporting rheumatology patients within the ACT and surrounding regional areas. We provide leadership in musculoskeletal medicine; promote evidence-based practice and undertake clinical research to improve rheumatology patient outcomes.

The Advanced Practice Nurse (APN) Level 3.1 will play a key role in providing day to day care and support to rheumatology patients and their families living with Arthritis and Connective Tissue Disease (ACTD), ensuring appropriate referrals and timely access to care. Undertake and participate in research projects and/or quality improvement activities that benefit Arthritis and Connective Tissue Disease (ACTD) patients, their families or the Division of Medicine.

Eligibility/Other Requirements: Mandatory:

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

Desirable:

Holds or is working towards a tertiary management and/or nursing qualification.

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).

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

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

Contact Officer: Marg McManus (02) 5124 5164 [margaret.mcmanus@act.gov.au](mailto:margaret.mcmanus@act.gov.au)

**Chief Operating Officer Clinical Service**

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

**Access Mental Health**

**Access Mental Health Nurse**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 26410)**

Gazetted: 19 March 2020

Closing Date: 31 March 2020

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

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

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

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

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

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

Overview of the work area and position:

Mental Health, Justice Health and Alcohol & 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:

Rehabilitation and Specialty Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS), and

Justice Health Services

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

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

The successful registered nursing candidate will work within multidisciplinary team framework to conduct phone and office-based triage assessments of persons who require mental health care. The role will also provide direct supervision and support to other clinicians within the multidisciplinary team framework. This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

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

This work will primarily be based in a set Community Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or other health centres.

The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

**Mandatory Qualifications:**

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

Current Passenger Vehicles Driver's License.

**Desirable:**

Post Graduate Qualification in Mental Health Nursing or working towards such.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

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

## **Allied Health**

### **Acute Allied Health Services**

#### **Speech Pathology**

##### **Clinical Senior Speech Pathologist**

**Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 26266)**

Gazetted: 19 March 2020

Closing Date: 2 April 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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 Acute Allied Health Services (AAHS) Speech Pathology and Audiology department is looking for an experienced Clinical Senior Speech Pathologist to join the team. The Speech Pathology and Audiology team provides a range of inpatient and outpatient services to the medical, surgical and paediatric services in the Canberra Hospital and the surrounding community.

As a Clinical Senior Speech Pathologist, you are required to have specialised clinical skills and experience in an acute hospital setting. You will work closely with the Manager of Speech Pathology and Audiology in the daily management of clinical services at the Canberra Hospital, including caseload and human resource management, teaching and training, clinical supervision, clinical governance and service planning.

Eligibility/Other Requirements:

Mandatory:

Recognised undergraduate or postgraduate qualifications in speech pathology and eligibility for full practicing membership with Speech Pathology Australia.

Desirable:

Relevant post graduate qualifications in health leadership, clinical specialty areas and/or advanced professional experience within an acute care setting.

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.

Note:

Job share or part-time hours will be considered if requested by the successful applicant and the full-time salary noted above will be paid pro rata. Potential applicants are encouraged to contact the Contact Officer to discuss the position prior to applying.

Contact Officer: Tim Tooke (02) 5124 2230 tim.tooke@act.gov.au

## Medical Services

### Pathology

#### Customer Services Manager

**Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 21734)**

Gazetted: 19 March 2020

Closing Date: 2 April 2020

About us

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

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

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

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

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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.

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

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

Overview of the work area and position:

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

Customer Services, ACT Pathology is responsible for the collection of pathology samples from patients within Canberra Hospital, University of Canberra Hospital, National Capital Private Hospital and Calvary Public Hospital and within the community through the outpatient collection centres and home visit service. The Customer Services Manager is responsible for the ongoing operations of the department ensuring service needs are met, providing a liaison with specialist and general practitioners within the community, ensuring quality downloading of results and producing current client information, ensuring website is up to date.

Under broad direction, you will play a key role in providing leadership, support and advice in a management support role, based on prior pathology experience, knowledge and understanding, to the office of the Executive Director (ED) and Director of Operations, Pathology.

Eligibility/Other Requirements:

Mandatory

Degree in Medical Laboratory Science or Bachelor of Applied Science or equivalent.

Desirable

Minimum of five years' experience managing a diverse team, preferably within a clinical pathology laboratory.

Qualifications in human resource management.

Experience with databases relating to hospital and pathology operations for example Laboratory Information Systems (Kestral), Billing Systems (PBRC) and Hospital Patient Information Systems (ACTPAS), with reference to pathology requests.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on written application only.

Contact Officer: Tracey Farrar (02) 5124 7082 [tracey.farrar@act.gov.au](mailto:tracey.farrar@act.gov.au)

## **ACT Health**

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

### **Community Sector Contracts and Grants**

### **Contracts Officer**

### **Administrative Services Officer Class 6, Canberra (PN: 46809)**

Gazetted: 13 March 2020

Closing Date: 20 March 2020

Details: The Contract Officer role sits within the Community Sector Contracts and Grants Unit (CSCGU), a centralised administrative team for contract management and procurement. CSCGU is responsible for the procurement and development of most contractual instruments with AHD funded organisations providing services in the community. This includes Non-Government Organisations (NGOs) and other government entities funded to

deliver services in the ACT. These funded services support the ongoing provision of community-based, early intervention, information and education, and other support services to people with a health need. CSCGU is also responsible for:

The ongoing contract management of these funding agreements;

Development of an approach to future service procurement, in collaboration with NGOs; and

Providing advice to AHD and the ACT Government in relation to funding commitments.

The Contract Officer will be accountable under broad direction to undertake a range of contract management activities and should have comprehensive knowledge and experience of procurement and contract management. They will be required to work within existing established frameworks of legislation, principles, work practices and procedures.

Note: This is a temporary position available immediately for six months with possible extension. 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 and outline your Skills, Experience and Suitability based on the requirements of the role as set out in the Selection Criteria and Position Description. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Weir (02) 5124 9761 tania.weir@act.gov.au

## **ACT Health**

### **Corporate and Governance Strategic**

#### **Finance Assistant Director – Financial Reporting**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 01762)**

Gazetted: 18 March 2020

Closing Date: 1 April 2020

Details: Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health Directorate's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between ACT Health and Share Services Finance for financial reporting, banking and taxation management. The Financial Reporting Team provides strategic financial support to the Directorate, ensuring effective, efficient and accurate financial policy advice and financial reporting. Under broad direction this position will play a key role in financial reporting with a particular focus on ledger balances, analysis, asset management and reconciliations. To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or a related field and CA/CPA qualification or progress towards same is highly desirable.

Experience working with TM1 and Oracle financial management information systems is also highly desirable.

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

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

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

Contact Officer: Mei Lin Lam (02) 5124 9649 meilin.lam@act.gov.au

## **ACT Electoral Commission**

### **ACT Electoral Commission**

#### **ATSIEB Election Manager**

**Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46850)**

Gazetted: 16 March 2020

Closing Date: 30 March 2020

Details: The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small team. This role will be responsible for the planning, administration and conduct of the 2020 Aboriginal and Torres Strait Islander Elected Body election. This will include ensuring compliance with the *Electoral Act 1992* as applied by the *Aboriginal and Torres Strait Islander Elected Body Act 2008*. The successful applicant will be responsible for managing and maintaining a positive working relationship with the Office of Aboriginal and Torres Strait Islander Affairs and the Aboriginal and Torres Strait Islander community, ensuring cultural sensitivities are acknowledged and respected. Knowledge of, and connections to, the ACT's Aboriginal and Torres Strait Islander community would be an advantage. Staff of the Electoral Commission are expected to demonstrate quality customer service and team-work skills, be willing to continuously improve, be outcomes focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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.

Note: This is a temporary position available immediately until 21 August 2020.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Elections Staffing (02) 6205 0033 [electionsstaffing@act.gov.au](mailto:electionsstaffing@act.gov.au)

## **ACT Electoral Commission**

### **Materials Manager**

**Administrative Services Officer Class 6 \$85,394- \$97,732, Canberra (PN: 43259)**

Gazetted: 16 March 2020

Closing Date: 23 March 2020

Do you have experience in managing election materials and logistics?

The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small team to manage all aspects of election material and logistics in preparation for the 2020 ACT Legislative Assembly election. This position will offer the successful applicant the opportunity to manage the Commission's materials hub including re-locating election materials and management of hub space, security and access requirements. The successful applicant will review and update material inventories, procure elections materials and manage election logistics including arranging transport, couriers and distribution of election materials.

It is important for the successful applicant to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity Framework.

Eligibility/Other Requirements: The successful applicant will require experience in managing election materials and logistics.

Notes: This is a temporary position available ASAP to 31 December 2020. As an electoral officer the person occupying this position will be required to perform duties on election and referendum days.

How to Apply: Applicants are asked to submit a one-page maximum, expression of interest (EOI), addressing the capabilities set out in the Position Description and a copy of their curriculum vitae including details of two referees to [electionsstaffing@act.gov.au](mailto:electionsstaffing@act.gov.au). In the subject of your email please include: Name, position number and position title.

If you have any questions, please contact this office on (02) 6205 0033 (Monday to Friday 9:00am to 5:00pm) or email [electionsstaffing@act.gov.au](mailto:electionsstaffing@act.gov.au)

Applications should be sent to [electionsstaffing@act.gov.au](mailto:electionsstaffing@act.gov.au)

Contact Officer: Elections Staffing (02) 6205 0033 [electionsstaffing@act.gov.au](mailto:electionsstaffing@act.gov.au)

## **ACT Electoral Commission**

### **Election Operations Officer**

**Administrative Services Officer Class 6 \$85,394- \$97,732, Canberra (PN: 46258)**

Gazetted: 16 March 2020

Closing Date: 23 March 2020

Are you interested in project work and have experience in delivering and overseeing elections?

The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small and friendly team.

This position offers the experience of working during the period when the Electoral Commission is preparing for, and conducting, the 2020 ACT election.

This position will offer the successful applicant the opportunity to be intimately involved in the Electoral Commission's election operations function. This will involve, among other things, the implementation of ICT business systems in preparation for the 2020 ACT Legislative Assembly election, as well as developing and implementing electoral procedures, and the planning and implementation of electoral event preparations.

This position requires excellent project skills, high level written and oral communication skills, a willingness to perform a wide variety of tasks and projects and previous experience in the electoral environment.

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

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

Notes: This is a temporary position available ASAP to 30 November 2020. As an electoral officer the person occupying this position will be required to perform duties on election and referendum days.

How to Apply: Applicants are asked to submit a one-page maximum, expression of interest (EOI), addressing the capabilities set out in the Position Description and a copy of their curriculum vitae including details of two referees to [electionsstaffing@act.gov.au](mailto:electionsstaffing@act.gov.au). In the subject of your email please include: Name, position number and position title.

If you have any questions, please contact this office on (02) 6205 0033 (Monday to Friday 9:00am to 5:00pm) or email [electionsstaffing@act.gov.au](mailto:electionsstaffing@act.gov.au)

*Applications should be submitted be sent to [electionsstaffing@act.gov.au](mailto:electionsstaffing@act.gov.au)*

Contact Officer: Elections Staffing (02) 6205 0033 [electionsstaffing@act.gov.au](mailto:electionsstaffing@act.gov.au)

## **APPOINTMENTS**

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

#### **Technical Officer Level 3 \$73,974 - \$83,600**

Lawani Colley 858-77687, Section 68(1), 13 March 2020

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

Nan Zhu 853-48531, Section 68(1), 19 March 2020

### **Education**

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

Ellen McIlveen 862-75362, Section 68(1), 19 March 2020

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

Marika Vrieling 862-76795, Section 68(1), 16 March 2020

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

Pema Yangki 858-16454, Section 68(1), 17 March 2020

### **Justice and Community Safety**

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

Jessica Catlin 858-59454, Section 68(1), 16 March 2020

**Senior Officer Grade A \$147,006**

Cameron Beresford 863-48672, Section 68(1), 16 March 2020

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

Amanda Day 863-51150, Section 68(1), 19 March 2020

**Graduate Paramedic Intern \$67,706 plus penalties**

Marina de Looper 863-13605, Section 68(1), 16 March 2020

**Graduate Paramedic Intern \$67,706 plus penalties**

Amy Drumm 863-13744, Section 68(1), 16 March 2020

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

Madeleine Griffiths 853-64515, Section 68(1), 16 March 2020

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

Maryanne Litchfield 863-50959, Section 68(1), 23 March 2020

**Graduate Paramedic Intern \$67,706 plus penalties**

Sarah Maloney 863-13760, Section 68(1), 16 March 2020

**Graduate Paramedic Intern \$67,706 plus penalties**

Madison Nolan 863-13808, Section 68(1), 16 March 2020

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

Megan O'Hehir 863-51097, Section 68(1), 16 March 2020

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

Bernadette O'Kelly 858-68449, Section 68(1), 16 March 2020

**Graduate Paramedic Intern \$67,706 plus penalties**

Katharine Perry 863-13728, Section 68(1), 16 March 2020

**Graduate Paramedic Intern \$67,706 plus penalties**

Jacob Ratcliffe 863-13736, Section 68(1), 16 March 2020

**Graduate Paramedic Intern \$67,706 plus penalties**

Benjamin Telfer 863-13816, Section 68(1), 16 March 2020

**Graduate Paramedic Intern \$67,706 plus penalties**

Benjamin Warren 863-13779, Section 68(1), 16 March 2020

**Transport Canberra and City Services**

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

Tracey Moore 853-65331, Section 68(1), 14 March 2020

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

Juliann Walsh 853-71926, Section 68(1), 14 March 2020

**Community Services**

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

Kasey Mateta-Allen: 863-50975, Section 68(1), 14 March 2020

**Canberra Health Services**

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

Martha Bourandanis 863-50430, Section 68(1), 30 March 2020

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

Lea Cabrera 857-92210, Section 68(1), 13 March 2020

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

Michael Ceravolo 857-43590, Section 68(1), 19 March 2020

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

Ruby Lea Fleming 861-30032, Section 68(1), 16 March 2020

**Pharmacist Level 4 \$113,851 - \$122,566**

Keat Gan 863-74977, Section 68(1), 6 March 2020

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

Rebecca Hall 865-54433, Section 68(1), 16 March 2020

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

Kristi Hermann 862-63054, Section 68(1), 19 March 2020

**Registered Nurse Level 3.1 \$108,237 - \$112,691**

Leila Kennett 863-75937, Section 68(1), 17 March 2020

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

Kaitlin McLean 865-55196, Section 68(1), 16 March 2020

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

Abin Rose Pezhumthottathil Augustin 859-50944, Section 68(1), 11 March 2020

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

Erinn Stenhouse 865-55014, Section 68(1), 19 March 2020

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

Emily Taylor 862-11270, Section 68(1), 19 March 2020

**TRANSFERS**

**Education**

**Melissa Pinney: 799-91889**

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

Chief Minister, Treasury and Economic Development

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

Education, Canberra (PN. 35969) (Gazetted 2 August 2019)

**Canberra Health Services**



**Angela Green: 847-26350**

From: Health Professional Level 3 \$93,346  
Canberra Health Services

To: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 40170) (Gazetted 23 January 2020)

**Brunella Molinaro: 835-99994**

From: Administrative Services Officer Class 3 69,125  
Canberra Health Services

To: Administrative Services Officer Class 3 \$64,230 - \$69,125  
Canberra Health Services, Canberra (PN. 41431) (Gazetted 30 January 2020)

**Lei Zheng: 834-54445**

From: Senior Officer Grade C \$107,475  
ACT Health

To: Senior Officer Grade C \$107,475 - \$115,687  
Canberra Health Services, Canberra (PN. 22021) (Gazetted 5 December 2019)

**PROMOTIONS**

**ACT Audit Office**

**Performance Audit**

**David Kelly: 797-70197**

From: Senior Auditor \$86,240 - \$105,023  
ACT Audit Office

To: † Audit Manager \$110,805 - \$119,471  
ACT Audit Office, Canberra (PN. 42800) (Gazetted 30 January 2020)

**Access Canberra**

**Licensing and Registration**

**Vehicle Safety Standards**

**Brendan Archer: 858-73459**

From: Administrative Services Officer Class 2 \$56,689 - \$62,598  
Chief Minister, Treasury and Economic Development

To: General Service Officer Level 8 \$68,667 - \$72,560  
Chief Minister, Treasury and Economic Development, Canberra (PN. 46797) (Gazetted 5 September 2019)

**Access Canberra**

**Construction and Utilities Branch**

**Construction and Worksafe Licensing**

**Ryan Bacon: 858-58101**

From: Administrative Services Officer Class 3 \$64,230 - \$69,125  
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$71,309 - \$77,212  
Chief Minister, Treasury and Economic Development, Canberra (PN. 11071) (Gazetted 30 January 2020)

**Policy and Cabinet**

**Economic and Regional Policy**

**Rehabilitation Allied Health**

**Megan Callaway: 844-82384**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31572) (Gazetted 5 November 2019)

**Shared Services ICT**

**Technology Services Branch**

**Service Assurance**

**Brett Darmody: 836-01150**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 13248) (Gazetted 16 May 2020)

**Access Canberra**

**Regulatory Solutions and Compliance**

**Parking Operations**

**Mark Hooker: 858-76561**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33446) (Gazetted 12 June 2019)

**Access Canberra**

**Construction and Utilities Branch**

**Construction and Worksafe Licensing**

**Bojan Stojakovic: 853-77201**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 03095) (Gazetted 30 January 2020)

**Major Projects Canberra**

**Project Development and Support**

**Finance**

**Lanka Liyanage: 835:84565**

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

Major Projects Canberra

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

Major Projects Canberra, Canberra (PN: 46818) (Gazetted 13 December 2020)

**Community Services**

**Office of the Director General**

**Executive**

**Vasiliki Bogiatzis: 835-87432**

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

Community Services

To: †Senior Officer Grade A \$147,006

Community Services, Canberra (PN. 40197, several) (Gazetted 15 August 2019)

**Office of the Director-General**

**Quality, Complaints and Regulation**

**Quality, Complaints and Regulation**

**Emma Higginson: 836-13143**

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

Community Services

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

Community Services, Canberra (PN. 45198) (Gazetted 17 January 2020)

**Education**

**Business Services Division**

**Strategic Finance and Procurement**

**Strategic Finance**

**Natasha De Noskowski: 853-72750**

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

ACT Health

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

Education, Canberra (PN. 43035) (Gazetted 5 April 2019)

**Business Services Division**

**Governance and Community Liaison Branch**

**Ministerial and Commonwealth Relations**

**Emma Taber: 747-84266**

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

Education

To: †Senior Officer Grade A \$147,006

Education, Canberra (PN. 09402) (Gazetted 12 December 2018)

**Justice and Community Safety**

**Emergency Services**

**ACT Fire and Rescue**

**Operational Support**

**Paul Flynn: 748-35780**

From: FB7 (Commander) \$121,534

Justice and Community Safety

To: †FB8 (Superintendent) \$140,613

Justice and Community Safety, Canberra (PN. 46249)

**ACT Emergency Services Agency**

**Public Information and Engagement**

**Isabel McCormick: 858-61829**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 10714) (Gazetted 2 January 2020)

**ACT Courts and Tribunal**

**Registry Operations**

**Criminal**

**Anshu Sehgal: 858-53503**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 32404) (Gazetted 25 November 2019)

**Office of the Legislative Assembly**

**Parliamentary Support Assembly Library**

**Fiona Bright: 00721**

From: Professional Officer Class 1 (\$60,292 - \$83,600)

To: Professional Officer Class 2 (\$85,394 - \$97,732) Office of the Legislative Assembly, Canberra (PN 271) (Gazette 15 August 2019)

**Transport Canberra and City Services**

**City Services**

**City Operations**

**Infrastructure Planning/Asset and Data Integration**

**Christopher Goddard: 858-59139**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 41804)

This promotion to a non-advertised position has been made under section C6 e of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

**Chief Operating Office Group**

**Finance**

**Finance**

**Tassany Price: 799-89535**

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

Education

To: †Senior Officer Grade A \$147,006

Transport Canberra and City Services, Canberra (PN. 14159) (Gazetted 10 February 2020)

**Chief Operating Officer Group**

**Chief Information Office**

**Dalle Wright: 853-60493**

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

Transport Canberra and City Services

To: †Senior Officer Grade A \$147,006

Transport Canberra and City Services, Canberra (PN. 38427) (Gazetted 28 January 2020)

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

**Canberra Health Services**

**Clinical Services**

**Sivapriya Ambika: 844-32707**

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. 09486) (Gazetted 9 May 2019)

**Chief Operating Officer Clinical Service**

**Luke Baker: 850-42540**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 14241) (Gazetted 12 December 2019)

**Clinical Services**

**Chief Operating Office**

**Jelena Gissane: 747-06508**

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: †Registered Nurse Level 4.1 \$122,360

Canberra Health Services, Canberra (PN. 33235) (Gazetted 6 February 2020)

**Chief Operating Officer Clinical Services**

**Alison Horan: 824-32463**

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. 44815) (Gazetted 29 August 2019)

**Chief Operating Officer Clinical Services**

**Mark Moro: 845-20360**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 33270) (Gazetted 12 December 2019)

**ACT Health**

**Health System, Policy and Research**

**Public Health Protection and Regulation**

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

**Craig Cannon: 771-10160**

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

ACT Health

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

ACT Health, Canberra (PN. 17677) (Gazetted 17 December 2019)

**Health Systems Policy and Research Group**

**Health System Planning and Evaluation**

**Executive Unit**

**Victoria Kelsey: 858-68051**

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

ACT Health

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

ACT Health, Canberra (PN. 39845) (Gazetted 28 October 2019)