



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 24 September 2020**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from  
<http://www.health.act.gov.au/employment>.

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

**Health Systems, Policy and Research Group**  
**Office of Professional Leadership and Education**  
**Office of Professional Leadership and Education**  
**Project Officer**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 32724)**

Gazetted: 29 September 2020

Closing Date: 11 October 2020

Details: We are looking for the right person to join our small, high-functioning team to provide project and business support to all areas of the Office of Professional Leadership and Education. The Office of Professional Leadership and Education includes the Chief Allied Health Officer, Chief Medical Officer, Chief Nursing and Midwifery Officer, the Chief Psychiatrist and the Academic Unit of General Practice. The division provides health professional perspective, advice and expert leadership to help the ACT Health Directorate achieve its purpose. We are after someone that has great coordination and communication skills, and who can manage their own working day to get everything done on time. Key duties will include managing business improvement projects to optimise the efficiency of the Office of Professional Leadership and Education, leading activities associated with the division's stakeholder engagement strategy, providing secretariat to high-level multidisciplinary committees, and supporting the Executive Officer to manage the division's flow of government business.

How you go about your work is important to us as we have worked hard to build a positive workplace culture in our division. You will need to be skilled at work collaboratively with colleagues and will be expected to contribute to maintaining our positive culture and upbeat momentum.

Note: This is a temporary position available immediately until 31 October 2020 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a pitch of no more than two pages outlining how your experience and abilities satisfy the Professional/Technical Skills and Knowledge and the Behavioural Capabilities outlined in the Position Description. Please also provide your Curriculum Vitae and the details of two referees.

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

Contact Officer: Marisa Bialowas (02) 5124 9966 [marisa.bialowas@act.gov.au](mailto:marisa.bialowas@act.gov.au)

**Health Systems, Policy and Research Group**  
**Public Health, Protection and Regulation**  
**Health Protection Service**  
**Assistant Director**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 29623)**

Gazetted: 28 September 2020

Closing Date: 5 October 2020

Details: The Public Health Regulation and Projects (PHRaP) section of the Health Protection Service is seeking an experience senior policy officer to contribute to the development, implementation and evaluation of public health policy and regulation.

The ideal candidate will have well-developed communication skills, an understanding of risk-based regulation and be able to apply this knowledge in a policy setting.

**Eligibility/Other Requirements:**

Desirable skills include experience in policy development, experience in drafting Government correspondence, experience working in a Secretariat role and/or a demonstrated ability to liaise effectively with a range of internal and external stakeholders.

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

How to Apply: Applicants must provide a written application that addresses the Selection Criteria in a two-page pitch detailing how you are the right person for this opportunity. Candidates should also provide a curriculum vitae and the contact details of two referees.

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

Contact Officer: Rebecca Stones (02) 5124 9848 [Rebecca.Stones@act.gov.au](mailto:Rebecca.Stones@act.gov.au)

**Health System Policy and Research  
Public Health Protection and Regulation  
Health Protection Service  
Data Scientist**

**Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 49225)**

Gazetted: 24 September 2020

Closing Date: 1 October 2020

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Directorate is looking for a highly efficient and dedicated staff member to join the COVID-19 response team as a Data Scientist. This role will assist and enhance the technical and reporting functionality of the COVID-19 Operations Data team. This includes the development of code to facilitate automated routine reporting and data visualisation as well as reviewing existing data sources to assess their applicability to address the business problem.

We are seeking an individual with demonstrated experience with statistical software and in automating reporting and responding to ad hoc requests using databases. The successful candidate will have highly developed analytical skills, good attention to detail, and great teamwork and interpersonal skills.

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

Eligibility/Other Requirements: A relevant undergraduate degree (i.e. mathematics, data science, computer science, public health) is highly desirable. Relevant post-graduate qualification(s) and experience is highly desirable.

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

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

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

Contact Officer: Timothy Sloan-Gardner (02) 5124 6219 [timothy.sloan-gardner@act.gov.au](mailto:timothy.sloan-gardner@act.gov.au)

**Calvary Health Care ACT (Public)**

**Administration Officer**

**Administrative Services Officer Level 3 \$65,097 - \$70,058 Canberra (PN: Expected)**

Gazette Date: 30 September 2020

Closing Date: 9 October 2020

Full position details can be seen on Calvary Public Hospital Bruce's website,  
<https://calvarycareers.mercury.com.au/>  
Reference Number: 13942  
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>  
Contact Officer: Daniel Coliba, [Daniel.Coliba@calvary-act.com.au](mailto:Daniel.Coliba@calvary-act.com.au)

#### **Ward Clerk**

##### **Administrative Services Officer Class 2/3 \$57,454 - \$70,058, Canberra (PN: Expected)**

Gazette Date: 30 September 2020  
Closing Date: 4 October 2020  
Full position details can be seen on Calvary Public Hospital Bruce's website,  
<https://calvarycareers.mercury.com.au/>  
Reference Number: 13104  
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>  
Contact Officer: Alana Cash 02 6264 7100 [Alana.Cash@calvary-act.com.au](mailto:Alana.Cash@calvary-act.com.au)

#### **Senior Physiotherapist**

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

Gazette Date: 30 September 2020  
Closing Date: 21 October 2020  
Full position details can be seen on Calvary Public Hospital Bruce's website,  
<https://calvarycareers.mercury.com.au/>  
Reference Number: 13931  
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>  
Contact Officer: Jeanie Weber 02 6264 7085 [jeanie.weber@calvary-act.com.au](mailto:jeanie.weber@calvary-act.com.au)

#### **Canberra Health Services**

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

#### **Pathology**

##### **Staff Specialist – Chemical Pathologist**

##### **Specialist 1-5, \$164,470 - \$202,960, Canberra (PN 47489 – 01RYK)**

Gazette Date: 29 September 2020  
Closing: 5 November 2020  
Our Vision: Creating exceptional health care together.  
Our Role: To be a health service that is trusted by our community.  
Our Values: Reliable, Progressive, Respectful and Kind  
About us:

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.

- Five 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.

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

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

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

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

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

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

Overview of the work area and position:

ACT Pathology is a division of 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. ACT Pathology incorporates the Academic Department of Pathology of the Australian National University Medical School led by the Professor of Pathology.

Chemical Pathology, as a part of ACT Pathology, provides diagnostic, analytical and consultative services. It performs a wide spectrum of testing that ranges from automated, high throughput analysis to specialised testing. It is one of the busiest laboratories within pathology performing over 1 million tests per annum. Chemical Pathology is currently accredited with the Royal College of Pathologists Australasia (RCPA) for provision of Registrar training for a period of 4 years.

Under broad direction of the Director of Chemical Pathology and the Executive Director of Pathology, you will be required to attend the laboratory for designated sessions, participate in the Chemical Pathology on-call roster, and provide supervision to scientific staff and registrars ensuring quality of results reported from the laboratory.

Qualifications and experience:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Fellowship of the Royal Australian and New Zealand College of Pathologists (FRCPA), or equivalent specialist qualifications.

Desirable

- Hold a current Driver's Licence
- Be registered under Working With Vulnerable People

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.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$164,470 - \$202,960

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

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

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

### How to Apply

To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current curriculum vitae.

Contact Officer: Dr Marie Salib (02) 5124 8646

### Surgery

#### Senior Specialist - Anaesthetist

#### Senior Specialist \$222,205, Canberra (P16003)

Gazette Date: 29 September 2020

Closing Date: 15 October 2020

Please note: The Group Attraction and Retention Incentive (ARIn) for the amount of \$50,000 per annum (FTE) will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$398,655

Our Vision: Creating exceptional health care together.

Our Values: Reliable, Progressive, Respectful and Kind

An exciting opportunity to join our team of Consultant Anaesthetists at Canberra Health Services.

Canberra Health Services are looking for enthusiastic and experienced Anaesthetists to assist in meeting the ever-increasing service demand of a swiftly growing population. We are seeking anaesthetists who are eager to learn and those who are engaged to grow the next generation of anaesthetists as we expand our service into the Surgical Procedures, Interventional, Radiological and Emergency (SPIRE) precinct which is due to open on the main Canberra campus in 2024.

Learn more about SPIRE go to [www.health.act.gov.au/about-our-health-system/planning-future/spire-project](http://www.health.act.gov.au/about-our-health-system/planning-future/spire-project)

The work area: The Canberra Health Services Department of Anaesthesia, Peri-operative Medicine and Pain Management is a busy department that facilitates over 26,000 anaesthetic procedures (elective and emergency) per year. Perioperative Medicine has become a significant focus of our department. We operate in a variety of environments, including Canberra Hospital which is the largest tertiary and trauma facility in the region, Calvary Public Hospital, John James Calvary Hospital, National Capital Private Hospital and other private day surgery locations within Canberra.

The breadth of anaesthetic procedures undertaken are all encompassing (cardiac, neurosurgery, and neonatal surgery) with the exception of solid organ transplant. As the primary teaching hospital and major trauma centre for ACT and the Southern NSW region, exposure to interesting cases is a certainty. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Due to these partnerships and the flexible nature of this employment opportunity, excellent research opportunities are available.

#### Employment Conditions and Benefits

##### Remuneration

A full time Senior Medical Officer employed in the ACT Public Service is entitled to a package up to \$369,057 per annum (pro-rata for fractional appointments) under the [ACT Public Sector Medical Practitioners Enterprise Agreement 2013-2017](#). A new enterprise agreement is currently awaiting approval from the Fair Work Commission.

This package is inclusive of salary, a minimum 11% super contribution and:

- Private Practice Schemes, with a minimum payment (Scheme A – 20%) \$38,617 - \$47,655.

##### Additional Benefits

Benefits additional to Remuneration include:

- Generous leave provisions, including training and education leave up to the following:
  - 4 weeks training/education leave
  - 4-5 weeks annual leave per annum;
- Strong mentorship and supervisory support;
- Medical Education expenses allowance (MEE) reimbursement up to \$19,014
- Access to PBI taxation benefits;
- Up to \$51,533 in reimbursement of relocation expenses;
- Access to additional payments for work undertaken on Extra Surgery Schemes;
- Research opportunities; and

- The opportunity to contribute to the development of Models of Care for the new SPIRE precinct.

Qualifications and experience:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Fellowship of the Royal Australian and New Zealand College of Anaesthesia or equivalent specialist qualifications.
- Be an Australian Citizen or permanent resident of Australia.
- Be registered under the Working for Vulnerable People Act.

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.

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

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

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How to Apply

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Contact Officer: Jeremy Crane (02) 6244 3245

## **Surgery**

### **Anesthetist**

**Staff Specialist \$164,470 - \$202,960, Canberra (P16003 – 01S56)**

Gazette Date: 29 September 2020

Closing Date: 15 October 2020

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$369,057

Canberra Health Services

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- Up to \$51,533 in reimbursement of relocation expenses;
- Access to additional payments for work undertaken on Extra Surgery Schemes;
- Research opportunities; and
- The opportunity to contribute to the development of Models of Care for the new SPIRE precinct.

### Qualifications and experience:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Fellowship of the Royal Australian and New Zealand College of Anaesthesia or equivalent specialist qualifications.
- Be an Australian Citizen or permanent resident of Australia.
- Be registered under the Working for Vulnerable People Act.

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.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

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

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

### How to Apply

To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application along with a current curriculum vitae.

Contact Officer: Jeremy Crane (02) 6244 3245

## Logistic Support Services

### Food Services

#### Patient Services Supervisor

**Health Service Officer Level 8 \$69,594 - \$73,540, Canberra (PN: 33516, several)**

Gazetted: 30 September 2020

Closing Date: 14 October 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.

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 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 Canberra Health Service's, 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:

Highly Desirable:

Industry recognized qualifications.

The Food Safety Supervisor Certificate.

Current class driver's licence.

Desirable:

Minimum five years relevant food service supervisory experience.

Relevant experience in Microsoft Office applications and relevant food service IT systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

There are two positions available one is permanent and the other is temporary for up to 12 months, both are full-time roles. 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

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

##### **Community Health Programs**

##### **Canberra Maternity Options Service**

##### **Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 45731)**

Gazetted: 30 September 2020

Closing Date: 11 October 2020

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

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

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

Overview of the Work Area and Position

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community based sectors.

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT.

The Canberra Maternity Options Service is the first point of contact for women accessing public maternity care in the ACT. Midwives in the team will provide evidence-informed information to support the woman's decision making across the childbirth continuum and during the postnatal period up to six weeks after their baby is born.

Eligibility/Other Requirements:

Mandatory:

Registered as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA)

Comprehensive experience in the delivery of midwifery care across the scope of practice of a midwife

Desirable:

Holds or is working towards postgraduate qualifications in child and family health nursing or other relevant post graduate course

International Board Certified Lactation Consultant.

Driver's licence

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 12 months with the possibility of permanency. This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Christine Powley (02) 6205 2753 christine.powley@act.gov.au

## **Division of Surgery**

### **Perioperative**

#### **Clinical Development Nurse (CDN) Instrument/Circulating, Perioperative Unit**

#### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 20202)**

Gazetted: 30 September 2020

Closing Date: 30 October 2020

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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

This role is to facilitate the educational needs of the nurses within the Instrument/Circulating specialty. Our Perioperative Unit consists of a DOSA Admissions Unit, 13 Operating Theatres covering a wide range of surgical specialties, The Post Anaesthetic Care Unit and a 12 Bed Extended Day Surgery Unit.

Instrument/Circulating CDNs provide one on one and group Perioperative teaching, clinical support, ongoing evaluation and feedback for graduate Nurses across a diversity of clinical areas within Canberra Hospital Health Services.

The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Holds or working towards a Certificate IV in Workplace Training and Assessment or nationally recognised.

Vocational competency units in competency assessment and work-based training.

Postgraduate qualification in nursing or clinical education

Current clinical experience as a CDN.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

Selection may be based on application and referee reports only.

Contact Officer: Margaret Lepper (02) 512 42765 Margaret.Lepper@act.gov.au

## **Clinical Services**

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

**Business Support Services**

**Administration Support Officer**

**Administrative Services Officer Class 3 \$65,097 - \$70,058, Canberra (PN: 19389)**

Gazetted: 29 September 2020

Closing Date: 13 October 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

Overview of the work area and position

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

Rehabilitation and Speciality Services.

Adult Community Mental Health Services.

Adult Acute Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services.

This position reports to the Executive Officer and will provide administrative support to the Executive Office and to the activities to support for release of personal health information in respect to legal statute and in accordance with the *ACT Health Records (Privacy and Access) Act 1997*. This position includes the provision of high-quality customer service to the people who contact MHJHADS.

Eligibility/Other Requirements:

Mandatory:

Must hold a current driver's licence.

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Jacqui Raby (02) 5124 1099 jacqui.raby@act.gov.au

## **Clinical Services**

### **Adult Acute Mental Health Services**

#### **Adult Mental Health Unit**

##### **Ward Clerk**

#### **Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 27076)**

Gazetted: 29 September 2020

Closing Date: 13 October 2020

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

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

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

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

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

**Overview of the work area and position**

Mental Health, Justice Health, 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 the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

ACT Wide Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS), and

Justice Health Services

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services.

It is expected that in this position you will be responsible for patient records, admission and discharge procedures, provide administrative support to the clinical staff of the team, and be central to the welcome of visitors to the new unit with a focus on providing quality customer service to the consumers of MHJHADS.

Eligibility/Other Requirements:

Mandatory:

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

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 nine months with the possibility of extension. This position involves shift work and weekends.

Contact Officer: Grace Freeman (02) 5124 5404 [grace.freeman@act.gov.au](mailto:grace.freeman@act.gov.au)

**Chief Operating Officer**

**After Hours**

**Clinical Nurse Consultant**

**Registered Midwife Level 3.2 \$122,360, Canberra (PN: 49112)**

Gazetted: 29 September 2020

Closing Date: 16 October 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.

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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.

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 and alcohol and drug services.

Overview of the work area and position:

The After-Hours Clinical Nurse Consultant (CNC) is responsible and accountable to the Director of Nursing, Patient Flow for the safe and effective management of Canberra Hospital afterhours. This includes working with the After-Hours Hospital Manager to provide out of hours leadership, operational and clinical support to both clinical and non-clinical staff.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent and eligibility for membership of the appropriate professional organization. Successful applicants are required to be current in Basic and Advanced Adult and Paediatric Life Support and IV Cannulation.

Desirable:

Hold a current driver's licence.

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 permanent part-time position at 32 hrs per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Sarajane Collins 0466 376 746 sarajane.collins@act.gov.au

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

### **Alcohol and Drug Services**

#### **Occupational Therapist**

**Health Professional Level 3 \$94,606 - \$99,687 (up to \$104,631 on achieving a personal upgrade), Canberra (PN: 23960)**

Gazetted: 25 September 2020

Closing Date: 9 October 2020

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

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

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

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

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

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

Overview of the Work Area and Position

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

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

Opioid Treatment Services

Medical Services,

Consultation and Liaison Service,

10 bed Inpatient Withdrawal Service

Police and Court Drug Diversion Service

Counselling and Treatment Services

The 10 bed Inpatient Withdrawal Service is available for people with substance use disorders who can be admitted for 5 – 7 days for supervised 24-hour medical withdrawal. The team consists of Doctors, Nurses, Allied Health, Art Therapist and administration staff who work together to support people requiring medically supervised withdrawal. This service also supports people with ongoing referrals to other alcohol and drug services as required.

This position provides services to people admitted to this unit. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals. Client centred care appreciates that clients have the right to set their own goals, draw their own conclusions and make their own choices about treatment.

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

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

Eligibility/Other Requirements:

Mandatory:

Be registered with the Occupational Therapy Board of Australia.

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

Desirable:

Hold a current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Comply with 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 a period of nine months with the possibility of extension and/or permanency. This position maybe required to participate in an overtime, on call and/or rotation roster.

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

## **Cancer and Ambulatory Services**

### **Breast Screen ACT**

#### **Staff Specialist - Clinical Coordinator**

#### **Specialist Band 1 - 5 \$164,470 - \$202,960, Canberra (PN: 49296)**

Gazetted: 25 September 2020

Closing Date: 8 October 2020

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

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

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

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

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented except for organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

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

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

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

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

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

Overview of the work area and position:

BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening services to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra City, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic.

This position offers the successful candidate the opportunity to work with a team of dynamic and dedicated health professionals within the BreastScreen Program in Canberra. The role requires experience in general practice, willingness to undertake training in the detection and management of early breast cancer within the population of women targeted by the Program, ability to work well with a multidisciplinary team, excellent communication skills and a strong client focus, a commitment to quality improvement and an appreciation of the aims of population health screening.

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) with formal subspecialty training and current clinical experience in Rheumatology or equivalent specialist qualifications.

Desirable

Knowledge of BreastScreen Australia standards and experience working within a breast screening program.

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

Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment National Police check.

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

Note: This position is part-time at (12:00) hours per week and the full-time salary noted above will be pro-rata.

Salary, Remuneration and Conditions:

Annual Salary: Indicative total package value of between \$254,376 - \$313,557 inclusive of salary, applicable allowances and 11% super.

Staff Specialist Bands 1-5: \$164,470 - \$202,960

Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

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

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

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

Contact Officer: Dr. Karen Pahlow (02) 6205 5053 [karen.pahlow@act.gov.au](mailto:karen.pahlow@act.gov.au)

## **Clinical Services**

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

**Adult Mental Health Unit/ Mental Health Short Stay Unit**

**Registered Nurse**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 18410, several)**

Gazetted: 30 September 2020

Closing Date: 14 October 2020

Details: About us

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

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

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

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:

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery.

The Adult Mental Health Unit (AMHU) is a 40-bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the person, their carers and other key services. The Mental Health Short Stay Unit (MHSSU) is a sub-acute six bed inpatient unit located in the Emergency Department for people requiring extended mental health assessment and or treatment initiation.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

- Post Graduate Qualification in Mental Health Nursing
- Recent nursing experience within an acute mental health setting.
- Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

These are temporary positions available for a period of six months with the possibility of extension and/or permanency. These are full-time positions working a rotating shift roster, including night shifts.

Contact Officer: Shaun Bayliss (02) 5124 5452 [shaun.bayliss@act.gov.au](mailto:shaun.bayliss@act.gov.au)

## **Infrastructure and Health Support Services**

### **Sterilising Services**

#### **Sterilising Services Health Services Officer**

**Sterilising Services Health Service Officer Level 3/4/5 \$52,460 - \$59,871, Canberra (PN: 19368, several)**

Gazetted: 29 September 2020

Closing Date: 13 October 2020

Details: About us

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

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

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

Overview of the work area and position

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

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

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

Eligibility/Other Requirements:

Mandatory:

HSO 4 – Essential - Certificate III Sterilising Services and minimum three (3) years working in a Sterilising Services unit.

HSO 5 – Certificate III and IV in Sterilising Services (HTL47015), or Certificate III in Sterilising Services Certificate IV in Leadership and Management (BSB40215); and minimum five (5) years working in a Sterilising Services unit.

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 Occupational Assessment, Screening and Vaccination policy (OMU).

Desirable:

HSO 3 - Certificate III Sterilising Services

Note:

This position involves participating in a rotating roster. The rotating shift roster will require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, Canberra Hospital including Central Reprocessing Unit and Calvary Hospital, please note, Calvary Hospital has an additional shift rotation of 2:30pm – 11:00pm).

Contact Officer: Natalie Ogilvie (02) 512 42283 [natalie.ogilvie@act.gov.au](mailto:natalie.ogilvie@act.gov.au)

## **Allied Health**

### **Acute Allied Health Services**

#### **Psychology**

##### **Clinical Psychologist - Registrar**

**Health Professional Level 2 \$66,988 - \$91,962, Canberra (PN: 23998)**

Gazetted: 24 September 2020

Closing Date: 7 October 2020

Details: About us

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

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

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

Overview of the work area and position

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

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

The Clinical Psychologist Registrar reports to the Manager of Acute Support Psychology role and is responsible for providing clinical assessments and intervention services to patients of TCH. Principle supervision for the registrar program for area of practice endorsement in clinical psychology is provided by the Acute Psychology Department and will be negotiated with the Acute Psychology Manager

Eligibility/Other Requirements:

*Mandatory:*

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology.

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

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

*Desirable:*

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

## **Nursing**

### **Ward 7A**

#### **Stroke Liaison Nurse**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 29518)**

Gazetted: 25 September 2020

Closing Date: 9 October 2020

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

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

Patient centred, multidisciplinary care is provided to acute stroke patients presenting to the Emergency Department or in inpatient areas through Canberra Hospital. Co-ordination of care is also facilitated for hyperacute therapies for patients referred from peripheral hospitals.

The successful applicant will be required to work collaboratively as a member of the multidisciplinary team and work under broad direction to provide assessment and intervention for people presenting with acute stroke/transient ischaemic attack or requiring review for ongoing secondary prevention. Within the Acute Stroke team both an acute response, assessment and intervention in order to reduce long term disability and the length of hospital stay.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that you will contribute your expertise to the multidisciplinary team and work collaboratively with the head of department and provide clinical leadership to less experienced staff.

#### Eligibility/Other Requirements:

##### Mandatory:

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

##### Desirable:

Post graduate education in relevant field

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

##### Note:

This is a temporary position to backfill leave that may arise throughout the year within the stroke team.

Contact Officer: Brett Jones (02) 5124 2535 Brett.Jones@act.gov.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**

##### **Trade Skills**

##### **Electrical Trades**

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

**Teacher Level 1 \$76,460 - \$102,020, Canberra (PN: 51419, several)**

Gazetted: 29 September 2020

Closing Date: 15 October 2020

Details: Canberra Institute of Technology (CIT) is seeking full-time Teachers within the Trade Skills. The Electrical Trades Department at its Fyshwick Campus.

The person/s will need a strong background in the Electrical Trades (Electrical, PV solar, Refrigeration, Air Conditioning or Electronics) industry, hold relevant licences, qualifications. Knowledge of the Electrical Trades Licencing 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. Current and former ADF members are encouraged to apply.

Eligibility/Other Requirements:

Mandatory :

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

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

#### Industry Experience

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

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

Appropriate Industry competencies demonstrated by the following qualifications:

Certificate III in Electro Technology - Electrical, Electronic or equivalent

Certificate III in Refrigeration & Air Conditioning - or equivalent

Possess or able to obtain

ARCTick - Refrigerant handling licence

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

Dual Qualifications would be an advantage, including post trade training in Solar PV and/or Battery storage.

Prior to commencing in this role, a current registration issued under the *Working with*

*Vulnerable People (Background Checking) Act 2011* may be required. For further

information on Working with Vulnerable People registration refer to -

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

Note: These are temporary positions available immediately until 18 October 2021. 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.

How to Apply: All applicants are required to provide a written response to the Selection Criteria and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Josephine Whitfield (02) 6207 3218 [josephine.whitfield@cit.edu.au](mailto:josephine.whitfield@cit.edu.au)

#### Pathways College

##### Year 12 Program

##### Senior Secondary Teacher

**Teacher Level 1 \$76,460 - \$102,020, Canberra (PN: 51314, several)**

Gazetted: 29 September 2020

Closing Date: 19 October 2020

Details: The CIT Pathways College is seeking applications from highly motivated, enthusiastic and experienced secondary teachers for several Teacher Level One positions in our Year 12 program. We will have vacancies in 2021 in the following areas:

English  
History  
Global Studies  
Psychology  
Business  
English as an Additional Language or Dialect (EALD)  
Careers  
Disability Education  
Project based learning.

CIT Pathways College is a teaching college comprising four departments: CIT English Language Centre, CIT Student Support, CIT Year 12 and General Education and CIT LLND support. This college offers VET training programs from certificate I through to certificate IV. This college also offers the ACT Senior Secondary Certificate accredited by the ACT Board of Senior Secondary Studies. We offer the ACT Senior Secondary Certificate to standard and abridged students. Details of the program can be found here:

[https://cit.edu.au/courses/education\\_community/act\\_year\\_12](https://cit.edu.au/courses/education_community/act_year_12).

Eligibility/Other Requirements: Teachers delivering the ACT Senior Secondary Certificate must have secondary teaching qualifications and hold current Teacher Quality Institute registration.

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).

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.

Highly Desirable:

Knowledge of and experience in the Be You framework or equivalent student wellbeing, pastoral care and alternate educational programs an advantage.

Note: This is a temporary position available from 27 January 2020 until 31 December 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection method: Selection may be based on application and referee reports only. CIT Streamlined position: 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.

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

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

Contact Officer: Gillian Sinclair (02) 6207 4025 [Gillian.Sinclair@cit.edu.au](mailto:Gillian.Sinclair@cit.edu.au)

## **Education and Training Services**

## **Health, Community and Science**

## **Children's Education and Care**

## **Project Officer**

**Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 35733)**

Gazetted: 28 September 2020

Closing Date: 12 October 2020

Details: The Canberra Institute of Technology (CIT) Children's Education and Care department is seeking an exceptional individual to provide a wide range of high level administrative support to staff and students in the department.

Duties will include managing complex projects; attending to high level inquiries from staff, students and the community; developing and maintaining department policies and procedures; interpreting guidelines and procedures to resolve issues, inquiries and work tasks; assisting with the co-ordination of various student cohorts; supporting program delivery, and maintaining local information management systems. The successful candidate will work as a team member and autonomously to support and promote the department/college priorities. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Experience in the Vocational Education and Training sector is highly desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**How to Apply:** Applicants are asked to submit a written application of no more than four pages addressing the Selection Criteria, as well as a current curriculum vitae and the contact details of two referees.

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

Contact Officer: Sarah Grieves (02) 6207 3345 [Sarah.Grieves@cit.edu.au](mailto:Sarah.Grieves@cit.edu.au)

## **Industry Engagement and Strategic Relations**

### **Industry Engagement**

#### **Training Initiatives Unit**

##### **Administrator Officer**

**Administrative Services Officer Class 2 \$57,454 - \$63,443, Canberra (PN: 39838 several)**

Gazetted: 24 September 2020

Closing Date: 8 October 2020

**Details:** An exciting opportunity is available for enthusiastic administrators to support the Training Initiatives Unit (TIU) at the Canberra Institute of Technology (CIT), based at CIT Reid. Successful applicants will be responsible for supporting the team's ACT training initiatives administrative requirements, including Australian Apprentices and Skilled Capital students. Under direction, successful applicants are required to have an eye for detail and accuracy, the ability to work collaboratively, be excellent communicators and confidently engage with internal and external clients and stakeholders. Flexible working arrangements are in place, along with free parking is available. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability. Sound knowledge of Australian Apprenticeship requirements and systems, along with a current driver licence are advantageous. This is a bulk recruitment process. There are some permanent positions and some temporary positions available for immediate filling. Temporary positions will be available for 18 months with the possibility of extension up to five years. 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. 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. Applicants are required to address the Selection Criteria (maximum four pages) and provide a current curriculum vitae along with the names of two referees.

Contact Officer: Bettina Frey (02) 6207 4202 [Bettina.Frey@cit.edu.au](mailto:Bettina.Frey@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)**



**Executive Branch Manager, Events ACT**

**Temporary Vacancy**

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

**Economic Development**

**Position: E1042**

**(Remuneration equivalent to Executive Level 1.3)**

Gazetted: 1 October 2020

Closing Date: 8 October 2020

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, Events ACT starting ASAP to 27 March 2021 with the possibility of extension.

Events ACT is responsible for coordinating, managing and delivering a range of events that are important to the city and the community, including: Floriade, Floriade NightFest, Enlighten Festival, Canberra Nara Candle Festival, New Year's in the City, Australia Day celebrations, Lights! Canberra! Action!, Canberra Day, Symphony in the Park, Balloon Spectacular, Reconciliation Day and FYI Festival. Events ACT also provides advice and support to the events and festival sector and provides coordination and facilitation to external events that have a direct impact on government infrastructure and directorate operations, including management and administration of the ACT Event Fund.

This position is responsible for collaboratively developing and implementing high quality, evidence-based events policy and programs, to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra.

How to apply: Interested candidates should submit a one page Expression of Interest and current curriculum vitae (including the contact details of two referees) to Kate Starick via email to [kate.starick@act.gov.au](mailto:kate.starick@act.gov.au) by COB Thursday 8 October 2020.

Note: This merit process will be used to fill any temporary vacancies in this position over the next 12 months.

While the contract is initially until March 2021, there is a possibility of extension to the balance of 2 years.

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

Remuneration: The position attracts a remuneration package ranging from \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contact Officer: Kate Starick (02) 6205 9828 [kate.starick@act.gov.au](mailto:kate.starick@act.gov.au)

**Access Canberra**

**Fair Trading and Compliance**

**Parking Operations and Traffic Camera Compliance**

**Manager - Parking and Traffic Compliance**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 49146)**

Gazetted: 30 September 2020

Closing Date: 14 October 2020

Details: Access Canberra Parking and Traffic Compliance is seeking a dynamic and dedicated person with exceptional people and organisation skills to fill this management role. The successful applicant will have working knowledge within a regulatory environment. Experience or understanding of parking and traffic compliance functions would be an advantage. The manager will be given conflicting priorities and deadlines as well as being responsible for the successful delivery of multiple complex operational projects. Responsibilities will include daily operational management of staff, technology and operational systems, including Work, Health and Safety obligations. The successful applicant will possess excellent communication and leadership skills, be engaged in the application of new technologies and committed to providing improved road safety outcomes for the community. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in

relation to the duties/responsibilities listed in the Position Description. The application, of no more than two pages, should be written in the form of a pitch, indicating your capacity to perform the duties and responsibilities at the specified classification. Please include contact details of at least two referees and current curriculum vitae. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Benjamin Hobbs (02) 6205 2574 benjamin.hobbs@act.gov.au

## **Access Canberra**

### **Projects Governance and Support**

#### **Customer Experience and Design**

##### **Assistant Director, Technical Project Lead**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 41553)**

Gazetted: 29 September 2020

Closing Date: 6 October 2020

Details: Are you someone who is looking for a challenge? Are you keen to contribute to digital transformation in our organisation? Then this is for you! Access Canberra is looking for a highly motivated Technical project lead who has expertise in CRM solutions, is client focused, dynamic and flexible. The Assistant Director will work as part of a core team in delivering customer centric solutions for a range of stakeholders. This involves design and development in Customer Relationship Management systems.

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: An ACT Government CMTEDD Baseline clearance is required for this position.

Note: This is a temporary position available until 30 April 2021 with the possibility of extension and/or permanency. An order of merit may be established to fill identical vacancies within the next 12 months.

How to Apply: Applicants are asked to submit a two-page pitch outlining how your Skills, Knowledge and Behavioural Capabilities make you the best fit for the role, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Vladislav Munteanu (02) 6205 5460 Vladislav.Munteanu@act.gov.au

## **Corporate**

### **Corporate Management**

#### **Information Management**

##### **Freedom of Information and Privacy Administration Officer**

##### **Administrative Services Officer Class 4 \$72,272 - \$78,254, Canberra (PN: 35393)**

Gazetted: 28 September 2020

Closing Date: 12 October 2020

Details: An opportunity has arisen in the Information Access Team (IAT) to provide administration support to the Team with particular focus on Freedom of Information, Open Access and Privacy. As the Administration Officer within the IAT, the successful candidate will require a consistent and reliable work ethic, strong and efficient administration, liaison and negotiation skills and the ability to manage conflicting demands to meet deadlines. This will include end to end processing of less complex FOI requests, spreadsheet tracking, quality assurance, drafting correspondence and liaising with internal and external stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience with PowerBI will be an advantage.

Note: This is a temporary position available for a period of three months with the possibility of extension up to less than 12 months 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. 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 in the above areas, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Daniel Riley (02) 6207 3153 [daniel.riley@act.gov.au](mailto:daniel.riley@act.gov.au)

## **Construction, Utilities and Environment Protection**

### **Utilities Technical Regulation**

#### **Regulatory Officer**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 39771, several)**

Gazetted: 28 September 2020

Closing Date: 12 October 2020

Details: Utilities Technical Regulation (UTR) supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. Further information on UTR is available at

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/2203/~utilities-technical-regulation](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2203/~utilities-technical-regulation).

In a dynamic and rapidly changing environment, particularly within the energy sector and with the delivery of light rail, UTR is currently engaged in a range of exciting regulatory and policy initiatives. This creates an opportunity for a permanent regulatory officer within the team. This recruitment process may be used to appoint additional successful applicants to temporary positions within the team. There is the possibility of permanent appointment for applicants appointed to temporary roles, based on the outcome of other recruitment activity. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in a regulatory environment, within a utility or renewable energy environment, or policy area is highly desirable. Demonstrably relevant tertiary qualifications an advantage.

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

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

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

Contact Officer: Simon Grice (02) 6205 3078 [simon.grice@act.gov.au](mailto:simon.grice@act.gov.au)

## **Treasury**

### **Shared Services**

#### **Finance/Finance Operations**

#### **Senior Project Officer - Finance**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 28905)**

Gazetted: 25 September 2020

Closing Date: 2 October 2020

Details: Shared Services Finance Operations has a temporary vacancy for a Senior Project Officer. We are looking for a dynamic person, with exceptional communication skills and the ability to work cooperatively in a team environment. You will need to demonstrate high quality customer service skills together with well-developed problem solving and analytical skills. To be successful in this role you must possess excellent time management skills together with the ability to prioritise workloads in order to meet tight deadlines.

In the role as Senior Project Officer you will be tasked with a number of specific business improvement projects, however there will be expectation for you to undertake other adhoc duties as required. This position reports directly to the Manager, Accounts Payable.

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

Note: This is a temporary position available immediately for up to six months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “what you will do” and “what you require” sections and submit a personal pitch of no more than two pages. Your personal pitch should include information that provides evidence of your capabilities against the Professional and Technical Skills and the Behavioural Capabilities and highlights your skills and experience in a finance operations or processing environment. A current curriculum vitae should be provided.

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

Contact Officer: Tash Grant (02) 6205 4066 tash.grant@act.gov.au

## **Shared Services**

### **Shared Services ICT**

#### **CMTEDD and PATOCS ICT**

##### **Project Administrator and Reporting Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 31509)**

Gazetted: 25 September 2020

Closing Date: 12 October 2020

Details: The Shared Services ICT CMTEDD and PATOCS ICT team is seeking a highly motivated and suitably experienced person to fill the position of Project Administrator and Reporting Officer. A detail-oriented individual to assist with preparing and coordinating project documentation, correspondence and reports in relation to CMTEDD projects and commitments. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. Lead administrative tasks, such as document and information distribution, report collation and communication support.

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: An ACT Government CMTEDD Baseline clearance is required for this position.

This position does not require a pre-employment medical. Driver's licence is not essential. This position does not require a Working with Vulnerable People Check.

Desirable: Relevant formal qualifications in Project Management discipline and experience in Microsoft Project is highly desirable.

Note: Selection may be based on application and referee reports only. Successful applicants may be required to provide onsite support at both Nara House and Cosmopolitan building and must be willing to rotate between the two sites as required. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for further details about the role, and the capabilities required to perform the duties and responsibilities of the position. Submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities as listed under the sections “What You Will Do” and “What You Require” in the Position Description. Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

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

Contact Officer: Samuel Alwenya (02) 6207 5237 Samuel.Alwenya@act.gov.au

## **Workplace Safety and Industrial Relations**

### **Injury Management**

#### **Rehabilitation Case Manager**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 09969)**

Gazetted: 25 September 2020

Closing Date: 9 October 2020

Details: An exciting opportunity exists in the Injury Management Team, Workplace Safety and Industrial Relations for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals. Essential to the role is proactive communication and the coordination of day to day case management to drive optimum and sustained outcomes.

This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment.

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: Qualifications and or extensive practical experience in Work Health and Safety, Human Resources, Allied Health or other related disciplines and/or experience in case/claims management and rehabilitation is highly desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two page pitch, outlining your skills and experience relevant to the role, along with a copy of your current curriculum vitae.

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

Contact Officer: Sean Bainbridge (02) 6207 4825 Sean.Bainbridge@act.gov.au

**Shared Services ICT**

**Customer Engagement Services Branch**

**Service Management**

**Senior Director, Service Management**

**Senior Officer Grade A \$148,991, Canberra (PN: 00565)**

Gazetted: 24 September 2020

Closing Date: 8 October 2020

Details: The Customer Engagement Services Branch is seeking applications from senior managers with proven management and leadership skills to support a diverse team of technical and administrative staff in the delivery of strategically aligned Directorate, Shared Services ICT and ACT government initiatives. The Service Management Team deliver high quality services under three streams: Incident Management, Problem Management and Change Management using the ITIL (Information Technology Infrastructure Library) framework process; Service Portfolio Management (new service definition and transparent support and cost modelling for the Service Catalogue) and the 24/7 Executive Support Service.

For this leadership position we are seeking someone who demonstrates initiative, sound judgement, multi-tasker with a proven record in delivering successful programs of work. Furthermore, this position requires exceptional time management, liaison, influencing and negotiation skills.

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: Qualifications in the Information Technology Infrastructure Library (ITIL) will be highly regarded. An ACT Government CMTEDD Baseline clearance is required for this position.

Note: This is a temporary position available from 2 November 2020 until 31 October 2021 with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide the following items:

Two-page (A4) pitch relating to what you will bring to the role outlined in the attached Position Description.

Provide evidence of your capacity to perform the duties outlined

Contact details of two referees noting their relationship to you e.g. supervisor, branch manager, personal Curriculum Vitae

If you would like further information regarding this position, please contact the Contact Officer.

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

Contact Officer: Alana Lundy (02) 6207 7778 Alana.Lundy@act.gov.au

## **Commercial Services and Infrastructure Group**

### **ACT Property Group**

#### **Customer and Tenancy Management**

#### **Director, Customer Relationship Management**

#### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 15032)**

Gazetted: 24 September 2020

Closing Date: 8 October 2020

Details: ACT Property Group is looking for a customer-service driven leader to work with its customer relationship team to provide an outstanding level of service to our stakeholders. This role strives to ensure that ACT Property Group understanding and delivers its services to meet and exceed customer expectations.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

This position is part of the customer relationship management team that works to ensure improved delivery of services to customers and stakeholders.

Eligibility/Other Requirements: Qualification/s in property management, commercial leasing, commercial real estate, management and/or project management are highly desirable.

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable. This position requires the successful candidate to:

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

Current driver's licence (car).

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

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

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

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

2. A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

3. Contact details of at least two referees.

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

Contact Officer: Phillip Wales (02) 6207 7214 PhillipB.Wales@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)

### **Executive Branch Manager, Communication and Engagement**

**Temporary Vacancy (ASAP – 2 December 2020, possibility of extension up to 6 months pending long-term filling)**

#### **Community Services Directorate**

#### **Inclusion and Participation**

**Position: E1155**

**(Remuneration equivalent to Executive Level 1.4)**

Date circulated: 29 September 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

CSD has an exciting short-term vacancy for the Executive Branch Manager, Communication and Engagement starting immediately until 2 December 2020.

The newly created position of Executive Branch Manager, Communication and Engagement will lead the Communications and Engagement Branch to build and maintain positive relationships and partnership across government and the community through the provision of high-level support and advice, provision of grant programs, contracts and procurement, media and communications activities, media projects and guidance. The Executive Branch Manager will manage the internal and external media and communications activities across the Directorate and will be responsible for managing a range of significant internal and external communications projects as well as the production of media releases and speeches.

A strong focus of the Communication and Engagement Branch is building positive working relationships and engagement with key community organisations and using these partnerships to work together to develop and administer evidence-based early intervention and prevention programs that will improve outcomes for vulnerable children, young people and families in our community.

A key responsibility of the Executive Branch Manager will be to collaborate across all Divisions within the Community Services Directorate to support and promote opportunities for their Offices to reach out and develop and maintain strong community connections.

The position will report directly to the Executive Group Manager, Inclusion and Participation.

To apply: Interested candidates should submit a two-page Expression of Interest, curriculum vitae and contact details of at least two referees to Jacinta Evans via email to [jacinta.evans@act.gov.au](mailto:jacinta.evans@act.gov.au) by COB 5 October 2020.

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 \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: Jacinta Evans, Executive Group Manager, Pandemic, Recovery and Organisational Reform, CSD (02) 6205 5147 [jacinta.evans@act.gov.au](mailto:jacinta.evans@act.gov.au)

### **Executive Branch Manager, Quality, Complaints and Regulation**

**Temporary Vacancy (12 October 2020 to 6 November 2020)**

#### **Community Services Directorate**

#### **Quality, Complaints and Regulation**

**Position: E855**

**(Remuneration equivalent to Executive Level 1.4)**

Date circulated: 1 October 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

A short-term opportunity exists for an Executive Branch Manager to lead the Quality, Complaints and Regulation team and perform the functions of the Human Services Registrar. The role of Executive Branch Manager, Quality Complaints and Regulation will be responsible for carrying out the role of the Human Services Registrar regulating community care and protection; specialist disability; and housing providers. This position also administers the National Regulatory System for Community Housing in the ACT.

The ACT Government has an obligation through the Human Services Registrar to be responsible for the monitoring and ensuring compliance with the provisions as outlined in the legislation. The Executive Branch Manager will be expected to fulfil this obligation.

The successful candidate will be able to demonstrate leadership across a range of areas as well as previous experience in dealing with an extensive range of policy, financial management, people management, governance and business issues. This position requires a person with exceptional leadership and executive management skills, as well as a flexible approach in responding to tight deadlines.

To apply: Please provide your curriculum vitae, a two-page pitch and contact details of at least two referees to Sally Gibson via email to [sally.gibson@act.gov.au](mailto:sally.gibson@act.gov.au) by COB Thursday 8 October 2020.

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 \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: Sally Gibson, Executive Branch Manager, Quality, Complaints and Regulation CSD (02) 6205 5202 [sally.gibson@act.gov.au](mailto:sally.gibson@act.gov.au)

## **Housing ACT**

### **Policy and Business Transformation**

#### **Insights and Analytics**

##### **Data Scientist**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 08031)**

Gazetted: 30 September 2020

Closing Date: 14 October 2020

Details: Housing ACT is seeking a Data Scientist to contribute to the transformation of Housing ACT through data management, data delivery, analysis and strategic advice to inform and enhance policy and operational practice. The Insights and Analytics team aims to build the capability of Housing ACT to deliver evidence-based services for our clients, and to empower our clients and community partners by creating discoverable, accessible and usable data. The successful candidate will need to work in partnership with policy, operational and business systems support teams to build the data maturity of our organisation and contribute to our vision to deliver strategic, timely and relevant information.

Candidates who can use their knowledge of data mining techniques, their programming skills and knowledge of government service delivery and policy to extract insights from complex sets of data are essential. This includes cleaning, transforming and combining data sources, building explanatory and predictive models, and creating visualisations to analyse and communicate findings to stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available from 2 November 2020 until 30 April 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please apply in writing addressing each of the Selection Criteria and providing a current curriculum vitae. Contact details for at least two persons who will provide a current referee report must be included.

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

Contact Officer: Anne Jenkins (02) 6205 0082 [anne.jenkins@act.gov.au](mailto:anne.jenkins@act.gov.au)

## **Children , Youth and Families**

### **Child and Youth Protection Services**

#### **Child and Youth Protection, Case Manager**

##### **Child and Youth Protection Professional Level 2 \$73,027 - \$98,311, Canberra (PN: 27429)**

Gazetted: 28 September 2020

Closing Date: 14 October 2020

Details: The Child and Youth Protection Professional Level 2 (CYPP2) Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by



best practice trauma informed case management. Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a child and Youth Protection (CYPS) Case Manager, you will:

Make a difference in the lives children young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development

Be challenged and rewarded.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people.

You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to the court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have highly level written and communications skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and those from diverse cultural backgrounds.

Eligibility/Other Requirements:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline is highly desirable.

One years' experience working with children, youth and/or families in a social work/case management role.

Current driver's licence

Additional Information

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

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

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.

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

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

Contact Officer: Vicki Anderson (02) 6207 7308 [vicki.anderson@act.gov.au](mailto:vicki.anderson@act.gov.au)

## **Children, Youth and Families**

### **Children and Families**

#### **Child Development Service**

##### **Clinical Leader**

**Health Professional Level 4 \$108,926 - \$117,249, Canberra (PN: 36165)**

Gazetted: 25 September 2020

Closing Date: 13 October 2020

Details: The HP4 Clinical Leader role is focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery. The individuals in these positions will provide leadership and management to a multidisciplinary team of health professionals and allied health assistants who deliver services to clients of the Child Development Service.

The Clinical Leaders will maintain a clinical load, and also undertake other duties which include administration, coordination and oversight of professional practice, performance management, relationship and marketing, training, and project and portfolio management.

Eligibility/Other requirements:

Essential:

Relevant tertiary qualifications e.g. in physiotherapy, psychology, social Work, speech pathology, occupational therapy.

At least five years of experience in human service delivery and early intervention services. Registration with relevant professional body.

Current driver's licence.

Additional Information:

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).

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

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

How to Apply: Please provide a current Curriculum Vitae, as well as a supporting statement outlining your skills and experience in addressing the job description. Copies of any qualifications should also be uploaded with your application.

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

Contact Officer: Katherine Parker (02) 6205 1595 [Katherine.Parker@act.gov.au](mailto:Katherine.Parker@act.gov.au)

## **Children, Youth and Families**

### **Children and Families**

#### **Child Development Service**

#### **Early Childhood Teacher**

#### **Professional Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 36138)**

Gazetted: 25 September 2020

Closing Date: 9 October 2020

Details: Individuals in this position are responsible for providing effective interventions for children at risk of a developmental delay and families, including group programs and individual case management as necessary. This position will focus on providing services for children aged two, to prior to school age, who are not eligible for early intervention supports under the NDIS. As part of an integrated team, the Early Childhood Teacher will also identify, develop, implement and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes.

This position will work within the Child Development Service, as well as Child and Family Centres and provide outreach into schools and childcare settings as required. They will be responsible for ensuring these children are linked with appropriate services and supports to assist with their development prior to beginning Kindergarten.

Eligibility/Other requirements:

Essential:

Applicants must possess a relevant degree with a preference for Early Childhood Education or Primary Education

Current driver's licence.

Additional Information:

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).

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

Note: This is a permanent part-time position at (22.03) hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a current curriculum vitae, as well as a supporting statement outlining your skills and experience in addressing the position description. Copies of any qualifications should also be uploaded with your application.

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

Contact Officer: Melinda Connor (02) 6205 9004 [Melinda.Connor@act.gov.au](mailto:Melinda.Connor@act.gov.au)

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Child and Youth Protection, Case Manager**

**Child and Youth Protection Professional Level 3 \$100,990 - \$106,133 (up to \$111,139 on achieving a personal upgrade), Canberra (PN: 32252)**

Gazetted: 29 September 2020

Closing Date: 11 October 2020

Details: The Child and Youth Protection Professional (CYPP3) Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a Child and Youth and Protection (CYPS) Case Manager, you will:

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people.

You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and those from diverse cultural backgrounds.

Essential:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Two years' experience working with children, youth, and/or families in a social work/case management role.

Current driver's licence.

Additional Information:

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).

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

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

How to apply: Please submit a written application addressing the Selection Criteria, along with your current curriculum vitae, including contact detail of two referees.

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

Contact Officer: Vicki Anderson (02) 6207 7308 [vicki.anderson2@act.gov.au](mailto:vicki.anderson2@act.gov.au)

**Strategic Policy**

**Industry Development**

**Director, Industry Development**

**Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 07463)**

Gazetted: 25 September 2020

Closing Date: 9 October 2020

Details: The Community Services Directorate, Strategic Policy Division are seeking a Director in the Industry Development Team. The Director has a significant role working in partnership with key government and non-government partners supporting implementation and objectives of a range of reforms and will also support the work of the Joint Community Government Reference Group which is responsible for the ACT Community Industry Strategy 2016-26.

The successful applicant will have extensive experience in human services policy and a drive to produce high quality policy advice and analysis on complex strategic policy/reform issues. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage

and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements:

Desirable:

Demonstrated experience working in a human services environment particularly with a commission led approach 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.

How to Apply: Please address the Selection Criteria located in the Position Description in your application including a current curriculum vitae and provide the contact details for two referees.

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

Contact Officer: Jancye Winter (02) 6207 0038 Jancye.Winter@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)**

### **Business Services**

#### **Infrastructure and Capital Works**

##### **Repairs and Maintenance**

##### **Project Officer**

##### **Infrastructure Officer 2 \$86,652 - \$99,693, Canberra (PN: 16811)**

Gazetted: 29 September 2020

Closing Date: 6 October 2020

Details: The Education Directorate, Infrastructure and Capital Works branch is looking for a new team member, with a background in hazardous material management. If you have strong experience in the management of Asbestos, Lead Paint, Synthetic mineral Fibres etc, we would like to hear from you. The role will include travel to school sites within the ACT, and involve building relationships with key school staff and the staff of partner organisations and directorates. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: To be eligible to be considered for this role, you will possess the following:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience. Strong operational Hazardous material Experience.

White Card. Asbestos Awareness.

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

How to Apply: If this role is something that your experience tells you that you will enjoy, please submit your curriculum vitae and the responses to the Selection Criteria. Please direct any questions to the Contact Officer by the closing date.

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

Contact Officer: Ilona Wickham (02) 6207 0071 [ilona.wickham@act.gov.au](mailto:ilona.wickham@act.gov.au)

### **Deputy Director-General (DDG)**

#### **Executive Support Officer**

##### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 34841, several)**

Gazetted: 28 September 2020

Closing Date: 12 October 2020

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities? Do you want to be part of a dynamic team responsible for the operations of a large Division?

There are two permanent Executive Support Officer positions, one to the Deputy Director-General and one to the Executive Group Manager, Business Services. The positions provide high level executive administrative support and will require excellent oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders. The position requires a flexible and adaptable approach to tasking to ensure the work of the respective Executive progresses in a timely and efficient manner. The successful applicant will be required to manage electronic work flow systems and record keeping. Please advise in your response which position you wish to apply for. The ACT Education Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

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

Contact Officer: Catherine Martinez (02) 6207 6641 [catherine.martinez@act.gov.au](mailto:catherine.martinez@act.gov.au)

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

## **School Performance and Improvement**

### **South Weston Network**

#### **Alfred Deakin High School**

##### **Deputy Principal**

##### **School Leader B \$147,337, Canberra (PN: 04114)**

Gazetted: 25 September 2020

Closing Date: 16 October 2020

Details: Alfred Deakin High School is seeking an educational leader who can advance ongoing school improvement in the key domains of learning growth and wellbeing for all students. Specifically,

As a member of the Senior Executive team, share accountability to improve student outcomes through the design, implementation and evaluation of school wide improvement initiatives.

Lead the Executive team to enhance student learning outcomes in line with the Future of Education strategy and ADHS strategic improvement planning. Leadership of whole school pedagogical approaches incorporating the use of high impact teaching strategies. Lead implementation of action research through professional learning communities to demonstrate learning growth and teacher impact.

Build the capacity and effectiveness of the leadership and teaching teams through a whole of organisation staff development model, incorporating coaching.

Lead in the implementation of future focussed curriculum and assessment practice.

Provide oversight of business systems including SAS, timetabling and workforce planning.

Eligibility/Other requirements:

A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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

Note: This is a temporary position available from 26 October 2020 until 26 January 2022 with the possibility of permanency.

How to Apply: Applicants need to submit an expression of interest comprising a current curriculum vitae, supporting statement (five pages) and coversheet with two referees. The supporting statement should address the capabilities listed below and be written with a focus on the description specified for the position.

Leading teaching and learning

Developing self and others

Leading improvement, innovation and change

Leading the management of the school

Engaging and working with the community

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

Contact Officer: David Briggs (02) 6142 3888 david.briggs@ed.act.edu.au

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Black Mountain School**

##### **Business Manager**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 38685)**

Gazetted: 28 September 2020

Closing Date: 12 October 2020

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement.

This role is an active member of the School Leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the School Leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role. Black Mountain School is located in O'Connor. Black Mountain School caters for students with a disability in years 7-12 from the northside of Canberra. We have approximately 22 classes and 80 staff members.

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).

Desirable: A First Aid Certificate or a willingness to undertake appropriate training. Experience in a business-related role and financial qualifications and/or relevant experience is highly desirable.

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

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

Contact Officer: Lara Coman (02) 6142 1400 Lara.Coman@ed.act.edu.au

## **School Performance and Improvement**

### **Belconnen Network**

#### **Latham Primary School**

##### **Business Manager**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 44434)**



Gazetted: 25 September 2020

Closing Date: 19 October 2020

Details: Latham Primary School is seeking a permanent Business Manager. The Business Manager will manage the business of the school relating to Finance, Human Resource, Building and Grounds, Risk and Compliance Management.

The ideal applicant will have demonstrated high level management skills; ability to communicate effectively with all stakeholders ensuring high quality customer service is delivered.

The position is required to liaise and support the Principal to ensure continuity in the delivery of key programs across the school. Participate as a member of the executive team, respond to, interpret and provide strategic reporting data and analysis to both the principal and school board. Further duties include supervision responsibility for administrative officers engaged in various designated roles and assist each with personal performance and professional development.

Eligibility/Other Requirements:

Mandatory:

Prior to commencing in this role, a current registration issued under the working *With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to Access Canberra.

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

Desirable:

Working knowledge of the SAS management system, a current first aid certificate or willingness to undertake Experience in managing school systems including outside hirers and providers and confined spaces.

This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

Note: Successful applicant may be selected from application and referee reports only.

How to Apply: Applicants should provide a copy of your current curriculum vitae, responses against the Selection Criteria located in the Position Description and contact details for two referees. Applicants are strongly encouraged to contact the Principal for further information regarding this position.

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

Contact Officer: Lyndall Read (02) 6142 0077 [Lyndall.Read@ed.act.edu.au](mailto:Lyndall.Read@ed.act.edu.au)

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

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

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

#### **Business, Governance and Capability**

##### **People and Capability**

##### **Work Health Safety and Wellbeing**

##### **Assistant Director WHS and Wellbeing**

##### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 41726)**

Gazetted: 30 September 2020

Closing Date: 14 October 2020

Details: The Environment, Planning and Sustainable Development Directorate's (EPSDD) very active Work Health Safety and Wellbeing (WHS and W) team is seeking an experienced, agile and enthusiastic person to join the team. This role provides specialist work health safety and wellbeing advice, assistance and support on legislative obligations, standards and policy to operational areas across EPSDD. The current health emergency has increased the profile and gravity of the teams outputs and the successful person will have an authentic passion for the safety of our people. This role requires highly developed foresight and sound communication skills, partnered with demonstrated project management experience to implement strategic WHS and Wellbeing objectives. If you have had experience in a WHS and W role in an operationally diverse and dispersed workforce and enjoyed it, this could be the role for you.

Eligibility/Other Requirements:

Qualifications in Occupational, Health, Safety and Wellbeing or significant work experience is highly desirable.

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

How to Apply: Please provide a two-page pitch of your claims against the Selection Criteria and Position Description.

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

Contact Officer: Bec Smith (02) 6207 4094 bec.smith@act.gov.au

## **Planning Delivery**

### **Development Assessment**

#### **Merit Assessment**

#### **Co-ordinator, Development Assessment**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 45397)**

Gazetted: 30 September 2020

Closing Date: 14 October 2020

**Details:** The Planning Delivery Division is looking for a motivated and enthusiastic person for the role of Co-ordinator, Development Assessment

The Co-ordinator, Development Assessment has an integral role in ensuring the efficient and effective coordination of Development Applications (DA's) within the Planning and Land Authority (the Authority) – Merit Assessment section.

Having a largely autonomous role and working closely with senior managers across the Merit Assessment section, the Co-ordinator, Development Assessment allocates, monitors and reports on the progress of DA's.

The Co-ordinator, Development Assessment is also a central point of contact in relation to the progress of DA's and responds to enquiries from applicants and other stakeholders over the phone and in writing.

You will need excellent organisational and communication skills with an ability to provide direction, set targets, allocate tasks and monitor workloads in a high-pressure environment.

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

How to Apply: Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

Contact Officer: Craig Weller (02) 6205 3846 craig.weller@act.gov.au

## **Chief Operating Officer**

### **Governance, Compliance and Legal**

#### **Audit, Risk and Assurance**

#### **Assistant Director - Audit, Risk and Assurance**

#### **Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 38032)**

Gazetted: 28 September 2020

Closing Date: 12 October 2020

**Details:** The Governance, Assurance and Performance team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of systems, solutions and practices that support the Directorate's operations and strategic performance. The team is multi-disciplinary and operates in a fast-paced environment on projects in the organisational governance and business continuity; strategic performance and enterprise reporting; and audit, risk and assurance space.

We are currently seeking an Assistant Director in the Audit, Risk and Assurance team who is an analytical thinker, enjoys challenging work, has a can-do attitude and a keen eye for detail. If you have experience in the governance, audit, risk or assurance areas of work, particularly in the government environment, and have operated at the Assistant Director level or are up for the challenge at that level, then we want to hear from you!

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



Note: This is a temporary position available from October 2020 up until 11 March 2022, with the possibility of permanency or extension. This position is based in new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do 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. If you do not wish to be placed in the merit pool please indicate this with the Contact Officer.

How to Apply: Please submit a written application addressing the Selection Criteria along with your current curriculum vitae.

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

Contact Officer: Jasmin Singh (02) 6205 3477 [jasmin.singh@act.gov.au](mailto:jasmin.singh@act.gov.au)

## **Chief Operating Officer**

### **Finance Information and Assets**

#### **Strategic Finance**

##### **Director - Finance Business Partner**

##### **Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: 21767)**

Gazetted: 25 September 2020

Closing Date: 14 October 2020

Details: Are you a high achiever with demonstrated experience delivery quality outputs? Do you enjoy working with numbers and management accounting? Do you enjoy working collaborative with people to resolve problems? We are looking for a highly skilled leader and technical management accountant who wants to be part of committed and customer focussed team to deliver quality outputs for the Directorate.

You will be able to add value by utilising contemporary accounting methodologies gain from your experiences to implement innovative and pragmatic solutions to assist in budgeting, strategic asset management, projects management and reporting. You will be a strategic leader and will potentially lead the Finance Business Partner Team, Budgeting and Asset Team, Project Reporting and Cost Accounting Team. The role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT government for the community.

Eligibility/Other Requirements:

Tertiary qualification in related field is preferred.

Completion of the CPA Australia or Chartered Accountants Australia and New Zealand is preferred.

Government working experience is highly desirable.

How to Apply: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit 500 words pitch addressing your suitability for the role and a current curriculum vita including the contact details of two referees.

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

Contact Officer: Thao Le (02) 6207 3042 [thao.le@act.gov.au](mailto:thao.le@act.gov.au)

## **Justice and Community Safety**

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

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

### **Public Trustee and Guardian**

#### **Wills, Estates and Trusts Unit**

##### **Wills Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 17062)**

Gazetted: 30 September 2020

Closing Date: 14 October 2020

Details: The Public Trustee and Guardian (PTG) provides permanent and secure Trustee, Guardianship and Administration services to the ACT community.

We have a permanent vacancy for a motivated and well organised professional to fill the position of Wills Officer in our Wills, Estates and Trusts Unit. This is a busy unit delivering a range of functions including deceased estate administration, preparation of Wills and Enduring Powers of Attorney (EPOA), trust administration and the administration of confiscated criminal assets. We also seek to raise awareness in the community about the importance of having a valid and up to date Will and EPOA and to encourage more people to put arrangements in place.

In this role, the successful applicant will take instructions and prepare Wills characterised by issues of capacity, undue influence, beneficiaries with complex needs, self-managed super funds, businesses, family trusts, overseas assets and shares and equities that may involve legal and tax issues.

The successful applicant will also prepare EPOAs, participate in PTG's community engagements, train staff on the drafting of Wills and EPOAs and contribute to the development of related practice and policy.

This position would suit an applicant with experience in Wills and succession law and a well-developed understanding of estate planning.

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

How to Apply: Applicants should submit a two-page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge Components outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees. Queries regarding the role should be directed to the Contact Officer.

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

Contact Officer: Penelope Parker (02) 6207 9800 [penelope.parker@act.gov.au](mailto:penelope.parker@act.gov.au)

## **ACT Corrective Services**

### **Community Corrections and Release Planning**

#### **Programs and Reintegration**

##### **Programs Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 47899)**

Gazetted: 30 September 2020

Closing Date: 14 October 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Programs Officer.

These positions are based at the Alexander Maconochie Centre (AMC), in a highly skilled team committed to effective program delivery for offenders and detainees in both the community and in custody.

Working closely with other Programs Officers, under the direction of a Team Leader, you will deliver therapeutic and psycho educational programs to detainees in the Alexander Maconochie Centre and offenders engaged with Community Corrections. This is a unique opportunity for the right candidates to work with challenging clients in facilitating high quality programs with a strong focus on reducing risk and encouraging rehabilitation.

You will deliver programs in line with national best practice and further, you will provide professional advice, input and support in relation to all aspects of program planning and delivery within the AMC and Community Corrections.

To be successful in this role you will be able to demonstrate an understanding of and commitment to, contemporary best practice in relation to program facilitation. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in trauma informed practice, research, planning, as well as well-developed group facilitation skills. You will have a proactive approach to detainee and offender management including ability to liaise with internal stakeholders and professional supervisors and be able to demonstrate an ability to compile and contribute verbal and written reports. 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 the Psychological, Education, Social Work or Behavioural Sciences are highly desirable.

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

The successful candidate may have the opportunity to perform some weekend work.

A current driver's licence is essential.

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

How to Apply: Applicants are required to submit four items: (1) statement of claims against specified Selection Criteria; (2) a current curriculum vitae; (3) the names and contact details of two referees; and (4) a copy of your driver's licence. Please ensure you submit all four items. One of the referees should be a current supervisor.

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

Contact Officer: Sally Fitzmaurice (02) 6205 4890 [sally.fitzmaurice@act.gov.au](mailto:sally.fitzmaurice@act.gov.au)

## **ACT Corrective Services**

### **Community Corrections and Release Planning**

#### **Community Operations**

##### **Community Corrections Officer**

##### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 48985, several)**

Gazetted: 29 September 2020

Closing Date: 16 October 2020

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Community Corrections Officer (CCO).

A career as a CCO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community-based offender management programs. As a CCO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

**Eligibility/Other Requirements:**

Experience working with offenders and relevant tertiary qualifications are highly desirable.

A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment is desirable.

Must complete designated ACT Corrective Services Community Operations suite of training programs within 12 months of commencing employment.

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

Background National Police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

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

How to Apply: Applicants are required to submit three items: 1) a two page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities through examples, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of your current driver's licence. Please ensure you submit all three items. Two written references will be required at interview stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jack Powsey (02) 6207 5058 [Jack.Powsey@act.gov.au](mailto:Jack.Powsey@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.

## **Legislation, Policy and Programs**

### **Road Safety and Transport Regulation**

#### **Policy Officer**

#### **Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 49168)**

Gazetted: 25 September 2020

Closing Date: 9 October 2020

Details: The Road Safety and Transport Regulation team is responsible for a range of road safety and transport matters. The team develops and implements policy and legislation relating to road safety and transport regulation. It delivers road safety programs and road safety education and awareness campaigns and is responsible for developing, implementing and reporting on the ACT Road Safety Strategy and Action Plan. The team reviews and implements reforms to the ACT's road transport laws and policy as well as preparing briefings for the Infrastructure and Transport Ministers meeting and the Infrastructure and Transport Senior Officials Committee (ITSOC) and participating in national working groups on road safety and transport reform.

The team is seeking a part-time Policy Officer to support the Director Road Safety Policy to manage the ACT's Road Safety Fund. This role will involve providing administrative and secretariat support to the ACT Road Safety Advisory Board and ACT Road Safety Taskforce; administering the ACT Road Safety Community Grants program including drafting of deeds, managing the deeds, invoice tracking and payments; coordination and planning for meetings including meeting papers, agendas, invitations and attendance tracking and preparing status reports on the community grants and other activities supported by the ACT Road Safety Fund.

This position requires someone with sound written and verbal communication skills, with a proven ability to deliver quality products within set timeframes. It also requires someone with excellent attention to detail and organisation skills.

Note: This is a part-time permanent position available at 18 hours per week and the full-time salary noted above will be paid pro-rata. An order of merit may 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 only.

How to Apply: Applicants should submit a one-two page pitch that outlines specific evidenced-based examples of your previous experience to demonstrate your ability to undertake this role, together with a copy of your current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Alison Kemp (02) 6207 5891 [alison.kemp@act.gov.au](mailto:alison.kemp@act.gov.au)

## **Major Projects Canberra**

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

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

### **Project Development and Support**

#### **Contracts and Prequalification**

##### **Prequalifications Officer**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 26951)**

Gazetted: 30 September 2020

Closing Date: 14 October 2020

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

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

As Prequalification Officer you will, under general direction, assess prequalification (new and renewal) applications, and make recommendations to the Senior Director, Contracts and Prequalification. This includes

making a recommendation as to the financial level that should be given to a Contractor, Co-ordinating the follow up of financial assessments and analysis of contractors' financial position.

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

Eligibility/Other requirements:

Desirable:

Relevant experience and a background in the construction industry or related fields.

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

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

Contact Officer: Noel Bradfield (02) 6207 7154 Noel.Bradfield@act.gov.au

### **Infrastructure Delivery Partners**

#### **Senior Director Cladding Rectification Scheme**

#### **Senior Officer Grade A \$148,991, Canberra (PN: 37381)**

Gazetted: 28 September 2020

Closing Date: 14 October 2020

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

Infrastructure Delivery Partners provides:

Infrastructure and capital works procurement and delivery on behalf of directorates and agencies;

Support to directorates on infrastructure and capital works business case development; and

Coordination of Work Health and Safety Active Certification Policy for Government construction sites.

Infrastructure Delivery Partners provide advice to directorates in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. The Division manages approximately \$600 million of capital works each year.

The Infrastructure Delivery Partners Division will be responsible for the Government's voluntary rectification support scheme in relation to potentially combustible cladding for eligible private buildings. The Government will facilitate financial support in the form of concessional loans to assist with initial testing and assessment of potentially combustible cladding material for eligible applicants.

The Senior Director Cladding Rectification Scheme, reporting to the Manager Cladding Replacement Program, will be responsible for leading the development and implementation of the concessional loan scheme for the replacement of cladding on eligible private sector buildings.

The Senior Director will be required to exercise a reasonable amount of self-leadership and management of key stakeholder relationships across the Territory, resolve issues and deliver quality outcomes consistent with the intended outcomes of the Scheme.

In developing the Scheme arrangements, the Senior Director will be required to apply program and project management skills to deliver quality project outcomes, on time and on budget.

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

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications in Commerce, Business Administration, Contract Management, Law or a related discipline or equivalent experience are highly desirable.

Knowledge of Government procurement and infrastructure delivery processes with prior Public Sector or Consulting experience.

Understanding of policy development and program management from within the public sector or consulting into the Public Sector.

Note: This is a temporary position available immediately for up to nine months with the possibility of extension up to twelve months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.  
How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Damon Hall (02) 6207 0058 [Damon.Hall@act.gov.au](mailto:Damon.Hall@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)**

#### **City Services**

#### **Roads ACT**

#### **Business Support**

#### **Workplace Health and Safety Officer**

#### **Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 23914)**

Gazetted: 25 September 2020

Closing Date: 16 October 2020

Details: Roads ACT are seeking candidates for the role of Work, Health and Safety Officer (WHS) Officer. The successful candidate will liaise/communicate, coordinate and provide support to technical/professional/field staff across all sections of the business unit in relation to workplace health and safety. The role is also responsible for promoting, maintaining and apply WHS systems across all sections of the team. This role also manages a team member responsible for training. 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:

Certificate IV in Workplace Health and Safety (or similar) is highly desirable.

Driver's licence (C-class) is essential.

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

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

Applications should include:

The name and contact details of two referees

A maximum of two-pages response to the Selection Criteria listed in 'What You Require' outlined in the Position Description

An up to date curriculum vitae

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

Contact Officer: Bronwen Duke (02) 6207 5763 [bronwen.duke@act.gov.au](mailto:bronwen.duke@act.gov.au)

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

#### **Chief Operating Officer**

#### **Chief Information Office**

#### **IT Project Manager/Project Support**

#### **Information Technology Officer Class 2 \$86,547 - \$99,051, Canberra (PN: 49270)**

Gazetted: 29 September 2020

Closing Date: 22 October 2020

Details: The Chief Information Office, Transport Canberra and City Services (TCCSO) is seeking a highly motivated, self-driven IT Project Manager to assist in the delivery of the Customer Service Request Management System (CSRM). This position will support the CSRM Project Manager as a project support officer and will be capable of running smaller projects on the Filed Service Salesforce Platform.

Eligibility/Other Requirements: Relevant tertiary qualifications, certification or equivalent in Information Technology and Digital Transformation is highly desirable.

Note: This is a temporary position available from 26 October 2020 up until 26 October 2022. 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: Please respond, addressing the following criteria, max half page per criteria.

Demonstrated strong leadership capability, executing as appropriate in the areas of responsibility for Project Management including scope, schedule, budget, quality, resource, communications, risk, procurement, integration and stakeholder management.

Demonstrated ability working on complex ICT Projects.

Demonstrated knowledge of IT and Digital project planning and operations, procurement, design, deployment, as well as system life cycle management and management systems.

Strong IT and Digital analytical, conceptual, research and written communication skills.

High level of motivation and ability to set and achieve work priorities, including well developed coordination and problem-solving skills including a demonstrated ability to overcome issues to ensure project outcomes are delivered.

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

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

## **Transport Canberra and Business Services**

### **Territory and Business Services**

#### **Yarralumla Nursery**

#### **Wholesale Nursery Horticulturist**

#### **General Service Officer Level 5/6 \$56,595 - \$62,286, Canberra (PN: 48484)**

Gazetted: 25 September 2020

Closing Date: 9 October 2020

Details: As a horticulturist within Yarralumla Nursery, this role requires a fit and capable person with a high level of horticultural skill who can motivate and positively influence team members to achieve Nursery goals and outcomes. The role is responsible for plant production and maintenance, including day-to-day supervision of a small team of staff, apprentices and volunteers by providing appropriate support and guidance. This position requires good interpersonal and communication skills to work in a team environment and demonstrate a culture of respect and a desire to achieve customer service excellence.

Eligibility/Other Requirements:

Hold a Certificate III in Horticulture or have equivalent demonstrated competence.

Attained a Certificate II in Government or be willing to obtain one as part of your initial performance management plan.

Driver's licence Class C is essential.

This position requires a pre-employment medical prior to employment to ensure the employee has the ability to:

Lift heavy materials (16-20kg)

Bend repeatedly

Carry out a variety of other heavy manual work

Work outdoors in all seasons

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).

How to Apply: Please submit an online application addressing each of the Selection Criteria listed in the Duty Statement with no more than half an A4 page per criterion along with your current curriculum vitae.

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

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

Contact Officer: Belinda Ryan (02) 6207 8230 belinda.ryan@act.gov.au



**Infrastructure Delivery and Waste**

**ACT NoWaste**

**Business Analytics and Support**

**Assistant Director, Business Operations**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: 45552)**

Gazetted: 25 September 2020

Closing Date: 13 October 2020

Details: ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations.

ACT NoWaste Business Analytics and Support (BAS) team is a key enabler in NoWaste and provides support, analysis and advice to ACT NoWaste by;

Ensuring NoWaste budgets are managed in the short and long term;

Providing insightful data, commercial and financial analysis for policy development, budget development, procurement, and contract management;

Ensuring data capture and reporting are streamlined whilst ensuring data accuracy and quality;

Administer business systems – Weighbridge system (Clearweigh) and Waste Services Management System (WSMS);

Ensure governance on account receivable, debt management and account payable processes;

Provide Customer support on requests for bins (red and yellow bins); and,

Provide input in to TCCS and external data reporting requirements.

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:

CA/CPA or similar qualification is highly desirable.

Experience in Microsoft Office suite of programs, including advanced Excel is essential.

Minimum three years' experience in a similar role will be viewed favourably.

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. A paper-based Excel test will be administered to selected applicants.

How to Apply: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Please limit your response to 300 words per criteria and a maximum of three pages.

Demonstrated experience in financial management including the ability to effectively apply, interrogate and interpret financial management information systems and data.

Well-developed and independent ability to undertake financial audits, complete monthly reconciliation activities and prepare routine reports and reports by exception including the ability to produce accurate work and prioritise workflow.

High level verbal and written communication skills, including the ability to build effective working relationships with both internal and external stakeholders.

Experience in drafting Standard Operating Procedures (SOPs) and contributing to quality assurance processes in a financial management context.

Understanding of and commitment to public service values and the implementation of Respect, Equity and Diversity (RED), participative work practices and Health and Safety (WHS).

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

Contact Officer: Valerie Papin (02) 6207 0342 [valerie.papin@act.gov.au](mailto:valerie.papin@act.gov.au)



**City Services**

**City Presentation**

**Sport and recreation Facilities**

**Special Project Officer**

**Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: 38350)**

Gazetted: 24 September 2020

Closing Date: 8 October 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 your work will make a difference to the everyday lives of your family, friends and community. Sport and Recreation Facilities (SRF) is part of the City Presentation Branch that is responsible for maintenance of most of the public realm in Canberra. SRF is a dynamic and responsive business unit which provides sporting and recreation services for the Canberra community, contributing to the ACT's enviable position of having one of the nation's highest participation rates in sport. The Special Project Officer will be responsible for the booking system and staff managing the program, industry liaison and special projects as directed. The ACT Public Service supports diversity and is committed to creating an inclusive workplace. As part of the commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Demonstrated experience in the sporting industry is highly desirable

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

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

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and should address the "What You Require" criteria setting out why you are the best person for the role and contact details of referees.

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

Contact Officer: Ross Burden (02) 6207 2307 [ross.burden@act.gov.au](mailto:ross.burden@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**

**Yarralumla Nursery**

**Wholesale Nursery Worker**

**General Service Officer Level 3/4 \$51,053 - \$55,752, Canberra (PN: 43598)**

Gazetted: 24 September 2020

Closing Date: 11 October 2020

Details: As a Nursery Worker, this role requires a fit and capable person with an awareness of horticulture and basic knowledge of plants and nursery maintenance. They must be able to contribute positively to a team environment to achieve nursery goals and outcomes and a desire to provide customer service excellence.

Eligibility/Other Requirements:

Chemcert III or willingness to obtain.

Driver's licence Class C is essential.

A pre-employment medical prior to employment to ensure the employee has the ability to: Lift heavy materials (16-20kg); bend repeatedly; carry out a variety of other heavy manual work; and work outdoors in all seasons.

This is an identified position and only open to Aboriginal and Torres Strait Islander people. Applicants will be required to provide supporting evidence.

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

How to Apply: Please submit an online application addressing each of the Selection Criteria listed in the Duty Statement with no more than half an A4 page per criterion along with your current resume/CV.

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

Contact Officer: Belinda Ryan (02) 6207 8230 [belinda.ryan@act.gov.au](mailto:belinda.ryan@act.gov.au)

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

**City Services**

**City Presentation**

**Sport and Recreation Facilities**

**Customer Support Officer**

**Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: 39133)**

Gazetted: 24 September 2020

Closing Date: 8 October 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 your work will make a difference to the everyday lives of your family, friends and community. Sport and Recreation Facilities (SRF) is part of the City Presentation Branch that is responsible for maintenance of the majority of the public realm in Canberra. SRF is a dynamic and responsive business unit which provides sporting and recreation services for the Canberra community, contributing to the ACT's enviable position of having one of the nation's highest participation rates in sport. The Customer Support Officer is responsible for delivering customer service in administering the sportsground booking, user group communications, managing the sportsground database and financial support. The ACT Public Service supports diversity and is committed to creating an inclusive workplace. As part of the commitment, Aboriginal and Torres Strait Islander peoples, people with disability, cultural diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and should address the Selection Criteria setting out why you are the best person for the role and contact details of referees.

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

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

Contact Officer: Ross Burden (02) 6207 2307 ross.burden@act.gov.au

**Transport Canberra and Business Services**

**Bus Operations**

**Fleet/MUO**

**Major Unit Overhaul Maintenance Manager**

**Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: WS8004)**

Gazetted: 24 September 2020

Closing Date: 8 October 2020

Details: Transport Canberra is seeking an experienced person to fill the role of North Region Major Unit Overhaul Maintenance Manager. Reporting to the Senior Director, Fleet Services the focus of the position is to manage, coordinate and direct all operational fleet functions of Specialist workshops including maintenance and engineering.

This position is responsible for management of staff, providing leadership, motivation and development. In addition, the position is required to ensure ongoing development and implement continuous improvement programs across the business unit to achieve optimal fleet to network utilisation.

To be successful in this position you will:

Have high level communication and interpersonal skills,

Demonstrated decision-making and problem-solving skills,

Demonstrated understanding of fleet maintenance and workshop facilities,

The ability to inspire, energise and positively influence team and individual outcomes, whilst achieving organisations objectives.

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

Eligibility/Other Requirements:

Security clearance checks will be conducted.

This position does require a pre-employment medical.

Driver's licence (C-class) is mandatory, with the ability to obtain a HR class.

Relevant trade qualifications and or certificates are highly desirable.

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

How to Apply: Please attach your curriculum vitae and provide a one-page pitch demonstrating your Skills and Behaviour and Professional/Technical Skills and Knowledge in relation to the duties and responsibilities listed in the Position Description.

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

Contact Officer: Alistair Kirkpatrick (02) 6205 8278 [Alistair.Kirkpatrick@act.gov.au](mailto:Alistair.Kirkpatrick@act.gov.au)

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

## APPOINTMENTS

### ACT Health

**Senior Officer Grade A \$148,991**

Cheryl Garrett, Section 68(1), 28 September 2020

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

Dolly Sudan, Section 68(1), 28 September 2020

**Senior Officer Grade A \$148,991**

Georgina Vallance, Section 68(1), 28 September 2020

### Canberra Health Services

**Health Professional Level 1 \$62,823 - \$82,307**

Mark Buick, Section 68(1), 25 September 2020

**Sterilising Services Health Service Officer Level 3/4/5 \$52,460 - \$59,871**

Dian Castelino, Section 68(1), 9 October 2020

**Sterilising Services Health Service Officer Level 3/4/5 \$52,460 - \$59,871**

Noel Clanor, Section 68(1), 9 October 2020

**Pharmacist Level 2/3 \$79,458 - \$109,064 (up to \$111,914 on achieving personal upgrade)**

Emma Cooper, Section 68(1), 5 October 2020

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

Keith Derrota, Section 68(1), 15 October 2020

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

Laura Harrison, Section 68(1), 29 September 2020

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

Jennifer Kennedy, Section 68(1), 25 September 2020

**Sterilising Services Health Service Officer Level 3/4/5 \$52,460 - \$59,871**

Urmila Lohmann, Section 68(1), 9 October 2020

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

Henry Luciap, Section 68(1), 12 October 2020

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

Tham Mata, Section 68(1), 1 October 2020

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

Chase McCormack-Skewes, Section 68(1), 28 September 2020

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

Andrew McMillan, Section 68(1), 1 October 2020

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

James McVeigh, Section 68(1), 1 October 2020

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

Alissa Murphy, Section 68(1), 1 October 2020

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

Phionah Nabukeera, Section 68(1), 1 October 2020

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

Tubi Oyston, Section 68(1), 19 October 2020

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

Stephanie Playford, Section 68(1), 1 October 2020

**Health Professional Level 2 \$66,988 - \$91,962**

Amy Power, Section 68(1), 1 October 2020

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

Hiam Souweid, Section 68(1), 1 October 2020

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

Kristen Surgenor, Section 68(1), 1 October 2020

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

Neil Thomas, Section 68(1), 28 September 2020

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

Olivia Tough, Section 68(1), 12 October 2020

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

Dharshini Uthiakumar, Section 68(1), 26 September 2020

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

Jocell White, Section 68(1), 1 October 2020

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

Maria Wilson, Section 68(1), 1 October 2020

**Canberra Institute of Technology**

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

Catherine O'Connor, Section 68(1), 28 September 2020

**Chief Minister, Treasury and Economic Development**

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

Mirjana Durdev, Section 68(1), 28 September 2020

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

Rhiannon Heffernan, Section 68(1), 1 October 2020

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

Lora Krile, Section 68(1), 1 October 2020

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

David Kyburz, Section 68(1), 28 September 2020

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

Ngoc Magbutay, Section 68(1), 29 September 2020

**Community Services**

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

Bethan BOWLEY, Section 68(1), 28 September 2020

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

Rosanna Ricafort, Section 68(1), 30 September 2020

**Education**

**School Assistant 4 \$66,371 - \$71,867**

Josephine Crombie, Section 68(1), 21 September 2020

**Building Service Officer 3 \$69,594 - \$73,540**

Gregory Nicol, Section 68(1), 25 September 2020

**Environment, Planning and Sustainable Development**

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

Jasmine Glover, Section 68(1), 1 October 2020

**Major Projects Canberra**

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

Rishi Wijesoma, Section 68(1), 28 September 2020

**Transport Canberra and City Services**

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

Laura Burton, Section 68(1), 28 September 2020

**General Service Officer Level 3/4 \$51,053 - \$55,752**

James Cheshier, Section 68(1), 28 September 2020

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

Rachel Karasick, Section 68(1), 30 September 2020

**Professional Officer Class 1 \$61,106 - \$84,729**

Vera Kurz, Section 68(1), 28 September 2020

**General Service Officer Level 3/4 \$51,053 - \$55,752**

Giovanni Nappi, Section 68(1), 28 September 2020

## **TRANSFERS**

### **Canberra Health Services**

**Simone Collins**

From: Health Professional Level 3 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 31295) (Gazetted 13 August 2020)

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

**Marissa Prieto**

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

ACT Health

To: Information Technology Officer Class 1 \$70,058 - \$79,749

Chief Minister, Treasury and Economic Development, Canberra (PN. 32417) (Gazetted 10 August 2020)

**Jessica Pupulkovski**

From: \$86,547 - \$99,051

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 02405) (Gazetted 1 September 2020)

### **Community Services**

**Elizabeth Gay**

From: Child and Youth Protection Professional Level 3 \$100,990 - \$106,133 (up to \$111,139 on achieving a personal upgrade)

Community Services

To: Child and Youth Protection Professional Level 3 \$100,990 - \$106,133 (up to \$111,139 on achieving a personal upgrade)

Community Services, Canberra (PN. 10413) (Gazetted 17 July 2020)

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

**Jennifer Daemmer**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39188) (Gazetted 10 July 2020)

## PROMOTIONS

### ACT Health

**Health System Policy and Research**  
**Health System Planning and Evaluation**  
**Community Sector Contracts and Grants Unit**  
**Jasenska Ferinac**

From: Administrative Services Officer Class 3 \$65,097 - \$70,058  
ACT Health  
To: Administrative Services Officer Class 5 \$80,323 - \$85,020  
ACT Health, Canberra (PN. 27255) (Gazetted 9 September 2020)

**Digital Solutions Division**  
**Information and Data Management**  
**Reporting and Analysis Hub**  
**Katherine Gechter**

From: Senior Officer Grade C \$108,926 - \$117,249  
ACT Health  
To: †Senior Information Technology Officer Grade B \$128,286 - \$144,418  
ACT Health, Canberra (PN. 48750) (Gazetted 26 August 2020)

**Corporate Services**  
**Corporate and Governance**  
**People Strategy**  
**Zoe Ivansson**

From: Administrative Services Officer Class 3 \$65,097 - \$70,058  
Justice and Community Safety  
To: Administrative Services Officer Class 5 \$80,323 - \$85,020  
ACT Health, Canberra (PN. 38012) (Gazetted 19 August 2020)

### Canberra Health Services

**Chief Executive Officer**  
**Catherine Cook**

From: Senior Officer Grade C \$108,926 - \$117,249  
Canberra Health Services  
To: †Senior Officer Grade B \$128,286 - \$144,418  
Canberra Health Services, Canberra (PN. 28848) (Gazetted 13 August 2020)

**Canberra Health Services**  
**Ciya Cyriac**

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. 48714) (Gazetted 13 August 2020)

**Canberra Health Services**  
**Samantha Lang**

From: Senior Officer Grade C \$108,926 - \$117,249  
Canberra Health Services  
To: †Senior Officer Grade B \$128,286 - \$144,418  
Canberra Health Services, Canberra (PN. 48747) (Gazetted 29 August 2020)

**People and Culture**

**Deborah Moore**

From: Registered Nurse Level 3.2 \$122,360

Canberra Health Services

To: †Registered Nurse Level 4.2 \$131,034

Canberra Health Services, Canberra (PN. 42265) (Gazetted 27 August 2020)

**Chief Executive Officer**

**Melissa Nihill**

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

Canberra Health Services

To: †Health Professional Level 4 \$108,926 - \$117,249

Canberra Health Services, Canberra (PN. 48430) (Gazetted 13 August 2020)

**Medical Services**

**Caitlyn Warren**

From: Technical Officer Level 1 \$59,329 - \$62,203

Canberra Health Services

To: Health Professional Level 2 \$66,988 - \$91,962

Canberra Health Services, Canberra (PN. 30573) (Gazetted 6 August 2020)

**Canberra Institute of Technology**

**Education and Training Services**

**Student Services**

**Information and Recognition**

**Bradley Turner**

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 17172) (Gazetted 20 August 2020)

**Chief Minister, Treasury and Economic Development**

**Shared Services ICT**

**Education ICT, Business Applications**

**MD Abdullah Al Mamun**

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

Education

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05231) (Gazetted 30 August 2020)

**Access Canberra**

**Customer Coordination**

**Complaints Management Team**

**Lauren Cross**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33197) (Gazetted 22 July 2020)

**Access Canberra**

**Customer Coordination**



**Rachel Maleganeas**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38398) (Gazetted 5 August 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.

**Access Canberra**

**Customer Coordination**

**Service Centres**

**Mirsini Posantzis**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 44066) (Gazetted 5 August 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.

**Access Canberra**

**Customer Coordination**

**Service Centres**

**Stephanie Tye**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41296) (Gazetted 5 August 2020)

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

**Education**

**School Performance and Improvement**

**South and Weston Network**

**Duffy Primary School**

**Linda Economopoulos**

From: School Assistant 3 \$55,354 - \$59,575

Education

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

Education, Canberra (PN. 46287) (Gazetted 2 September 2020)

**School Performance and Improvement**

**Belconnen Network**

**Canberra High School**

**Ana Pasalic**

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

Education

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

Education, Canberra (PN. 45374) (Gazetted 14 October 2019)

**Justice and Community Safety**

**ACT Corrective Services**

**Community Corrections and Release Planning**

**Programs and Reintegration/Justice Housing Program**

**Caitlyn Clitheroe**

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

Canberra Health Services

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

Justice and Community Safety, Canberra (PN. 29262) (Gazetted 6 August 2020)

**ACT Law Courts and Tribunal**

**Registry Operations**

**Criminal**

**Rylee Ferrier**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43614) (Gazetted 21 July 2020)

**Corporate**

**ICT, Capital Works and Infrastructure**

**Neelesh Krishan**

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

Chief Minister, Treasury and Economic Development

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

Justice and Community Safety, Canberra (PN. 35856) (Gazetted 22 July 2020)

**Transport Canberra and City Services**

**City Services**

**ACT NoWaste**

**Waste Regulation**

**Isabelle Patterson**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39832) (Gazetted 13 August 2020)

**Chief Operating Officer**

**Governance and Ministerial Services**

**Governance**

**Brook Wills**

From: Information Technology Officer Class 1 \$70,058 - \$79,749

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 04765) (Gazetted 12 August 2020)

**CORRIGENDA**

**Chief Minister, Treasury and Economic Development**

Eamon Ritchie change to start date 28/09/2020 in Gazette 10/09/2020

Matthew Haustead change to start date 28/09/2020 in Gazette 10/09/2020

## RETIREMENTS AND DISMISSALS

### Environment, Planning and Sustainability Development

Tania Carter, Office of the Director-General, 2 October 2020

Under section 29 (Notification of certain employment matters) of the *Public Sector Management Act 1994* and section 123 (Reduction in classification or retirement) of the *Public Sector Management Act 1994*