



ACT Government Gazette

**Gazetted Notices for the period beginning 17 December 2020 to
7 January 2021**

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

Public Health Protection and Regulation

Health Protection Service

Wellbeing Team Coordinator

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 48315)

Gazetted: 23 December 2020

Closing Date: 10 January 2021

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 skilled and dedicated staff member to join the COVID-19 response team as Wellbeing Team Coordinator. The Wellbeing Team provides psychosocial support to people whose lives have been impacted by COVID-19 through isolation, quarantine and contact tracing. The Wellbeing Coordinator will coordinate incoming and outgoing referrals to ensure people's needs are met. The suitable applicant will have tertiary qualifications in social work, psychology, occupational therapy or counselling, and will have experience in a community-based setting.

Eligibility/Other Requirements: The work is demanding and may require weekend, after hours and/or shift work.

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

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

Applications should be submitted via the Apply Now button.

Contact Officer: Sarah Miller (02) 5124 1649 sarah.miller@act.gov.au

Digital Solutions Division

Digital Health Record Program

Technical Specialist (Security and Access)

Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 49904)

Gazetted: 21 December 2020

Closing Date: 4 January 2021

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team will comprise of approximately 120 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for a Technical Specialist (Security and Access) who will be responsible for provisioning security levels and roles and creating user records as well as coordinating security-related activities across physical, infrastructure and application teams.

There is no doubt this project will be demanding at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient

and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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

Eligibility/Other requirements: All ACT employees are required to undergo employment screening.

This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining and/or maintaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated. This role requires you to obtain a range of accreditations from the Digital Health Record vendor, Epic. Time and funding to enable you to obtain these certifications will be provided by the ACT Health Directorate. If you are not successful in obtaining the required vendor accreditations, your employment will be terminated.

Notes: This is a temporary position available from 27 January 2021 until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. 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 response which addresses the selection criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. More details can be found in the attached applicant pack.

applications should be submitted via the Apply Now button below.

Contact Officer: Hakan Gultekin (02) 5124 9062 Hakan.Gultekin@act.gov.au

Health Systems, Policy and Research

Public Health, Protection and Regulation

Health Protection Service

Public Health Medicine Registrar

S98,704 - \$123,327, Canberra (PN: 24146, several)

Gazetted: 22 December 2020

Closing Date: 10 January 2021

Public Health Registrars

ACT Health is seeking three enthusiastic Public Health Registrars to provide professional advice and support to the Office of the Chief Health Officer, including the COVID-19 Response Unit.

These exciting positions will work closely with the Communicable Disease Control Unit on the public health management of communicable diseases and outbreaks and will have a critical role on a range of public health projects, policy, and operating procedures.

The roles will also provide support to other health protection issues, including in environmental health, food safety and health emergency preparedness and response.

If you're the right person for this position you will be an AHPRA accredited medical officer (or eligible to be accredited) and have previous work experience in a Public Health Unit.

We are looking for individuals who are team players, strong communicators and can build and maintain professional and collaborative relationships with internal and external stakeholders.

These are fast-paced roles, across the breadth of communicable diseases, and every day will bring new and changing priorities. They will suit people who are comfortable with ambiguity and change.

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 highly encouraged to apply.

Eligibility/Other Requirements:

These positions may be required to do some after hours, weekends, or on-call work.

The successful application will need to undergo a pre-employment National Police Check.

Eligible to be enrolled or currently enrolled as an advanced trainee of the Australasian Faculty of Public Health Medicine (AFPHM) and previous work experience in a Public Health Unit is highly desirable.

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

Note: These are temporary positions available immediately for twelve 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.

The successful candidate will be engaged under the ACTPS Medical Practitioners Enterprise Agreement 2013-2017, until the new proposed ACTPS Medical Practitioners Enterprise Agreement 2017-2021 has been approved by the Fair Work Commission. The salary issued to the successful candidate will be generated from the new pay rise 10/12/2020, which is currently being processed through the payroll system.

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, plus a curriculum vitae including the contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Johnston (02) 5124 9455 vanessa.johnston@act.gov.au

Health Systems, Policy and Research

Health Protection Service

Director of Surveillance and Data

Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 47115)

Gazetted: 22 December 2020

Closing Date: 10 January 2021

Details: ACT Health is seeking an exceptional individual to contribute to the operational response to COVID-19, specifically in the data management and surveillance of COVID19, and the programs related to managing COVID in the ACT.

If you're the right person for this position you will have experience in surveillance programs and data systems, preferably in a communicable disease context. We are looking for an individual with a demonstrated history of effective staff management and a strong communicator.

In this role, you will need to build, maintain and strengthen relationships and partnerships to help manage COVID-19 in the ACT. This is a fast-paced role, every day will bring new and unexpected challenges and changing priorities. It would suit someone who is comfortable with ambiguity and change.

If this is you, you will be leading a team in COVID related database management including quarantine and flight repatriation, wastewater surveillance and monitoring of testing data.

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 highly encouraged to apply.

Eligibility/Other Requirements: This position may be required to work after hours, weekends and on-call. A class-C drivers' licence is required. The successful application will need to undergo a pre-employment National Police Check. Postgraduate qualifications in epidemiology, biostatistics or data science is 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.

Note: This is a temporary position available immediately for twelve 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.

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.

Contact Officer: Vanessa Johnston (02) 5124 9455 vanessa.johnston@act.gov.au

Office of Professional Leadership and Education

General Practice

Kindergarten Health Check Administration Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 35616)

Gazetted: 22 December 2020

Closing Date: 5 January 2021

Details: The Academic Unit of General Practice (AUGP) plays an important role in helping to integrate the Commonwealth and privately funded primary health care sector with the ACT public health services. The AUGP has developed research activities that encompass child health, integrated service development, clinical research, individual routes to health and healing, social determinants of medical care, and scholarship in teaching and

learning. Together with the Women's, Youth and Children's Service and the School Health Nursing Team, we also administer the Kindergarten Health Check (KHC) screen for ACT Health.

This position is responsible for managing, tracking and secure handling of the KHC surveys and associated information; for scoring aspects of the screening tool; preparing and responding to incoming correspondence of an administrative nature, and preparing and distributing correspondence to GPs.

Eligibility/Other Requirements: This appointment will be made based on an order of merit after consideration of the applicant's written address to the Selection Criteria, referee reports, and Selection Panel findings.

Note: This is a part-time temporary position available at 18.37 hours per week from 1 February 2021 up until 31 August 2021 with the possibility of permanency. The full-time salary noted above will be paid pro-rata.

How to Apply: Applicants are to address the Selection Criteria (maximum of three pages in total) located in the Position Description, a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button.

Contact Officer: Karen Cizek (02) 5124 4949 karen.cizek@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Senior Director – Case Management and Outbreak Planning

Senior Officer Grade A \$151,002, Canberra (PN: 50101)

Gazetted: 22 December 2020

Closing Date: 10 January 2021

Details: ACT Health is seeking an exceptional individual to contribute to the operational response to COVID-19, specifically in COVID-19 case management and outbreak planning of Territory-wide, cross sector outbreak preparation and response.

If you're the right person for this position, you will have qualifications and extensive experience in critical operations and emergency management response, ideally within a communicable disease context. We are looking for an individual with demonstrated experience in effective staff management and a strong communicator able to provide strategic direction and lead a multidisciplinary team. A demonstrated capacity to produce a range of quality documents for disparate audiences and within limited timeframes is also required.

You will be able to build, maintain and strengthen relationships and partnerships to help manage COVID-19 in the ACT. This is a fast-paced and diverse role, every day will bring new and unexpected challenges and changing priorities. If this is you, you will be leading multidisciplinary teams across the whole spectrum of the COVID-19 public health response, including case management and contact tracing, as well as planning for, and responding to outbreaks, and prevention and preparedness activities with populations in the ACT who are vulnerable to severe COVID-19 disease. 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 highly encouraged to apply.

Eligibility/Other requirements: This position may be required to work after hours, weekends and on-call. A Current Drivers licence is required.

The successful application will need to undergo a pre-employment National Police Check.

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

Relevant Postgraduate qualifications in health, emergency management or a related discipline is desirable.

Notes: This is a temporary position available immediately for twelve 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.

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.

Contact Officer: Vanessa Johnston (02) 5124 9455 Vanessa.Johnston@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Database Architect

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 49152)

Gazetted: 21 December 2020

Closing Date: 10 January 2021

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. This saw the establishment of a Health Emergency Coordination Centre (HECC) - 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 REDCap Database Architect. This exciting role will support the technical management of all databases and systems related to COVID-19, including case management and quarantine databases, and develop projects and system solutions to help support and improve the public health response to COVID-19.

We are seeking an individual with demonstrated experience and technical expertise in the management of database environments (e.g. SQL Server, MS SQL, Microsoft SSMA, Oracle, REDCap).

The suitable candidates 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: Undergo a pre-employment National Police Check. This work will require weekend and shift work.

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

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 for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Timothy Sloan-Gardner (02) 5124 9210 timothy.sloan-gardner@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Senior Director – Quarantine and Reporting

Senior Officer Grade A \$151,002, Canberra (PN: 47085)

Gazetted: 18 December 2020

Closing Date: 10 January 2021

Details: ACT Health is seeking an exceptional individual to contribute to the operational response to COVID-19, specifically in the quarantine of returned travellers to the ACT and associated surveillance and reporting.

If you're the right person for this position, you will have qualifications and extensive experience in critical operations and emergency management response, ideally within a communicable disease context. We are looking for an individual with significant experience in effective staff and project management, a strong communicator able to provide strategic direction and lead a multidisciplinary team. A demonstrated capacity to produce a range of quality documents for disparate audiences and within limited timeframes is also required.

You will be able to build, maintain and strengthen relationships and partnerships to help manage COVID-19 in the ACT. This is a fast-paced and diverse role. Every day will bring new and unexpected challenges and changing priorities.

If this is you, you will be leading teams that manage flight repatriations, hotel and home quarantine and health matters related to border control measures to control COVID-19, as well as associated surveillance and reporting. 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 highly encouraged to apply.

Eligibility/Other Requirements: Current driver's licence; Pre employment National Police Check

Relevant Postgraduate qualifications in health, emergency management or a related discipline is 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.

Notes: This is a temporary position available immediately for twelve months with the possibility of extension. This position may be required to work after hours, weekends and on-call. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you are interested in joining this 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: Vanessa Johnston (02) 5124 9455 Vanessa.Johnston@act.gov.au

Health Systems, Policy and Research

Health Systems, Policy and Research Executive

Office of the Deputy Director-General

Data Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: C11636, several)

Gazetted: 22 December 2020

Closing Date: 10 January 2021

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. This saw the establishment of a Health Emergency Coordination Centre (HECC) - A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Directorate is looking for highly efficient and dedicated staff members to join the COVID-19 response team as casual Data Officers.

These exciting roles support the technical management of all databases and systems related to COVID-19, including case management and quarantine databases, and develop projects and system solutions to help support and improve the public health response to COVID-19.

We are seeking individuals with demonstrated experience in analysis and reporting of complex datasets and health-related data. The suitable candidates will have well 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: Undergo a pre-employment National Police Check. The work will require weekend and shift work.

Note: This is a temporary casual position available in January 2021 for six months with the possibility of extension. 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 for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Timothy Sloan-Gardner (02) 5124 9210 timothy.sloan-gardner@act.gov.au

Health Systems Planning and Research

Public Health Protection and Regulation

Communicable Disease Control

Manager Disease Surveillance

Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 27166)

Gazetted: 06 January 2021

Closing Date: 20 January 2021

Details: The Health Protection Service Communicable Disease Control Section (CDC) is seeking expressions of interest to temporarily fill the position of Manager Disease Surveillance (Health Professional Level 5) for 12 months with the possibility of extension.

This position is responsible for managing the ACT Health Disease Surveillance Unit. Responsibilities include management of Surveillance Unit staff and financial resources associated with the delivery of Unit functions, responding to media and briefing requests on communicable disease surveillance issues, implementation of the communicable disease surveillance program, and overseeing responses to communicable disease outbreaks. Eligibility/Other requirements: Applicants require experience in line management, including human resource processes, systems and performance planning. Practical experience in epidemiology, knowledge of current public health guidelines on communicable disease control, and strong written and oral communication skills are essential. Excellent interpersonal and negotiation skills and the ability to work successfully in a multidisciplinary team environment are also required.

Notes: This is a temporary position available for 12 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.

How to Apply: Applicants should provide a response to the selection criteria of no more than 3 pages and a current curriculum vitae with the details of two recent professional referees through the ACT Health recruitment website.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kingsbury (02) 5124 9255 Alison.Kingsbury@act.gov.au

Health Systems, Policy and Research

Health Systems, Policy and Research Executive

Office of the Chief Health Officer

Policy Officer, Policy and Government Support

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50329)

Gazetted: 23 December 2020

Closing Date: 10 January 2021

Details: An opportunity is available to join an exciting team engaged in supporting the ACT's COVID-19 response, led by the ACT Chief Health Officer (CHO).

The Office of the Chief Health Officer comprises the public health physicians from Public Health, Protection and Regulation, an executive support team, the exemption team and policy and government support. The main responsibilities of this group are to support the CHO in the carriage of statutory responsibilities and assist in the development and implementation of policy and legislative frameworks across the Division to protect and promote public health. You will be working in a fast-paced and exciting work unit which has been established to support the ACT's response to COVID-19. The policy and government support unit advises the CHO on a broad range of policy and government business to support the COVID-19 response, working closely with the Health Emergency Control Centre. You will be able to apply your writing and analysis skills to assist with public health restrictions, Assembly and Cabinet business, reporting and policy analysis at the local, inter-jurisdictional or international level, National. 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:

Undergo a pre-employment National Police Check.

Tertiary qualifications in a relevant discipline are desirable.

If you have prior experience in Assembly and Cabinet business or a policy area and are confident in your writing skills such as briefs and correspondence, this will be highly beneficial in this role.

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

How to Apply: If you are interested in joining this dedicated team, you can apply by provide a written statement of no more than two pages addressing the Capabilities listed under 'What You Require' in the Position Description along with your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liam Ryan (02) 5124 9489 Liam.Ryan@act.gov.au

Health Systems Planning & Evaluation

Operations

Miowera Ngunnawal Bush Healing Farm

Transport and Program Support Officer, Ngunnawal Bush Healing Farm

Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 40818)

Gazetted: 17 December 2020

Closing Date: 4 January 2021

Details: We are seeking an energetic and highly organised candidate for a permanent opportunity with the Ngunnawal Bush Healing Farm. A male candidate is sought due to the specific cultural requirements of the role. The Transport and Program Support Officer provides culturally safe transport for clients and staff of the Ngunnawal Bush Healing Farm (NBHF) service. This includes providing transport for Aboriginal and Torres Strait Islander clients to and from their home to the NBHF and to other program delivery locations; and to assist clients and staff attend essential appointments as agreed by the Service Manager.

This position undertakes a range of functions to support NBHF service delivery including capture of client transport and ACT Fleet vehicle records; organising routine vehicle servicing and repairs; shopping for food and other program supplies; assisting with room set-up/pack-down, cleaning and sanitization; courier and mail collection; some computer based work; and light grounds maintenance in and around the NBHF facility.

The Transport and Program Support Officer works closely with other members of the NBHF team. The successful applicant must be available to work on a full-time basis.

Eligibility/Other Requirements:

This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Due to cultural requirements a male candidate is also sought.

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.

Undergo a pre-employment National Police Check.

Unrestricted LR (light rigid) vehicle Driver's Licence.

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

How to Apply: Please submit a one-page written statement outlining your skills and experience relevant to the role. Include a copy of your current curriculum vitae and contact details for two referees including your current supervisor / manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lefan Jard 0466 869 334 Lefan.Jard@act.gov.au

Health Systems Policy and Research

Chief Psychiatrist

Senior Specialist \$222,205, Canberra (PN: 25809)

Gazetted: 24 December 2020

Closing Date: 14 January 2021

ACT Health Directorate is looking for a suitably qualified and experienced individual to undertake the role of the Chief Psychologist for a short term, six-month vacancy.

This position fulfils the statutory role as Chief Psychiatrist under the *Mental Health Act 2015 (the Act)* and as such has accountability to the Minister for Health and Minister for Mental Health. The position of Chief Psychiatrist has responsibility for the treatment, care and support of people subject to Psychiatric Treatment Orders (PTOs), Forensic Psychiatric Treatment Orders (FPTOs) and clinical and operational responsibilities for all people receiving treatment, care and support under the Act.

With these clinical, operational, oversight and other legislative responsibilities, the Chief Psychiatrist has a unique role in the ACT's public mental health system and will demonstrate leadership and strategic thinking to promote and deliver continual service improvement and clinical best practice to fulfil the values and principles of the Act. Registered with the Medical Board of Australia. Fellowship of the Royal Australian and New Zealand College of Psychiatrists and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program.

Extensive experience in the leadership and management of diverse teams working in a mental health services environment.

Have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and

Undergo a pre-employment Police check.

Knowledge of the *Mental Health Act 2015* and other related legislation.

Experience training postgraduates and clinical supervisory skills.

Current drivers' licence.

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.

Remuneration: Senior Specialist: \$222,205 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, \$356,505

How to Apply: To apply candidates are requested to provide a copy of their current CV, written statement of claims against the executive capabilities (maximum 3 pages) and contact details of two current professional referees.

Contact Officer: Kylie Jonasson 0434 668 495 DGAHealth@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Senior Director, Office of the Chief Information Officer

Senior Officer Grade A \$151,002, Canberra (PN: 29117)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

Details: Are you strong leader with business governance, project, and executive experience?

Do you want to lead a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within ACT Health is looking to recruit someone to be responsible for the provision of high-level strategic advice and confidential support to the Chief Information Officer and for leading the business governance and strategic project functions of the Digital Solutions Division of the ACT Health Directorate.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

the implementation and support of the Digital Health Strategy,

management of technology services and projects,

the development and implementation of a performance reporting framework,

statutory and intergovernmental reporting requirements,

management of the relationship and services delivery by technology vendors including Shared Services ICT,

development, implementation and maintenance of technology policies and procedures, and

information management and information security.

Eligibility/Other requirements:

This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Desirable: Formal qualifications in public/business administration and/or human resources management

At least three years' experience in a technology delivery organisation; coordination and/or communications and business governance.

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

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: Peter O'Halloran (02) 5124 9000 Peter.O'Halloran@act.gov.au

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

Communicable Disease Control, Immunisation Unit

Immunisation Program Support Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 34442)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

Details: The Communicable Disease Control Section is seeking to temporarily fill the position of Program Support Officer in the Immunisation Unit.

Under broad direction, the position is responsible for the planning and implementation of promotional activities to increase awareness of immunisation programs within the ACT. This includes working with stakeholders to identify, develop and implement strategies to increase immunisation rates especially in identified priority groups.

The suitable applicant will have experience in project/program management, be highly motivated, have good communication skills and be well organised.

Eligibility/Other Requirements: Experience in program/project coordination and an understanding of current immunisation programs and issues are highly desirable.

Note: This is a temporary position available immediately until 2 July 2021 with the possibility of extension.

Selection may be based on application and referee reports only.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Selection Criteria outlined in the Position Description. Include your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirstie Allard (02) 5124 9258 kirstie.allard@act.gov.au

Health Systems, Policy and Research

Policy, Partnerships and Programs

Mental Health Policy

Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 38265)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

Details: Expression of Interest are invited from a suitable applicant who, under broad direction, can exercise a significant degree of independence and perform an important leadership role. You will be responsible for influencing and developing mental health strategies, policies, programs and priorities. This will include providing high level advice to the Executive and/or Minister on urgent or sensitive matters; government business coordination; strategic planning; as well as coordinating and assuming responsibility for highly complex or sensitive projects or work programs that have strategic, political and/or operational significance.

Our team prides itself on its positive, upbeat workplace culture and commitment to excellence. As such, we are looking for someone who is confident and skilled at working collaboratively with both colleagues and stakeholders. ACT Health Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are desirable and/or relevant experience and knowledge. Prior to commencement, successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available asap until 23 March 2021, with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a pitch of no more than two pages outlining how your experience and abilities satisfy the Selection Criteria. Please also provide your Curriculum Vitae and the details of two referees, one of which is your current manager.

Your pitch, in response to the Selection Criteria in the Position Statement, should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

(Please note that it is not necessary to address the capabilities and behaviours individually).

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Lee (02) 5124 9780 Melissa.Lee@act.gov.au

Health Systems Policy and Research

Public Health, Protection and Regulation Division

Communicable Disease Control and COVID-19 Response Team

Communicable Diseases Epidemiologist

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 33721, several)

Gazetted: 21 December 2020

Closing Date: 10 January 2021

Details: ACT Health is seeking two enthusiastic communicable disease epidemiologists to work broadly and on a rotational basis across foodborne disease and other notifiable conditions, as well as the COVID-19 response.

If you're the right person for this position you will have experience in communicable disease epidemiology, surveillance, investigation and control, and data analysis.

We are looking for individuals who are strong communicators, including written report writing, and strong team players.

In these roles, you will need to build, maintain, and strengthen relationships and partnerships in communicable disease prevention and management in the ACT. These are fast-paced roles, across the breadth of communicable diseases, and every day will bring new and changing priorities. They will suit people who are comfortable with ambiguity and change.

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 highly encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

These positions may be required to do some after hours, weekends, or on-call work.

The successful application will need to undergo a pre-employment National Police Check.

Desirable: Previous work experience in a Public Health Unit.

Successfully completed the Master of Philosophy in Applied Epidemiology, or equivalent are highly desirable.

Note: These are temporary positions are available immediately for twelve months with the possibility of extension.

An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This role is categorised as a HP4 (minimum) however the final remuneration for this role will be negotiated with the successful candidate.

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, plus a curriculum vitae including the contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Jen Sloane (02) 5124 6096 jen.sloane@act.gov.au

Calvary Health Care ACT (Public)

Hospital in The Home (HiTH)

Registered Nurse

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

Gazette: 15 December 2020

Closing Date: 21 December 2020

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

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

Reference Number: 14416

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

Contact Officer: Rowena Hogan rowena.hogan@calvary-act.com.au

Pharmacy

Lead Pharmacist

Pharmacist Level 4 \$116,000 – 126,000, Canberra (PN: Expected)

Gazette: 21 December 2020

Closing: 24 January 2021

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

Reference Number: 14406

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

Contact Officer: Emily Diprose (02) 6201 6269

Physiotherapy

Director

Health Professional Level 5 \$130,018 - \$146,368, Canberra, (Expected)

Gazetted: 4 January 2021

Closing Date: 17 January 2021

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

Reference Number: 14484

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

Contact Officer: Dr Suzanne Smallbane (02) 6201 6592

Pharmacy

Technical Officer Level 2 \$65,087 - \$74,533 Canberra (LP8963)

Gazette Date: 18 December 2020

Closing Date: 24 January 2021

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

Reference Number: 14497

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

Contact Officer: Emily Diprose (02) 6201 6269 emily.diprose@calvary-act.com.au

Hospitals

Ward Clerk

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (Expected)

Gazette Date: 23 December 2020

Closing Date: 10 January 2021

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

Reference Number: 14382

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

Contact Officer: Belinda Mudge (02) 6201 6285 belinda.mudge@calvary-act.com.au

Hospitals

Senior Manager Learning and Development - Human Resources

Senior Officer Grade B \$128,286 - \$144,418, Canberra (Expected)

Gazette Date: 21 December 2020

Closing Date: 27 December 2020

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

Reference Number: 14465

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

Contact Officer: Judi Childs (02) 6201 6431 judi.childs2@calvarycare.org.au

Calvary Public Hospital Bruce

Hospitals

Ward Clerk

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (Expected)

Gazette Date: 23 December 2020

Closing Date: 27 December 2020

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

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

Reference Number: 14381

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

Contact Officer: Belinda Mudge (02) 6201 6285 belinda.mudge@calvary-act.com.au

Calvary Public Hospital Bruce

Hospitals

Senior Manager HR Operations - Human Resources

Senior Officer Grade B \$128,286 - \$144,418, Canberra (Expected)

Gazette Date: 21 December 2020

Closing Date: 27 December 2020

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

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

Reference Number: 14464

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

Contact Officer: Judi Childs (02) 6201 6431 judi.childs2@calvarycare.org.au

Canberra Health Services

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

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

Clinical Services

Mental Health, Justice Health and Alcohol & Drug Services

Director of Allied Health

Administration Assistant

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 36597)

Gazetted: 23 December 2020

Closing Date: 5 January 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division of CHS 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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres and other community settings including people's homes.

Mental Health, Justice Health and Alcohol and Drug Services include the following programs:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

MHJHADS Office of the Director of Allied Health

The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct.

The Administration Assistant reports to the Director of Allied Health and provides high level administrative support in assisting with the strategic and operational services for allied health services, allied health standards and clinical practice. The successful applicant will require high level communication and administrative skills, well demonstrated understanding of quality systems and a demonstrated commitment to meeting standards, managing job demand and conflicting timelines under limited direction.

Eligibility/Other Requirements:

Desirable:

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Michelle Paul (02) 5124 1739 Michelle.Paul@act.gov.au

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

BMT Coordinator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: P34581)

Gazetted: 17 December 2020

Closing Date: 24 December 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

Canberra Health Services (CHS) 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.

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

An exciting opportunity exists for an enthusiastic Registered Nurse to undertake position within the Haematology Outpatient Unit. Expressions of interest are invited from suitably qualified Registered Nurses to fill this dynamic and rewarding position. The unit is seeking a highly motivated team member who will be engaged in consultation and coordination of patients undergoing the Bone Marrow Transplant (BMT) process. This nurse will also provide support and education on BMT/Apheresis to their colleagues as well as patients, carers and other agencies.

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health.

The Haematology Outpatient Unit treats patients with malignant and non-malignant haematological conditions. The successful applicant will be working with chemotherapy agents, blood products and central venous access devices. The successful candidate will be provided with full support from our dedicated and highly experienced team.

Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

BMT/Apheresis experience is highly desirable.

Post graduate qualifications in Haematology/Cancer nursing is highly desirable.

Chemotherapy knowledge is highly 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.

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

Contact Officer: Sally McCloy (02) 5124 8458 sally.mccloy@act.gov.au

Clinical Services

Surgery

Shock Trauma Service

Trauma Coordinator

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22264)

Gazetted: 17 December 2020

Closing Date: 4 January 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

CHS administers a range of 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 ACT Trauma Service is a Level 1 trauma service providing care to trauma patients injured within the ACT and the southern NSW region from south of Sydney, east to the Sapphire Coast and west to Wagga Wagga. The ACT Trauma Service endeavours to ensure that all trauma patients are optimally cared for from prehospital to discharge.

The Trauma Coordinator:

works with the Trauma Director to ensure patients receive appropriate care and coordinates the day to day Hospital activities of the trauma service,

provides expert clinical leadership and management within a nursing and multidisciplinary team,

is responsible for the development and implementation of policies, procedures and guidelines for trauma management,

is to develop and maintain collaborative partnerships with internal and external stakeholders regarding trauma management. This role includes a strong emphasis on clinical education and training.

Eligibility/Other Requirements:

Mandatory:

Unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

Desirable:

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

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

Note:

This is a temporary position available from 17 February 2021 for a period of six months.

Contact Officer: Genevieve Harrigan (02) 5124 5094 Genevieve.Harrigan@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Registered Nurse Level 4.1 – Team Manager

Registered Nurse Level 4.1 \$122,360, Canberra (PN: 49991)

Gazetted: 21 December 2020

Closing Date: 4 January 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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.

Overview of the work area and position:

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

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

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

FMHS Forensic Consultation and Intervention Service (FoCIS)

Fixated Lone Actor Grievance Fuelled Violence Assessment Team (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

As Team Manager of Custodial Mental Health, you will be expected to oversee the provision of high quality mental health care including legislated induction screening, at-risk assessment and management, and community equivalent psychiatry services within the ACT's two correctional centres - the Alexander Maconochie Centre and Bimberi Youth Justice Centre. You will be required to manage a team of clinical staff made of nursing and allied health professionals, provide clinical governance in respect to clinical service provision, complete a range of administrative tasks including rostering, participate in quality improvement activity, and liaise effectively with partner agencies including JHS Custodial Health, other health services, ACT Corrective Services, CYPS, and external agencies such as NGOs. You will be supported by a Clinical Nurse Consultant and report to the Senior Manager, Forensic Mental Health Services.

Eligibility/Other requirements:

Mandatory:

Be registered or be eligible for full registration with the Nursing and Midwifery Board of Australia under AHPRA.

Min five years post qualification experience in mental health nursing

Desirable:

Experience of working in a custodial or secure mental health inpatient setting

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: Please note there are two advertisements running concurrently on Req ID 01TCP and Req ID 01TCM, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

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

Medical Physics and Radiation Engineering

Molecular and Nuclear Medicine Physics

Senior Nuclear Medicine Physicist

Medical Physics Specialist \$108,139 - \$150,196, Canberra (PN: 29263)

Gazetted: 18 December 2020

Closing Date: 15 January 2021

Details: Our Vision: Creating exceptional health care together

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

Overview of the work area and position

The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together.

The broad areas of MPRE services are:

- Radiation safety, teaching and research;
- Brachytherapy physics;
- Teletherapy physics;
- Molecular and nuclear medicine physics;
- Radiology physics;
- Radiation engineering and mould room manufacturing.

The Medical Physics and Radiation Engineering (MPRE) team is responsible for safety and quality in the use of medical radiation. The MPRE team contributes technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation.

This position maintains safety and quality in radiological and nuclear medicine equipment, facilities and procedures. Under the broad direction of Molecular and Nuclear Medicine Physics supervisor, the successful candidate will play a vital role in the MPRE team in providing day to day support to Nuclear Medicine/PET, Medical Imaging and Medical Physics support services to users of medical radiation and related systems, as appropriate. MPRE provides a small number of direct healthcare consumer services. MPRE delivers services to CHS from within the division of Cancer and Ambulatory Support (CAS).

Eligibility/Other Requirements

Mandatory:

- Demonstrated eligibility for registration with the Australasian College of Medical Physicists and Engineers in Medicine (ACPSEM) in Nuclear Medicine Physics. Or
- Be on the UK HCPC Clinical Scientist register or hold the USA certificate of ABR, ABSNM or Canadian diploma CCPM in Nuclear Medicine Physics. It is required that non-ACPSEM registered professionals gain ACPSEM registration as Nuclear Medicine Physicist once appointed.
- Have postgraduate qualifications in Medical Physics
- Five or more years' experience in clinical Nuclear Medicine

Desirable:

- To be on the register of ACPSEM or equivalent register in Nuclear Medicine Physics.
- Experience in quantitative nuclear medicine and parametric imaging.
- Experience in nuclear medicine software development in image processing and dosimetry.
- Experience in clinical radionuclide therapy administration.
- 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.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note

This is a temporary position available for up to four years with a possibility of extension and/or permanency.

Selection may be based on application and referee reports only.

Contact Officer: Farshid Salehzahi (02) 5124 4091 Farshid.Salehzahi@act.gov.au

Women and Babies

Antenatal/Gynaecology Ward

Assistant in Nursing

Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: C11125)

Gazetted: 18 December 2020

Closing Date: 11 January 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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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.

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 (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position

This position is for morning shifts, seven days per week which the successful applicant needs to be available to work this shift. Assistants in Nursing (AIN's) will work alongside Registered Midwives and Nurses in the Antenatal/Gynaecology Ward, which is in the Centenary Hospital for Women and Children.

The AIN works under the direction of the Registered Nurse or Midwife to provide personal care, support and assistance to gynaecology women, antenatal women or postnatal women and babies. Duties will include: to assist with showering and personal care of women, assisting with newborn care, including demonstration of baby baths to parents, assisting women confined to bed to care for their baby, bed making and responding to call bells.

Eligibility/Other Requirements

Mandatory:

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

Certificate III in Health Services Assistance or recognised equivalent or;

Working towards undergraduate studies (Diploma in Nursing or Bachelor of Nursing or recognised equivalent) and have completed a clinical placement.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Contact Officer: Helen Perkins (02) 614 26251 helen.perkins@act.gov.au

Alcohol and Drug Services

Counselling and Treatment Service

Counsellor

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 20236, several)

Gazetted: 17 December 2020

Closing Date: 9 January 2021

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Overview of the Work Area and Position

The Alcohol and Drug Service is a multidisciplinary service within Canberra Health Services providing a range of specialist services for people affected by alcohol and other drug use. The Counselling and Treatment Service (CTS), Alcohol and Drug Service is a part of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is a contemporary, evidence-based service providing high quality care, guided by principles of harm minimisation. CTS is a free outpatient government service that provides central telephone intake assessment services for all programs offered by Alcohol and Drug Services as well as information and referral to other local and interstate alcohol and other drug treatment services. The core business of CTS is the provision of counselling, psychotherapy and a range of psychoeducational and therapeutic groups. Services are offered to people from 12 years throughout the lifespan, with hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorder. CTS utilises a client-centred, stepped, integrated model of treatment. 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.

CTS are a multi skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, counselling and group work to adults. Training and experience in providing Dialectical Behaviour Therapy (DBT) counselling and facilitating DBT groups would be an advantage.

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

Eligibility/Other Requirements:

Mandatory:

For Social Work:

Degree in Social Work

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

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

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

For Psychology:

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

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

Highly Desirable:

Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for 4+2 Internship program

For Counselling - Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

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

Desirable:

Current driver's licence

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note: These are temporary positions available for a period up to six months with possibility of extension and/or permanency.

Contact Officer: Kate Soulsby (02) 5124 1590 Kate.Soulsby@act.gov.au

Adult Acute Mental Health Services

Mental Health Consultation Liaison

Mental Health Consultation Liaison Clinician

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 39850)

Gazetted: 24 December 2020

Closing Date: 18 January 2021

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Overview of the work area and position:

Adult Acute Mental Health Services provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers, and other key clinical and support services.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation

Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers, and other agencies.

All team members are required to undertake professional development and professional supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

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

Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention.

A minimum of three years paid post qualifying work experience in a related/relevant organisation/service.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This position will be required to participate in a seven-day twenty-four-hour roster.

Contact Officer: Philip Hoyle (02) 6205 2782 Phillip.Hoyle@act.gov.au

Medicine

Respiratory and Sleep

Office Manager, Department of Respiratory and Sleep Medicine

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 13158, expected vacancy)

Gazetted: 24 December 2020

Closing Date: 18 January 2021

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Overview of the Work Area and Position

This position reports to the Administration Manager (reporting) and Unit Director (line). It provides office management to the unit and supervision to the Sleep and Respiratory outpatients team, as well as other general administrative duties.

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

Eligibility/Other Requirements:

Desirable:

Knowledge of ACT Patient Administration System (ACTPAS) and Clinical Portal is highly desirable but not essential.
Previous experience working in the health sector.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Andrew Barrow (02) 5124 2923 Andrew.j.barrow@act.gov.au

Medicine

Respiratory and Sleep

Sleep Scientist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 31211, several)

Gazetted: 23 December 2020

Closing Date: 18 January 2021

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Overview of the Work Area and Position

The Sleep Disorders Unit (SDU) is part of the Department of Respiratory & Sleep Medicine (DRSM) based in the Division of Medicine. The SDU provides 24-hour clinical services to patients for the assessment and management of sleep disorders. The Health Professional Level 2 (HP2) Sleep Scientist role participates in a rotating roster of day, evening and overnight shifts to ensure provision of high quality clinical services. The role will also assist with quality assurance activities and support student placements.

Within CHS, the respiratory and sleep science professions are part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications from an approved University with subjects in Health Science/Human Physiology or Biology.
Proficiency in conducting Level 1 Diagnostic and Continuous positive airway pressure (CPAP) titration polysomnography (PSG).

Shift Work – have the ability to work independently up to a 12 hour overnight shift as part of operational requirements.

On-call Roster – to be available and provide support to evening and overnight shifts including being recalled back to work as required.

Minimum of 12 months experience in the diagnosis, treatment and management of patients with sleep disorders.

Desirable: Eligibility for memberships of Australian New Zealand Sleep Science Association (ANZSSA) and Australian Council for Clinical Physiologists (ACCP).

Proficiency in Polysomnography data analysis as per the American Academy of Sleep Medicine (AASM), Australasian Sleep Association (ASA) and the Australia and New Zealand Sleep Science Association (ANZSSA) guidelines. Proficiency in conducting Non-Invasive Ventilation (NIV) studies, such as Bi-Level Positive Airway Pressure titrations. Post-graduate qualifications in Sleep Medicine and/or a professional credential from the Board of Registered Polysomnographic Technologists (BRPT). Prior to commencement successful candidates will be required to: Undergo a pre-employment National Police check.

Note: These are temporary positions available for 12 months with the possibility of extension. There are full-time and part-time positions available, shift work may also be required. Part-time work will be paid pro-rata of the full-time salary noted above.

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

Contact Officer: Derek Figurski (02) 5124 2806 derek.figurski@act.gov.au

Pathology

Microbiology

Microbiology Technical Officer

Technical Officer Level 1 \$60,130 - \$63,043, Canberra (PN:43975)

Gazetted: 23 December 2020

Closing Date: 6 January 2021

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Overview of the Work Area and Position

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, 365 days per year. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Microbiology, as a part of ACT Pathology, provides diagnostic, analytical and consultative services, including bacteriology, mycology, mycobacteriology, routinely operating from early morning to 10.30 pm at night, seven days per week.

The successful applicant under the supervision of the Chief Scientist and Senior Scientist's, will be required to run and maintain laboratory instrumentation, instrument troubleshooting, running of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples for the Microbiology laboratory at Canberra Hospital. The successful applicant will be required to participate within a roster incorporating after hours and weekend shifts.

Eligibility/Other Requirements

Desirable:

An associate diploma, science degree or equivalent Medical Laboratory Science qualification.

Experience in Clinical Microbiology would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. Rostered shifts may include days, evenings and weekends. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Contact Officer: Susan Bradbury (02) 5124 2510 Susan.Bradbury@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Clinical Manager, Adolescent Mobile Outreach Service (AMOS)

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 41201)

Gazetted: 23 December 2020

Closing Date: 6 January 2021

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

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

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental

illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The Health Professional Officer role is required to work rotating shifts including weekends and public holidays.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's licence.

For Psychology:

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

Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's licence.

For Social Work:

Degree in Social Work

Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service

Eligibility for membership of the Australian Association of Social Workers

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

Must hold a current driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note:

This is a temporary position available for 12 months. Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

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

Contact Officer: Catherine Furner (02) 5124 1652 catherine.furner@act.gov.au

Medicine

Diabetes Service

Dietician - Diabetes Service

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 30679)

Gazetted: 23 December 2020

Closing Date: 6 January 2021

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

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

Overview of the work area and position:

The ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

Under the direction of Senior Diabetes Dietitian and as a member of the ACT Diabetes Service Nutrition team, the Diabetes Dietitian is responsible for the provision of clinical assessment, treatment, supervision and evaluation of nutrition care to patients and outpatients at risk of, or who have diabetes. This involves providing individual and group nutrition appointments, collaborating with Endocrinologists, Diabetes Nurse Educators, Dietitians, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of diabetes.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Nutrition and Dietetics.

Obtain (or eligible to obtain) Accredited Practising Dietitian status with the Dietitians Association of Australia.

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

Desirable

Two years post-graduate experience.

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).

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.

Note:

This position is temporary position available for a period of nine months with the possibility of extension for up to two years and/or permanency. This recruitment round may be based on written application and referee reports only. Contact Officer: Carolyn Petersons (02) 5124 5311 Carolyn.Petersons@act.gov.au

Deputy Chief Executive Officer

Territory Wider Surgical Services

Senior Manager Territory Wide Surgical Services

Registered Nurse Level 5.5 \$166,958, Canberra (PN: 49743)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

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Overview of the Work Area and Position

This Senior Manager for Territory Wide Surgical Services is responsible for the strategic and operational management of the Territory Wide Surgical Services Team and its objectives to achieve appropriate timely patient care.

The position is responsible for the provision of strategic leadership, direction and planning of service delivery for elective and emergency surgery provided by the territory and the strategic development and implementation of the Elective Surgery Plan whilst ensuring the management of the ACT Health Elective Surgery Waiting list.

Eligibility/Other requirements:

Mandatory:

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

Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services.

Current driver's licence

Highly Desirable:

Post graduate qualifications in health management and/or

Post graduate qualifications in Nursing

Please note 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).

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

Contact Officer: Andrew Mitchell 0481 013 405 Andrew.W.Mitchell@act.gov.au

Chief Operating Officer Clinical Services

Medicine

Diabetes Service

Nurse Practitioner (Diabetes)

Nurse Practitioner \$131,034, Canberra (PN: 49275)

Gazetted: 17 December 2020

Closing Date: 4 January 2021

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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.

Overview of the work area and position

The Canberra Health Service (CHS) Diabetes Service is an interprofessional team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. Clients seen include adolescents and adults with pre-diabetes and diabetes and women with hyperglycaemia in pregnancy (HIP).

The Nurse Practitioner position will work within the Diabetes Service to provide an integrated and co-ordinated service, with particular involvement in the Hyperglycaemia in Pregnancy Service. The Hyperglycaemia in Pregnancy Service provides interdisciplinary specialist care to women with gestational diabetes and pre-existing type 1 and type 2 diabetes, in which health assessment and treatment approaches are based on best available clinical evidence. At all times a holistic approach is taken to address the needs of women to improve their own health and wellbeing and that of their babies.

The Nurse Practitioner role will provide all aspects of a patient's diabetes care, including comprehensive skilled clinical assessment, physical examination and ordering of tests, diagnosis, client education including for preventative care, prescribed treatments, consultations and referrals. The role may require work in both inpatient and outpatient settings within CHS.

While the role requires diabetes care to be delivered independently, the Nurse Practitioner will work in collaboration with the interdisciplinary team of Endocrinologists, Obstetricians, Midwives, Allied Health Professionals, General Practitioners, other Medical Specialists and Junior Medical Staff. The Nurse Practitioner will provide expert advice and guidance to Diabetes Nurse Educators and allied health staff when appropriate. This position also forms part of the Diabetes Service leadership team, to progress and represent the work of the Service.

The Nurse Practitioner will be responsible professionally to the Division of Medicine Director of Nursing. The Nurse Practitioner will be operationally responsible to the Director of the ACT Diabetes Service.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertaking on registration relating to unsatisfactory professional performance or unprofessional conduct.

Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

Minimum of five years' post graduate experience working in an advanced practice nursing role within Diabetes Education.

Must hold and maintain a current driver's licence.

Desirable:

Two years' experience working as a Nurse Practitioner within the field of diabetes with experience in the management of hyperglycaemia in pregnancy.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Contact Officer: Lynelle Boisseau 0435 446 516 lynelle.boisseau@act.gov.au

Division of Medicine

Ward 9A

Clinical Care Coordinator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 38047)

Gazetted: 18 December 2020

Closing Date: 4 January 2021

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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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.

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 Clinical Care Coordinator on Ward 9A is responsible for providing ward based clinical leadership for the day to day activities in the ward environment.

Eligibility/Other Requirements

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Notes

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

Pharmacy Services

Medical Services

Antimicrobial Pharmacist

Pharmacist Level 4 \$116,946 - \$125,898, Canberra (PN: 28893)

Gazetted: 22 December 2020

Closing Date: 5 January 2021

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Seven community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

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

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"

Under the direction of the Director of Pharmacy, the Antimicrobial Pharmacist is responsible for leading and facilitating the use of antimicrobials within the Canberra Hospital and Health Services (CHHS). The Antimicrobial Pharmacist is required to participate in the CHS antimicrobial stewardship (AMS) program, providing both clinical and administrative input to the program. Additionally, the role will also lead and coordinate additional activities to optimise the use of antimicrobials within CHS.

Eligibility/Other Requirements:

Mandatory:

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

Postgraduate qualifications (or equivalent) in Clinical Pharmacy, Management, Education and Training or Research, or extensive clinical experience deemed equivalent.

Applicants must have a minimum of five years post-qualification experience.

Highly Desirable:

Theoretical and practical experience in the management of complex pharmacotherapy, including experience with therapeutic drug monitoring.

Previous project management and/or research experience.

Current Driver's license.

Prior to commencement successful candidates may be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

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

Contact Officer: Daniel Lalor (02) 5124 2120 daniel.lalor@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Director of Allied Health

Manager, Aboriginal and Torres Strait Islander Health and Wellbeing Team

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 40427)

Gazetted: 21 December 2020

Closing Date: 11 January 2021

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 Position Overview: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. More information can be found on the CHS website:

<https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery. All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected. The position of Manager, Aboriginal and Torres Strait Islander Health and Wellbeing Team will work collaboratively in a team to provide appropriate consultation, support, liaison, and culturally appropriate and responsive care to Aboriginal and Torres Strait Islander people accessing MHJHAD

Contact Officer: Claire Pearce (02) 5124 5968 Claire.pearce@act.gov.au

Acute Allied Health Services

Allied Health

Social Worker

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 25560)

Gazetted: 21 December 2020

Closing Date: 14 January 2021

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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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:

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

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

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

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

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

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Social Work.

Current membership or eligibility for membership of the Australian Association of Social Workers.
Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Desirable:

Previous hospital or health experience

Current driver's licence (mandatory for community positions)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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 12 months. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. 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 required to undertake some after-hours shifts, for example, weekday evenings (until 21:30), weekends and public holidays (8:30-16:30 or 16:00-21:30). For further details please contact the Contact Officer. Contact Officer: Patrice Higgins (02) 5124 2316 patrice.higgins@act.gov.au

Allied Health

AAHS Physiotherapy

Physiotherapy Clinical Educator

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 13325)

Gazetted: 21 December 2020

Closing Date: 4 January 2021

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Our Values: Reliable, Progressive, Respectful and Kind.

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply. Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the Work Area and Position

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

Under the supervision of the Physiotherapy Manager the Physiotherapist will play a key role in delivering high quality patient centred services and support the operational management and strategic planning within AAHS Physiotherapy. This involves clinical service delivery, as well as clinical leadership and supervision of a team of physiotherapists, allied health assistants and students within a designated team. Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Physiotherapy,

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

Desirable:

Five years clinical experience post qualification.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check,

Comply with CHS credentialing requirements for allied health.

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

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

Note:

This is a temporary position available for four months with possibility of extension. This position is required to participate in a restricted on-call roster.

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

Clinic Services

Cancer & Ambulatory Services

Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 48862, several)

Gazetted: 22 December 2020

Closing Date: 7 January 2021

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

The COVID testing centres provide services for COVID-19 testing throughout the Canberra region. Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. There are multiple testing centres, including both drive through and in centre, and the staff work flexibly across all sites. Registered Nurse's (Level 2) provide senior clinical and leadership skills to junior staff. This role is also required to team lead on weekends and when required on weekdays in the COVID testing sites which are off-site to the main hospital services. When team leading, they work cooperatively with team leaders for security and administration.

Eligibility/Other Requirements

Mandatory:

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

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: These are temporary positions available at full and part time for six months with the possibility of extension. Selection may be made based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months. The COVID testing centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

Contact Officer: Regina Ginich 0466 338 771 Regina.Ginich@act.gov.au

Chief Operating Officer Clinical Services

Mental Health Justice Health and Alcohol and Drug Services

Adult Community and Older Persons

Administrative Assistant

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 17240)

Gazetted: 17 December 2020

Closing Date: 4 January 2021

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Overview of the work area and position

Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Mental Health Consultation Liaison (MHCL) Team across the Emergency Department (ED) and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a 10 bed High Dependency Unit (HDU) and 30 bed Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of recovery. The service

aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. MHCL are a multidisciplinary team who undertake mental health assessments and provide short term mental health management for people in acute distress with mental health conditions within the Canberra Hospital (TCH) and Emergency Department (ED).

The AAMHS Administrative Assistant is responsible for the provision of high level administrative support to the Operational Director and Clinical Director of Adult Acute Mental Health Services, other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. It is expected that in this position you will assist in the strategic and operational processes required for the directors to undertake their role. This includes the provision of high-quality customer service to the consumers and staff of MHJHADS Division.

Eligibility/Other Requirements

Desirable: Hold a current driver's licence.

Experience within a health administration area.

Knowledge and experience in the use of relevant medical terminology.

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*.

Contact Officer: Katrina Rea (02) 5124 1623 katrina.m.rea@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drugs Services

Justice Health

Team Manager

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 33369)

Gazetted: 17 December 2020

Closing Date: 4 January 2021

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Overview of the work area and position

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

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

The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service

aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

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

FMHS Forensic Consultation and Intervention Service (FoCIS)

Fixated Lone Actor Grievance Fuelled Violence Assessment Team (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

As Team Manager of Custodial Mental Health, you will be expected to oversee the provision of high quality mental health care including legislated induction screening, at-risk assessment and management, and community equivalent psychiatry services within the ACT's two correctional centres - the Alexander Maconochie Centre and Bimberi Youth Justice Centre. You will be required to manage a team of clinical staff made of nursing and allied health professionals, provide clinical governance in respect to clinical service provision, complete a range of administrative tasks including rostering, participate in quality improvement activity, and liaise effectively with partner agencies including JHS Custodial Health, other health services, ACT Corrective Services, CYPs, and external agencies such as NGOs. You will be supported by a Clinical Nurse Consultant and report to the Senior Manager, Forensic Mental Health Services.

Eligibility/Other Requirements

Mandatory:

Social Work:

Degree in Social Work

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

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

Occupational Therapy:

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

Psychology:

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

All professions:

Minimum five years post-qualification experience.

Desirable:

Experience of working in acute or community public mental health.

Experience of working in a custodial or secure forensic inpatient setting.

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).

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

Chief Operating Officer Clinical Services

Mental Health Justice Health and Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Clinical Neuropsychologist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 37687)

Gazetted: 17 December 2020

Closing Date: 4 January 2021

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(ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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Six community health centres: providing a range of general and specialist health.

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

Overview of the work area and position

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

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

An exciting opportunity exists for a Clinical Neuropsychologist to join the friendly and supportive MHS

Neuropsychology team within Rehabilitation and Speciality Mental Health Services. The team provides high quality neuropsychological services to the Division including evidence-based assessment and intervention to consumers across all programs of MHJHADS, including:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Secure Mental Health Inpatient Services, and

Older Person's Community Mental Health Team; MHS-Intellectual Disability team; Adult Mental Health

Rehabilitation Unit and the Adult Mental Health Day Service, within Rehabilitation and Specialty Mental Health Services

The team also provides consultation and in servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters relating to neuropsychological assessment and intervention.

The overall functions of the Clinical Neuropsychologist will:

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

Provide individual or group service delivery.

Perform normal professional work under general professional guidance.

May perform novel, complex, critical or difficult tasks with professional supervision.

Participate in the supervision and training of other staff, as directed.

The Clinical Neuropsychologist position reports to the Team Manager of MHS Neuropsychology role, who will also provide clinical supervision.

Eligibility/Other Requirements

Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Neuropsychology.

Minimum of three years (ideal five years) post qualification. Please note however, that applicants with greater than 12 months experience are also encouraged to apply.

Desirable: Registration requirement - Area of Practice Endorsement (AOPE) in Neuropsychology and eligibility to supervise higher degree students. Please note that applicants with an AOPE but who are not yet a Board approved supervisor, are still encouraged to apply.

Previous work experience in a 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 CHS credentialing requirements for allied health.

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

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This is a part-time position available at 32 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Lainie Hart (02) 5124 1269 lainie.hart@act.gov.au

Chief Operating Officer Clinical Services

Medicine

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 12282, several)

Gazetted: 17 December 2020

Closing Date: 4 January 2021

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Overview of the work area and position

Ward 6A Cardiology, Respiratory, Endocrinology and Rheumatology, Division of Medicine. 6A is a busy 32 bed medical ward at Canberra Hospital. Applications are sought from Registered Nurses (RN) with strong clinical leadership skills to take on a permanent Level 2 RN position. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements

Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Note: There are several temporary full and part-time positions available at various hours (and the full-time salary noted above will be paid pro-rata) with shift work on a rotating roster seven days per week. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Catherine Clift (02) 5124 4217 catherine.clift@act.gov.au

Chief Operating Officer Clinical Services

Women, Youth and Children

Children, Youth and Women's Health Program

MACH Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22659)

Gazetted: 17 December 2020

Closing Date: 4 January 2021

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Overview of the work area and position

Maternal and Child Health nurses are supported by the National Framework for Universal Child and Family Health services.

MACH Nurses are guided by the seven standards outlined in the *National Standards of Practice for Maternal Child and Family Health nurses in Australia (2017)*.

Eligibility/Other Requirements

Mandatory:

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

Post graduate qualifications in Child and Family Health or equivalent.

Current driver's licence.

Desirable:

Qualifications and recent experience in Midwifery/Paediatrics or related Primary Health setting.

Family Partnership Model Training (or commitment to complete training)

Circle of security Training

International Board-Certified Lactation Consultant

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Notes: This is a full-time position, but part-time hours may be negotiated.

Contact Officer: Louise Murphy (02) 5124 1701 louise.murphy@act.gov.au

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Palliative Care

Clinical Nurse Consultant (Specialist Palliative Care)

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22543)

Gazetted: 17 December 2020

Closing Date: 4 January 2021

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Overview of the work area and position

The Specialist Palliative Care Service at Canberra Health Services is a consult liaison service operating during business hours and services patients with palliative needs throughout the wider hospital campus. The Clinical Nurse Consultant (CNC) is responsible for the maintenance and upholding standards of nursing care within the Specialist Palliative Care Team, including human and financial management. This involves fostering an environment which actively encourages the development of expert nurses, psychologists and social workers and professional development within the area, supporting a positive workplace culture and environment. Working closely with other disciplines in all wards in Canberra Hospital, the role provides leadership in nursing care and allied health support of patients and their families or carers along with direct care of complex patients. Services include facilitation of access to resources, responding to crisis and leadership in palliative care conversations.

This position is responsible for driving service innovation and growth to expand the scope of palliative services to patients their families or carers and for the development of models of care for enhanced service provision.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

At least five years post graduate experience in working with people with life limiting illnesses.

Post graduate qualification in leadership and demonstrated experience in successfully leading a team.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Contact Officer: Julieanne Siggins 0412 501 716 julianne.siggins@act.gov.au

Division of Allied Health

Senior Director of Allied Health

Health Professional Level 6 \$151,002, Canberra (PN: 45533)

Gazetted: 17 December 2020

Closing Date: 28 December 2020

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

Six community health centres: providing a range of general and specialist health.

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 Allied Health is responsible for the delivery of workforce reforms, and for strengthening and developing Allied Health services through innovative models of care and service delivery across Canberra Health Services (CHS). The Division also provides professional and strategic leadership to Allied Health professions within CHS and collaborates and represents CHS at relevant local and national forums.

Under the broad direction of the Executive Director, Allied Health, it is expected that the Senior Director will play a key role in planning and continuous improvement for the Division. The Senior Director will have responsibility for ensuring divisional management and compliance for operational matters such as human resources management, contract management, financial management, government business, and provide support and advice to the Executive Director and other managers and Senior Executives within CHS. The Senior Director will provide outstanding leadership, strategic approach, communicate professionally and work with flexibility, efficiency, and diplomacy.

Eligibility/Other Requirements

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

Tertiary qualifications in an Allied Health discipline.

Desirable:

Previous experience managing senior allied health within a large health care setting.

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).

Notes: This is a temporary position available for a period of five months with the possibility of extension.

Contact Officer: Jo Morris (02) 5124 0004 jo.morris@act.gov.au

Women, Youth and Children

WCH Operational

Senior Specialist - Clinical Director Paediatrics

Senior Specialist \$222,205, Canberra (PN: 46803)

Gazetted: 23 December 2020

Closing Date: 29 January 2021

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- 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 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 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 to The Canberra Hospital and Health Services/Canberra Health Services for clinical/research matters.

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

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

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

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

Overview of the work area and position

The Clinical Director – Paediatrics and Child Services, reports to the Executive Director – Division of Women, Youth and Children's (WY&C). The role participates actively in the Divisions leadership team. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

The position will be accountable and responsible to the Executive Director – WY&C through an Individual Learning and Development Plan.

The Clinical Director and the Assistant Director of Nursing for each department will work in partnership to ensure high quality outcomes for the people who use the service. In addition, they will work in collaboration with other departments to ensure high quality outcomes for the people who use services across the Division.

In conjunction with the Executive Director – Division of WY&C, the appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the service, and to efficiently manage medical staff recruitment, placement and leave arrangements. The appointee will be expected to represent the Division both internally and externally in a range of strategic and planning forums.

It is expected that approximately 50% of the Clinical Director's time will be focused on their substantive clinical service delivery role and approximately 50% will be allocated to the management duties.

Eligibility/Other Requirements

Mandatory:

Mandatory:

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.

Fellowship of the Royal Australian and New Zealand College of Physicians (RACP) and evidence of satisfactory participation on the RACP continuing professional development program or equivalent specialist qualifications.

Has been employed by a hospital on the maximum pay for a Specialist for a period of at least three years, and has gained such experience and attained such ability in his or her specialty as is deemed by the employer to justify appointment to this classification.

Desirable:

Demonstrated experience in the management of clinical services is highly desirable.

Current drivers' licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This position is a permanent Senior Specialist position. The Clinical Director position is for a three-year tenure.

Salary, Remuneration and Conditions:

Annual Salary: Indicative total package value of \$405,191 inclusive of salary, applicable allowances, 11% super and Managerial Allowance Level 2.

Senior Specialist: \$222,205 - this payrate will be increased to \$244,175 on the proposed ACTPS Medical Practitioners Enterprise Agreement 2017-2021, being approved by the Fair Work Commission.

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 www.health.gov.au/employment

Contact Officer: A/Prof Boon Lim, A/g Executive Director Women, Youth and Children (02) 5124 7389
boon.lim@act.gov.au

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

Allied Health

Speech Pathology – Allied Health Clinical Education Unit

Speech Pathology Clinical Educator

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 31591)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

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

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

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

The Office of the Executive Director of Allied Health is based at Canberra Hospital and comprises two teams including the Allied Health Clinical Education Unit (AHCEU). This position is located in the AHCEU and will report through the Allied Health Clinical Education Coordinator.

The Speech Pathology Clinical Educator position provides clinical education and supervision support for Speech Pathology students and staff and assists with facilitating and promoting interprofessional clinical education activities.

This position is for an experienced clinician who leads with commitment, is able to create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes. Key areas of practice include:

The promotion of positive client outcomes through the provision of high quality evidence-based clinical services and contribution to research.

Providing leadership and making a significant contribution to the training and mentoring of staff and students in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements:

Mandatory:

A bachelor's or graduate entry master's degree in Speech Pathology, eligible for "certified practicing speech pathologist" membership of Speech Pathology Australia.

Current driver's license.

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

Desirable: Certificate IV in Teaching and Training and/or postgraduate qualifications in education.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available for 12 months of maternity leave backfill, and there is the possibility of extension. Both full-time and part-time hours will be considered with part-time hours paid pro-rata of the full-time salary noted above.

Contact Officer: Nicola Wardrop (02) 5124 7211 Nicola.Wardrop@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Service

Alcohol and Drug Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 48711)

Gazetted: 06 January 2021

Closing Date: 21 January 2021

Details: About us

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Overview of the work area and position

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

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

Rehabilitation and 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

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

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

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

Eligibility/Other Requirements

Mandatory:

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

12 months recent nursing experience in an Alcohol and Drug facility, and

Sound understanding of Alcohol and Other Drugs.

Desirable:

Current driver's licence.

Holds or is working towards qualifications either at a certificate or postgraduate level.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing requirements for allied health.

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

Note: This is a part-time permanent position available at 24 hours per week and the full-time salary noted above will be paid pro-rata.

This position may be required to work across multiple sites, participate in overtime, and/or rotation roster.

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

Surgery

Surgical Bookings

Enhanced Recovery After Surgery (ERAS) Coordinator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 46834)

Gazetted: 06 January 2021

Closing Date: 20 January 2021

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Overview of the Work Area and Position

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, and the Orthopaedic Research Unit.

As part of the Division of Surgery, the ERAS Coordinator will form part of the Surgical Bookings team. In this position you will work autonomously and in collaboration with the surgical teams, anaesthetic teams, elective surgery liaison nurses, allied health and pre-admission clinic nursing and ward nursing teams to coordinate and oversee ERAS patients through all stages of the perioperative continuum of care. You will also be responsible for audit/recording key performance indicators and reporting.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to: Undergo a pre-employment National Police check.

Notes: This is a temporary position available for three to six months with the possibility of extension and/or permanency. This position is part-time at (24.00) hours per week and the full-time salary noted above will be pro-rata. This position works weekdays from 0800-1630 (no weekends or shift work). An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Nicole Larkinn (02) 5124 2601 Nicole.Larkin@act.gov.au

Infrastructure and Health Support Services

Modernisation Program

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50255)

Gazetted: 06 January 2021

Closing Date: 28 January 2021

Details: About us

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Overview of the work area and position

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

The Canberra Hospital Expansion Project includes a new Clinical Services Building (CSB) on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, coronary care and support services, such as a central sterilising services department and a helicopter Landing Site. The CSB will be located to the Northern end of the campus, between Hospital Road and Palmer Street, displacing existing aged administration, accommodation and outpatient buildings (Building 5 and 24).

The Canberra Hospital Expansion Program Administrator will report to the Project Director, Campus Modernisation and will work closely with the CSB Project Team and CHS Clinical and Corporate Executive areas. This role will manage all office administration systems, functions and processes associated with the operational commissioning program and governance committees established for the Canberra Hospital Expansion Project. This will include following up stakeholders and project team members on outstanding actions, risk and issue updates to support

the program schedule, prioritisation of the development and clearance of Executive and Ministerial requests and file documentation management.

Eligibility/Other Requirements

Desirable:

Proficient in the use of Microsoft Office including Word, Excel and PowerPoint.

Demonstrated previous experience in a similar role and duties.

Administration experience and expertise including the ability to plan, coordinate and prioritise work within a multi-skilled, fast paced and dynamic team office environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Selection may be by application and referee reports only.

Contact Officer: Vanessa Brady 0404 364 949 vanessa.brady@act.gov.au

People and Culture

Workforce Capability

Administrative Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 23102)

Gazetted: 06 January 2021

Closing Date: 22 January 2021

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Overview of the work area and position

Workforce Capability (WC) is located on the Canberra Hospital Campus and reports to the Executive Branch Manager of People and Culture. WC provides a key coordination role for Learning and Development (L&D) in CHS and provides education and training and eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation. WC manages the systems, reporting and policies for education/training in CHS. This position reports to the Director of WC.

As part of the Administrative team in WC you will support the business functions to manage, monitor and report on education and training through the learning management system and provide essential administrative duties such as processing invoices and support to project officers and educators.

Eligibility/Other Requirements:

Highly Desirable:

A sound understanding of Microsoft Suite in particular, Excel and PowerPoint

Experience working with CHS invoicing systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a part-time position at 29.4 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Kate O'Brien (02) 5124 2437 kate.o'brien@act.gov.au

Finance and Business Intelligence

Supply Services

Health Service Officer Level 5 Driver

Health Service Officer Level 5 \$57,809 - \$60,679, Canberra (PN: 21725)

Gazetted: 06 January 2021

Closing Date: 20 January 2021

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Overview of the Work Area and Position

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement & Supply.

The position reports to the Senior Store Supervisor of Canberra Health Supply Services.

This position is rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

Duties of the position include the requirement to drive vehicles, therefore possession of a class MR/HR/MC driver's licence is required

Desirable: A forklift licence is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Notes: This is a temporary position available immediately for 10 months with the possibility of extension.

Contact Officer: Jacqueline Williams (02) 5124 3109 jacqueline.williams@act.gov.au

Women, Youth and Children

Paediatric Endocrinology and Diabetes

Paediatric Diabetes Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 48590)

Gazetted: 06 January 2021

Closing Date: 20 January 2021

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Overview of the Work Area and Position

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. The Paediatric Endocrinology and Diabetes Service is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

This nursing role provides an opportunity to provide safe and effective nursing care that promotes best practice and to develop specialist skills in clinical assessment and intervention for children and young people with diabetes. The position holder will be responsible clinically and professionally to the Advanced Practice Nurse in the Paediatric Endocrinology and Diabetes Service.

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

Desirable: Tertiary qualifications or equivalent in Paediatric or Child Health Nursing

An interest in working with children and young people with diabetes and other endocrinological conditions.

Prior to commencement successful candidates will be required to:

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 is a temporary part-time position available for 5 months at (24) hours per week with the possibility of increased hours and/or permanency. The full-time salary noted above will be pro-rata.

Contact Officer: Kristine Wright (02) 5124 7495 Kristine.Wright@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services Central Management

Project Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 27444)

Gazetted: 06 January 2021

Closing Date: 20 January 2021

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

Overview of the Work Area and Position

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

The Senior Project Officer will work across the Adult Acute Mental Health Services (AAMHS) in the MHJHADS division and will be responsible for redeveloping the Model of Care and professional governance structures and practices in accordance with relevant policy and legislation. This position will be inclusive of the Emergency Department (ED), the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Mental Health Consultation Liaison (MHCL) Team as well as interfaces with Community Services (Government and Non-Government), referrers (including GPs) and Calvary Public Hospital Bruce. This role will report to the Operational Director of Adult Acute Mental Health Services and work closely with the Clinical Director of Adult Acute Mental Health Services.

Eligibility/Other Requirements:

Highly Desirable:

Tertiary qualifications in health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable.

Experience in project coordination and some knowledge of health service planning processes, issues, and developments in the health sector in Australia.

Clinical and management experience in mental health services.

Experience in the use of project and change management strategies to deliver on objectives.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Katrina Rea (02) 5124 1623 Katrina.M.Rea@act.gov.au

Nursing and Midwifery and Patient Support Services

Infection Prevention and Control Unit and Occupational Medicine Unit

Administrative Support

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 50330)

Gazetted: 06 January 2021

Closing Date: 20 January 2021

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

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

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

The Administrative Service Officer is an integral team member of IPCU and OMU with demonstrated knowledge, excellent communication, and interpersonal skills. The officer provides administrative support to the Infection Prevention and Control Unit and the Occupational Medicine Unit by undertaking the duties listed in the duty statement.

Under broad direction, you will be involved in processing clients through all facets of staff screening, providing administrative support to the nursing team to achieve a culture of working together to create exceptional care for our staff and clients.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Wendy Beckingham (02) 5124 3695 Wendy.Beckingham@act.gov.au

Chief Operating Officer Clinical Services

Women, Youth and Children

Postnatal Ward Registered Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 20469)

Gazetted: 06 January 2021

Closing Date: 20 January 2021

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

Overview of the work area and position:

The Maternity Department at the Centenary Hospital for Women and Children (CHWC) is a tertiary centre (Level 6) for the ACT and southern New South Wales. The maternity services at CHWC provide women-centred evidence-based quality maternity care to approximately 3600 women per year.

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 2 with an interest in providing clinical leadership in the area of postnatal care.

Eligibility/Other Requirements:

Mandatory:

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

Applicants require a minimum five-year midwifery experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Chanel Connor (02) 51247 5338 Chanel.L.Connor@act.gov.au

Clinical Services

Medicine

Cardiology

Cardiac Scientist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 21978, expected vacancy)

Gazetted: 06 January 2021

Closing Date: 27 January 2021

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Overview of the Work Area and Position

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

Under the direction and supervision of the Senior Cardiac Scientist, this HP2 position is involved in the performance of invasive and non-invasive cardiology diagnostic investigations and interventions, quality assurance and improvement activities, and research projects. This involves cardiac rhythm device implantation and testing, cardiac catheterisation laboratory procedures, exercise stress testing, Holter monitoring and ECG. The position will also be involved with the supervision and development of students on clinical placement, new graduate scientists and support staff (i.e. allied health assistants).

Within CHS, the cardiac science profession is part of the Clinical Measurement Science (CMS) disciplines. The other CMS disciplines are clinical neurophysiology, respiratory science and sleep science. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The CMS Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications from an approved University with subjects in Health Science/Human Physiology or Biology.

Desirable:

A current driver's licence.

Eligibility for membership with Professionals in Cardiac Sciences Australia (PiCSA) and Australian Council for Clinical Physiologists (ACCP).

Post-graduate qualifications in cardiac physiology and/or professional credential, for example the International Board of Heart Rhythm Examiners (IBHRE) Allied Professionals Certified Cardiac Device Specialist (CCDS)

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*

Notes: This is a temporary position available for 11 months with the possibility of extension and/or permanency.

Contact Officer: Leah Giles (02) 5124 2692 Leah.Giles@act.gov.au

Canberra Health Services

CHS People & Culture

ORGANISATION DEVELOPMENT

Program Manager, Workforce Culture and Leadership

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50266)

Gazetted: 06 January 2021

Closing Date: 20 January 2021

Details:

Our Vision: creating exceptional health care together

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

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POSITION OVERVIEW

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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

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

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

Under broad direction, the Program Manager will play a key role in driving the implementation of culture change programs, including Speaking Up For Safety, a licensed train-the-trainer program designed to skill staff in a common language to speak up at any time there is a safety concern. You will be required to develop and maintain the implementation and evaluation plans, training schedules and report to Executive and the Steering Group on progress. You will be responsible for liaising with the service provider, coordinating trainers, and scheduling workshop sessions for all staff. You will also be involved in the program management of the Promoting Professional Accountability Program, a framework to respectfully share feedback. This will require a knowledge of human resource practice as internal policy and systems will be impacted.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Position Requirements/Qualifications:

Relevant qualifications or experience working professionally with Human Resources is preferred.

- Experience of Human Resource functions.
- Experience in the use of project management strategies.

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Registration under the ACT Working with Vulnerable People Act 2011
- Undergo a pre-employment National Police Check.

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

1. Proven high level project management skills within a complex work environment including establishing priorities, developing evaluation measures, and delivering outputs within agreed timeframes.
2. Demonstrated high level communication, interpersonal and representational skills with the ability to consult, partner, influence, negotiate and liaise with a range of professional disciplines and stakeholders to achieve outcomes across all healthcare levels.
3. Demonstrated sound knowledge of contemporary HR practice and ability to achieve organisational outcomes and work effectively with others, including external providers.
4. Proven ability to provide high-level advice and strong capability to produce high quality reports and documentation within agreed timeframes.
5. Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

- A pitch of no more than two pages outlining your skills, knowledge and experience and why you should be considered for this role. You should take into consideration the selection criteria under "what you require" when drafting your response.

Where possible include specific relevant examples of your work.

CHS Contact: Flavia D'Ambrosio, Senior Director, Workforce Culture and Leadership

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Assistant Director of Nursing, Secure Adult Mental Health Inpatient Services

Registered Nurse Level 4.2 \$131,034, Canberra (PN: 36084)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

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.

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

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

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

Overview of the work area and position:

Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to

recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including 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 Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

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

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

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

At this level you will provide senior leadership for the clinical and administrative operations of the DMHU and the maintenance of the therapeutic environment. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to people in the DMHU.

Eligibility/Other Requirements:

Mandatory:

Registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum 12 months leadership/management experience.

Desirable:

Relevant post graduate qualifications in mental health or forensic mental health.

Previous management experience within a mental health or drug and alcohol treatment setting.

Holds or is working towards post graduate management qualifications.

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).

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

Contact Officer: Karen Grace (02) 5124 1577 karen.grace@act.gov.au

Medicine

Respiratory and Sleep

Respiratory Scientist

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 37800, expected vacancy)

Gazetted: 24 December 2020

Closing Date: 18 January 2021

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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 Respiratory Physiology Laboratory (RPL) is part of the Department of Respiratory and Sleep Medicine (DRSM) within the Division of Medicine. The RPL is an integral part of a multidisciplinary department providing respiratory physiological measurements to patients at Canberra Hospital. The RPL provides a suite of respiratory assessment, including spirometry, lung volume measurements, gas transfer, bronchial provocation testing, cardiopulmonary exercise testing and other physiological measurements when requested.

Under the direction and supervision of the Senior Respiratory Scientist, the HP2 position is involved in the performance of respiratory physiological measurements, quality assurance and improvement activities, research projects, and supporting students on clinical placement. The position will also be involved with the supervision and development of new graduate scientists. Furthermore, the position will involve assisting in the training and education of other staff across CHS in respiratory physiology measurements.

Within CHS, the respiratory science profession is part of the Clinical Measurement Science (CMS) disciplines. The other CMS disciplines are cardiac science, clinical neurophysiology, and sleep science. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements:

Mandatory: Tertiary qualifications from an approved University with subjects in Health Science/Human Physiology or Biology. Proficient in performing and interpreting routine respiratory physiology measurements to established standards for a minimum of 12 months.

Desirable: Eligibility for memberships of Australian and New Zealand Society of Respiratory Science (ANZSRS) and Australian Council for Clinical Physiologists (ACCP).

Post-graduate qualifications in respiratory physiology and/or professional credential as a Certified Respiratory Function Scientist from the Australian and New Zealand Society of Respiratory Science (ANZSRS).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Contact Officer: Elizabeth Richards (02) 5124 5131 Elizabeth.R.Richards@act.gov.au

Allied Health

Acute Allied Health Services

Speech Pathology

Speech Pathologist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 26061)

Gazetted: 05 January 2021

Closing Date: 20 January 2021

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

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

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

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

Overview of the work area and position:

Acute Allied Health Services Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra hospital and health Services, including patients admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate and adults with head and neck cancer/trauma.

This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload. The position will be actively engaged in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology and wider multidisciplinary teams.

Eligibility/Other Requirements:

Mandatory:

A degree in Speech Pathology from a recognised tertiary institution.

Eligibility for practicing membership of Speech Pathology Australia

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.

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

Notes:

This is a temporary full-time role for a period of 15 months from 1st March 2021 to 27th May 2022.

Job share or part-time hours will be considered if requested by the successful applicant based on operational requirements.

This position may be extended at the same or altered hours with possibility of permanency depending on operational requirements.

Contact Officer: Tim Tooke (02) 5124 2230 Tim.Tooke@act.gov.au

Clinical Services

Medicine

Cardiology

Cardiac Scientist (Cardiac Physiologist)

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 12352)

Gazetted: 06 January 2021

Closing Date: 20 January 2021

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

Overview of the work area and position

An exciting position exists as a Cardiac Scientist (Cardiac Physiologist) in the Cardiology Department of the Canberra Hospital. The Cardiology Department is looking for an enthusiastic and experienced Cardiac Scientist to join a busy and exciting team environment. The successful applicant will have significant experience as a Cardiac Scientist involved in providing evidence-based, patient centred care as a part of the provision of invasive and non-invasive cardiology diagnostic testing. The role will involve participation in an on-call roster, as required.

Within CHS, the cardiac physiology profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Science, Applied Science or equivalent.

Minimum of two years' experience and knowledge of all areas of non-invasive and invasive Cardiology

International Board of Heart Rhythm Examiners (IBHRE) accredited (Device management) or equivalent.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Desirable:

Be eligible for memberships with Professionals in Cardiac Science Australia (PICSA) and accreditation with the Australian Council for Clinical Physiologists (ACCP).

Note:

Must be able to participate in the on-call roster 24-hours, seven days a week with the ability to return to work within 30 minutes of notification.

Contact Officer: Leah Giles (02) 5124 2692 leah.giles@act.gov.au

Women, Youth and Children Community Health Program

Women's Health Service

Advanced Practice Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 32011)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

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

Overview of the Work Area and Position

The ACT Women's Health Service (WHS) provides inter-professional and holistic nursing, medical and counselling services to women in the ACT. Services are provided from both central and outreach locations. The Women's Health Service understands that disadvantage and vulnerability contribute to poor physical and emotional health for many women in our community. For this reason, priority is given to women who experience significant barriers to health service access. These barriers may include, but are not limited to, the impact of violence, abuse or neglect; identifying as being of Aboriginal or Torres Strait Islander origin, social or economic disadvantage, disability, language, culture, or sexuality. The service seeks to provide trauma informed care to women accessing the service.

The person we are seeking will have a commitment to working within an interprofessional environment and an understanding of delivering health services to women using a trauma informed approach and from a feminist perspective. Specifically, under a primary health care model in this role you would be expected to: undertake advanced history including, history of presenting issue and past medical history, assessment of menstrual cycles, sexual and reproductive health, an understanding of mental state examination and the interplay of trauma, a full physical examination, an ability to form an impression, counselling skills and, development of a management plan. The ACT Women's Health Service (WHS) provides inter-professional and holistic nursing, medical and counselling services to women in the ACT. Services are provided from both central and outreach locations. The Women's Health Service understands that disadvantage and vulnerability contribute to poor physical and emotional health for many women in our community. For this reason, priority is given to women who experience significant barriers to health service access. These barriers may include, but are not limited to, the impact of violence, abuse or neglect; identifying as being of Aboriginal or Torres Strait Islander origin, social or economic disadvantage, disability, language, culture, or sexuality. The service seeks to provide trauma informed care to women accessing the service.

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Eligibility/Other Requirements:

Mandatory:

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

Must hold a current driver's licence.

This position is a protected position and is open to women only as *Canberra Health Service, consistent with section 34(2)(i) of the Discrimination Act 1991*, which considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the service.

Desirable:

Post graduate qualification in sexual and reproductive health, mental health, and/or primary health care.

Recent nursing experience working with a vulnerable population.

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).

Undergo credentialing by the Nursing and Midwifery Credentialing and Scope of Clinical Practice Committee.

Note:

This is a permanent part-time position at (16) hours per week and the full-time salary noted above will be pro-rata.

The successful applicant may be required to undertake some work in the evenings.

Contact Officer: Andreea Ardeleanu (02) 5124 1787 Andreea.Ardeleanu@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Social Worker/Occupational Therapist/Psychologist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 38018)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

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

Overview of the work area and position

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS).

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

Under the direction of the Manager of CAMHS Specialist Youth Mental Health Outreach (SYMHO), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional

development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

Eligibility/Other Requirements:

For Occupational Therapy –

Mandatory:

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

Eligibility for professional membership of Occupational Therapy Australia

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

Current driver's licence.

For Psychology –

Mandatory:

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

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

Current driver's licence.

Highly Desirable:

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

For Social Work –

Mandatory:

Degree in Social Work

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

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

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

Current driver's licence.

Highly desirable, for all disciplines:

Previous experience working in mental health sector, post qualification.

Previous experience working with young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Note:

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

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

Clinical Services

Rehabilitation, Aged and Community Services

University of Canberra Hospital

Physiotherapist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 28442, several)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

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

Overview of the work area and position

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

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

Under professional supervision from the Lead Professional for Physiotherapists, Physiotherapists are responsible for the provision of physiotherapy services in individual or group-based sessions, delivering high quality patient centred care and positive patient outcomes.

Two vacancies at Health Professional 3 level have opened an opportunity to join the rehabilitation physiotherapy team. This is a growing team of physiotherapists, exercise physiologists and allied health assistants delivering rehabilitation and aged care services across the acute, sub-acute and community sectors. This is an exceptional team of highly motivated physiotherapists, exercise physiologists and allied health assistants providing evidence based care to patients with neurological disorders, amputees and elderly clients with multiple co-morbidities. This team delivers services at multiple locations including The Canberra Hospital in Garran, patient's homes and the University of Canberra Hospital in Bruce.

Eligibility/Other Requirements:

Mandatory:

Degree in Physiotherapy.

Registered (or eligible for registration) with the Physiotherapy Board of Australia, Australian Health Practitioner Regulation Agency (AHPRA).

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

There are two positions available, one permanent and one temporary for up to two years with a possibility of extension. Successful applicants may be merit listed. This merit list may be used to fill other similar temporary or permanent full time or part time vacancies within the service over the next year.

Physiotherapists will be offered the opportunity to rotate through the variety of Physiotherapy related services within RACS, based at multiple locations.

This position will be required to work flexibly across services/locations and participate in a weekend roster.

An order of merit will be established from this selection process and may be used to fill future temporary or permanent full time or part time identical vacancies over the next 12 months.

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

Clinical Services

Women, Youth & Children

Department of Nursing and Midwifery

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN:03942)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

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

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

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

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

Canberra Health Services (CHS) is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTIQ are particularly encouraged to apply.

Overview of the work area and position:

The Paediatric Service at the Centenary Hospital for Women and Children provides coordinated and integrated health services for children and young people, and their families/carers, for medical, surgical, and mental health care, up to the age of 16 years. The care provided is family centred, safe and effective.

The Paediatric Service is an interdisciplinary service comprising medical, nursing, and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. As a Clinical Development Nurse, together with the team of Clinical Development Nurses (2 FTE) and Clinical Support Nurses, you will support nursing staffs' professional development in paediatrics to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, five days a week (Monday-Friday).

Eligibility/Other requirements:

Mandatory:

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

Desirable:

Certificate IV in Workplace Training and Assessment

Postgraduate qualification in paediatric nursing and/or clinical education

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).

Notes: This is a temporary position available immediately for a period of four months with the possibility of extension. The ability to work morning and evening shifts is required. Part-time hours for this role will be considered.

Contact Officer: Fiona Cameron (02) 5124 7737 fiona.cameron@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Clinical Services Coordinator

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 29753)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

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.

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

Overview of the work area and position:

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team.

The Clinical Services Co-ordinator provides clinical oversight of the Child Health Targeted Support Services, including the Child at Risk Health Unit (CARHU) and the Community Paediatric and Child Health Service (CPCHS), and the Early Parenting Counselling Service (EPCS) in the Allied Health team.

CARHU provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers.

CPCHS provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with complex bio-psychosocial behavioural and emotional presentations.

EPCS offers services to parents and families in the antenatal and postnatal period and/or with children under school age who are experiencing emotional, social and psychological difficulties that may impact on the health and wellbeing of the children and family.

The Clinical Services Coordinator provides clinical oversight and support to these teams who provide counselling and therapeutic interventions to children, young people, and families regarding parenting support, the impact of abuse, domestic violence and developmental trauma, supports the interdisciplinary team to promote positive client outcomes through the provision of high-quality clinical services and participates in education and training.

Eligibility/Other requirements:

Mandatory:

Degree in Social Work or Psychology and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers.

Desirable:

Post graduate qualifications in a relevant field are highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

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

Notes: This is a temporary position available immediately until July 2021.

Contact Officer: Jaime Bingham (02) 5124 2712 Jaime.Bingham@act.gov.au

Clinical Services

Medicine

Cardiology

Cardiac Physiologist (Electrophysiology)

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 38884)

Gazetted: 04 January 2021

Closing Date: 27 January 2021

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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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 Cardiology department is a busy environment which services inpatients and outpatients for numerous cardiac procedures. An exciting opportunity exists for an experienced senior cardiac physiologist specialising in electrophysiology (EPS) to become a part of a busy team. Under broad direction from the senior cardiac physiologist/cardiac sonographer, you will provide a key role in the day to day management of the EPS department. This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical EPS service delivery. The role includes the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the Cardiac physiology group.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications from an approved University with subjects in Health Science/Human Physiology or Biology.

IBHRE (Device management)

Minimum of five years' experience and knowledge of all areas of non-invasive and invasive Cardiology

Must be able to practise independently in catheter laboratory in both electrophysiology and all cardiac rhythm management devices (CRMD)

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

Current driver's licence.

Desirable:

IBHRE (EP)

At least one year experience with the Bard EP system

Be eligible for memberships with Professionals in Cardiac Science Australia (PiCSA) and the Australian Council for Clinical Physiologists (ACCP).

Prior to commencement successful candidates will be required to

Undergo a pre-employment National Police check.

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

The successful candidate must have the capacity to participate in an on-call roster if required.

Contact Officer: Leah Giles (02) 5124 2692 Leah.Giles@act.gov.au

Infrastructure and Health Support Services

Business Support

Food Services

Administrative Service Officer 5

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 42113)

Gazetted: 04 January 2021

Closing Date: 18 January 2021

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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 and 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 Services, north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production, Patient Services – Meal Plating and Rethermalisation / Meal deliveries to patients / Menu monitors,

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

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

External sites, Dhulwa & other Community Centres.

Eligibility/Other Requirements:

Highly Desirable:

Administration recognized qualification

Food Safety for Supervisors Certificate

Relevant IT systems

Desirable:

Minimum 3 years relevant food service administration work experience highly desired

Current Driver's Licence

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

Undergo a pre-employment National Police check.

Contact Officer: Ric Della-Torre (02) 6207 9194 Ric.Della-Torre@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Service

Adult Acute Mental Health Services

Assistant in Nursing

Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 44383, several)

Gazetted: 18 December 2020

Closing Date: 7 January 2021

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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. 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.

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, 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 people's homes. 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

Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a 10 bed High Dependency Unit (HDU) and 30 bed Low Dependence Unit (LDU) for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

At this level the Assistant in Nursing (AIN) is to assist in the delivery of the following direct care activities under the supervision of a Registered nurse:

Assist with on-ward patient groups and activities including assisting with clinical procedures.

Orientation and communication of ward routines for consumers, carers and visitors.

Observe and report on consumer mental status including violent and aggressive behaviour.

Participate in shift handover (includes use of ISBAR).

Encouraging the maintenance of consumer's hygiene and grooming including assisting with laundry requirements.

Reporting of observed self-harm/suicide risk behaviours.

Use of de-escalation strategies to minimise violence and aggression.

Escorting consumers on TCH campus at Registered Nurse discretion; off-campus escorts with Registered Nurse.

Document all patient responses to direct care/assistance given, include in progress notes and clinical records in accordance with the plan of care and organisational protocols/policy/procedures.

Maintain the appearance and function of equipment such as lifting and mobilising aids, pressure reducing mattresses and other clinical devices used in nursing interventions.

Promote and maintain a clean, comfortable and safe environment for patients, staff and visitors.

Eligibility/Other Requirements:

Desirable:

Certificate III in Health Services Assistance or recognised equivalent.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: These are temporary position's available for a period of two months with the possibility of extension and/or permanency.

Contact Officer: Monique Fielder (02) 6174 5452 monique.t.fielder@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Service

Alcohol and Drug Services, Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 28464)

Gazetted: 04 January 2021

Closing Date: 18 January 2021

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

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

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

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

Overview of the Work Area and Position

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

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

Rehabilitation and 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

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

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

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

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). 12 months recent nursing experience in an Alcohol and Drug facility, and Sound understanding of Alcohol and Other Drugs.

Desirable:

Holds or is working towards qualifications either at a certificate or postgraduate level.

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).

Current driver's licence.

Note:

This is a temporary position available for six months. This position(s) may be required to work across multiple sites, participate in overtime, and/or rotation roster.

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

Medicine

Infectious Diseases

Sexual Health Registered Nurse, Canberra Sexual Health Centre

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17072, several)

Gazetted: 04 January 2021

Closing Date: 18 January 2021

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

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

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

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

Overview of the work area and position

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

Canberra Sexual Health Centre (CSHC) is based at The Canberra Hospital. We provide clinic-based care for sexual health and HIV patients as well as an innovative outreach programs in non-clinical settings. We have a strong philosophy of teamwork, evidence-based practice and continuing professional development.

Under the general direction of the Clinical Nurse Consultant, the Registered Nurse within the CSHC is responsible for the provision of assessment, screening, information, education and referral of patients attending the centre, and those accessing services in outreach settings. This involves care to patients through daily clinics and collaboratively working in a busy multidisciplinary team.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence.

Desirable: Two years recent clinical experience in the speciality or other relevant area.

Holds or working towards a Sexual and Reproductive Health Nursing Certificate or equivalent.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note: There are several temporary positions available of varying duration with the possibility of extension and/or permanency, both are available at full-time and part time hours with part-time hours being paid pro-rata of the full-time salary noted above. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Cat Brown (02) 5124 3758 Catherine.G.Brown@act.gov.au

Finance and Business Intelligence

Revenue Data

Revenue Data team leader

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50299)

Gazetted: 04 January 2021

Closing Date: 18 January 2021

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

Overview of the work area and position:

The Patient Accounts Revenue Data Team is responsible for accurate and timely revenue collection and related reporting.

The Team Leader reports directly to the Senior Manager and is responsible for managing a small team.

Eligibility/other requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Ian Turnbull (02) 5124 9705 Ian.Turnbull@act.gov.au

Finance and Business Intelligence

Health Information Services

Clinical Coder

Clinical Coder Level 1 \$86,114 - \$119,482, Canberra (PN: 28669)

Gazetted: 18 December 2020

Closing Date: 11 January 2021

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

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Overview of the work area and position

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and Health Information Services.

Health Information Services provides a range of functions including scanning and health record management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care follow-up, research, quality improvement, education and hospital management purposes.

Clinical coding is an essential function for Canberra Health Service to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements.

Under general direction you will be responsible for the timely and accurate coding of inpatient records. This will involve abstracting relevant information on-line from scanned clinical records and other associated clinical information systems and assigning complete and accurate codes in accordance with established coding procedures and standards. You will play a key role in determining appropriate DRG allocation, optimising coding throughput, ensuring targets and key performance indicators are met and participating in routine coding quality improvement activities.

Part-time and full-time positions are available with the possibility of working on-site at Canberra Hospital or coding remotely e.g. working from home.

Applicants may be required to complete a coding test to assess coding competency as a component of the recruitment process. Selection may be based on written application and referee reports only.

Eligibility/Other Requirements

Mandatory:

You must be an Australian Citizen or Permanent Resident to apply.

Completion of an approved HIMAA clinical coding certificate course or equivalent.

Desirable:

A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of casemix in an acute tertiary hospital, with ability to accurately code an average of 3 – 4 records per hour.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a full-time position working on-site at Canberra Hospital. Applicants may be required to complete a coding examination to assess coding competency as a component of the recruitment process. Selection may be based on written application and referee reports only.

Contact Officer: Dianne Ramadan (02) 5124 3242 dianne.s.ramadan@act.gov.au

Clinical Services

Medicine

Gastroenterology and Hepatology Unit

Registered Nurse Gastroenterology and Hepatology Unit

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 26796)

Gazetted: 06 January 2021

Closing Date: 20 January 2021

Details: Our Vision: Creating exceptional health care together.

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

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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 Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients:

gastroscopy

colonoscopy

bronchoscopy

endoscopic ultrasound

ano-rectal manometry services

The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

The Registered Nurse role reports to the Gastroenterology and Hepatology Clinical Nurse Consultant and is responsible for facilitating, contributing and supporting the delivery of best practice nursing care to patients of the GEHU.

Eligibility/Other Requirements:

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

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).

Contact Officer: Don Velasco (02) 5124 3488 don.velasco@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

Education and Training Services

Library and Learning Services

Library Officer - Casual

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: C06518)

Gazetted: 17 December 2020

Closing Date: 19 January 2021

Details: Canberra Institute of Technology, Library and Learning Services is looking for casual Library Officers.

The successful applicants will:

Provide library services and administrative support in one or more of the following areas: Assist students and teachers in the access and use of library and ICT resources, Flexible Learning, Testing Services and eLearn support. Liaise and communicate effectively with staff at all levels, students and members of the public, with a developing ability to negotiate and problem solve.

Maintain accurate records and use new technologies in the delivery of library services including library management systems and an ability to interrogate systems.

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: These are casual positions 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. Successful applicants will need to be available to work shifts.

How to Apply: Interested applicants should submit a one page application stating your experience, qualifications and knowledge against the duties and skills of the position along with a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Stalker-Booth (02) 6207 3375 Claire.Stalker-Booth@cit.edu.au

Education and Training Services

Student Services

Client Services

Assistant Client Service Coordinator

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 16465)

Gazetted: 17 December 2020

Closing Date: 24 December 2020

Details: Applications are invited to fill the Assistant Client Service Coordinator role in a dynamic team with the CIT Student Services Client Relations team. Under the supervision of the Client Service Coordinator, the Assistant Client Service Coordinator manages the day-to-day operations of CIT Student Services Shopfront. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter.

With a number of teaching areas located on each CIT campus, the suitable candidate will be skilled in building and maintaining positive working relationships with a range of CIT staff. The position requires supervision of staff activities including monitoring counter duties and transactions, staff rostering and ensuring a safe environment for all staff and students. Other duties include monitoring and recommending improvements to current procedures, policies and service delivery.

Eligibility/Other Requirements: Sound knowledge of the student administration system admissions and enrolments and accounts receivable and receipting functions are highly desirable.

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

How to Apply: Please provide a response to Selection Criteria and a current curriculum vitae. Applicants should be prepared to offer three referee reports to the Selection Committee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amelia Scicluna (02) 6207 3451 Amelia.Scicluna@cit.edu.au

Department of Wellbeing

Allied Health Teacher (specialising in Occupational Therapy)

Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 51727)

Gazetted: 23 December 2020

Closing Date: 24 January 2021

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

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

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

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

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

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

Flexible and part time work options available to help maintain work/life and work/family balance.

Free parking.

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

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing: 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 Registered Training Organisations (*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.

NOTE: *If you don't hold a Certificate IV in Training and Assessment, or one of the skill sets mentioned above (Presenting Skill Set, Mentoring Skill Set or Assessor Skill Set) please contact the contact officer to discuss your potential application further. In many cases, it may still be possible to apply, and if you win the position there can be the option to complete one of the relevant skill sets through CIT before commencing in the position.*

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

A current registration under the Australian Health Practitioner Regulation Agency (AHPRA) as an Occupational Therapist is required for this position.

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

Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021: All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Burgess (02) 6207 3879 Richard.Burgess@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

Whole of Government Communications and Engagement

Communications and Engagement

Assistant Director Graphic Design

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: TMP16)

Gazetted: 22 December 2020

Closing Date: 3 January 2021

About us

The Australian Capital Territory Public Service (ACTPS) is committed to building an agile, responsive and innovative public service that continues to enhance its capability to deliver the ACT Government's priorities and provide effective services to the ACT community. The ACTPS workforce delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

The role of Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

What you will do

This position is responsible for the delivery of the graphic design of a range of materials. Leading a small team of talented graphic designers, the role will oversee the interpretation of creative briefs and provide professional guidance to deliver high-quality graphic design services.

What we require

A key requirement of the role will be to develop or inspire your team to develop creative and meaningful designs, through innovative ideas, approaches and insights. You will need to draw on your expert skills in developing and delivering original design solutions and user-centric content for contemporary digital channels.

You will need to be adaptable to changing circumstances and demands and be able to successfully manage multiple priorities in a dynamic, complex and diverse environment.

Note

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-19 Public Information Coordination Centre (PICC). The 12 month temporary position will commence on 1 March 2021, with the possibility of extension or permanency.

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic, to deliver timely and accurate public information about COVID-19 to the Canberra community.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

An attraction and retention allowance may be available to the right applicant.

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length from 1 month to 12 months and may have the possibility of extension or permanency.

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.

Contact Officer: For further information please contact WholeofGovComms_Admin@act.gov.au

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position. *Applications should be submitted online via the Apply Now button below.*

Contact Officer: WholeofGovComms_Admin@act.gov.au

Whole of Government Communications and Engagement

Communications and Engagement

Senior Director Strategic Communications

Senior Officer Grade A \$148,991, Canberra (PN: TMP02)

Gazetted: 19 December 2020

Closing Date: 3 January 2021

WHO WE ARE

Canberra is one of Australia's best-kept secrets. Much more than just Australia's capital – we are a young city with big plans.

The ACT Public Service offers the best of both worlds. Opportunity to work in a progressive, local team, supported by the flexibility, salary and security of working in Government.

JOIN OUR TEAM

Our Communications and Engagement team allows you to:

Be part of the action. We are a fast-paced, passionate, creative team who love working in the coolest little capital in Australia.

Join the conversation. Sharing is caring. We need people who love communicating on every level.

Make a difference. We are open to new ideas, new technology and breaking through the norm.

Be challenged. Every day is different. Flexibility is a given. Multi-tasking is our middle name.

Get creative. Campaigns, content, design, digital, media, creative. We have it all.

Keep local. We are in the know and share great, local stories from all over Canberra. You really can make a difference.

Bring your journey. We welcome people from all walks of life with different ideas, experiences and backgrounds.

Get involved. Learning opportunities, social activities and mentoring are just the beginning.

What you will do

This position is responsible for leading a multidisciplinary team and delivering strategic communications to provide timely and accurate information ensuring high community awareness, positive community engagement and reputation management. You will advise and collaborate with key senior stakeholders as well as conceptualise, develop and implement high quality, complex and integrated communication and engagement strategies.

What we require

A key requirement of the role will be to plan and think strategically and use your comprehensive knowledge of contemporary communications and engagement practices to lead your team to effectively deliver. Well-developed

persuasive and negotiation skills, as well as exceptional written and verbal communication ability will enable you to succeed.

You will be required to quickly develop productive working partnerships with senior internal and external stakeholders to achieve results. Your ability to be flexible and resilient in a complex, fast-paced and dynamic work environment will empower you to excel in this position.

COVID-19 Public Information Coordination Centre

As the ACT Government continues to respond to the COVID-19 pandemic, the need to provide timely and accurate public information is essential to ensure that all Canberrans are aware of their own responsibilities and the actions the Government is taking to support their health, wellbeing and the cities preparedness.

An exciting and important opportunity exists to join a dynamic and creative team where you will gain firsthand valuable experience in emergency communications and campaigns in the COVID-19 Public Information Coordination Centre (COVID-19 PICC).

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic to lead the communication efforts relating to COVID-19, including (but not limited to) preparing for future easing of restrictions and repatriation flights as well as ongoing planning and preparation for any emerging issues. The PICC team also delivers whole of government communications, campaign and engagement activities on the public health directions, and the ACT Governments preparedness and response to the COVID-19 pandemic.

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-PICC. The 6 to 12-month temporary position will commence as soon as possible, with the possibility of extension or permanency.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

Note

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length up to 12 months and may have the possibility of extension or permanency.

This position is one of a variety of positions currently available in the Communications and Engagement space.

[Click here to view related positions.](#)

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

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position. Applications should be submitted online via the Apply Now button below.

Finance and Budget Group

Financial Reporting and Frameworks

Assistant Director – Accounting Policy

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 10932)

Gazetted: 21 December 2020

Closing Date: 11 January 2021

Details: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government?

Do you want to help develop and manage accounting policy in the ACT Government, developing accounting related policy advice for Government or work with a range of statutory related financial reporting issues?

The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for an Assistant Director – Accounting Policy who is an experienced Accountant with expertise in the provision of policy and technical advice in relation to accounting standards and financial management frameworks to join the team.

The position provides a great opportunity to see the inside workings of ACT Treasury, and to contribute to delivering the Government's key policy priorities including planning and oversight of financial management and frameworks in the ACT.

The successful applicant will be required to give strategic and robust advice, and will have the ability to exercise initiative, have excellent communication skills, use sound judgement and be flexible in handling complex policy, financial, and administrative issues. The successful applicant will have well developed accounting, policy and analytical skills, and the demonstrated capacity to work effectively in a team environment, plan work, balance competing priorities and meet deadlines.

Well-developed written and oral communication skills, including liaison and negotiation skills are also required. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in relevant areas such as Accounting, Economics, Commerce or Finance are highly regarded. CPA/CA membership would be highly desirable.

Note: A merit pool will be established from the selection process and may be used to fill similar vacancies over the next twelve months on a temporary or permanent basis.

How to Apply: Please provide a curriculum vitae, responses to the Selection Criteria demonstrating why you are the right person for one of these roles and details of two current referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Margaret Barnes (02) 6207 5653 margaret.barnes@act.gov.au

Whole of Government Communications and Engagement

Graphic Designer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: TMP27)

Gazetted: 19 December 2020

Closing Date: 21 December 2020

Details: About us

The Australian Capital Territory Public Service (ACTPS) is committed to building an agile, responsive and innovative public service that continues to enhance its capability to deliver the ACT Government's priorities and provide effective services to the ACT community. The ACTPS workforce delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

The role of Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

What you will do

This position provides graphic design and administrative support for the development and delivery of communications materials. You will create concepts and layout materials for electronic and hard copy use, to support communication strategies and campaigns, specifically for multiple communication channels.

What we require

A key requirement of the role will be to develop creative and meaningful designs, through innovative ideas, approaches and insights. You will need to draw on your expert skills in developing and delivering original design solutions and user-centric content for contemporary digital channels.

You will need graphic design skills and experience in the use of industry standard software such as Adobe Creative Cloud, including InDesign, Photoshop, Illustrator and Adobe Acrobat.

Note

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-19 Public Information Coordination Centre (PICC). The 12 month temporary position will commence on 1 March 2021, with the possibility of extension or permanency.

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT

Government under the emergency management framework and structure for the pandemic, to deliver timely and accurate public information about COVID-19 to the Canberra community.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

An attraction and retention allowance may be available to the right applicant.

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length from 1 month to 12 months and may have the possibility of extension or permanency.

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.

Contact Officer: For further information please contact WholeofGovComms_Admin@act.gov.au.

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position. *Applications should be submitted online via the Apply Now button below.*

Contact Officer: WholeofGovComms_Admin@act.gov.au

Whole of Government Communications and Engagement Communications and Engagement

Campaign Officer

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: TMP25)

Gazetted: 19 December 2020

Closing Date: 3 January 2021

About us

The Australian Capital Territory Public Service (ACTPS) is committed to building an agile, responsive and innovative public service that continues to enhance its capability to deliver the ACT Government's priorities and provide effective services to the ACT community. The ACTPS workforce delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

The role of Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

What you will do

This position provides administrative support for the development and delivery of communications campaigns. You will assist with the production, coordination and implementation of campaigns and programs that include a mix of advertising, public relations, creative development, digital and content marketing activities.

What we require

To succeed in this position, you will need to draw on your advanced administration skills, including the ability to monitor timelines and costs, and to coordinate, implement and monitor marketing campaigns and programs. Your planning and organisational skills and strong attention to detail and accuracy will ensure that you perform well in this role.

Note: A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-19 Public Information Coordination Centre (PICC). The 12 month temporary position will commence on 1 March 2021, with the possibility of extension or permanency.

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT

Government under the emergency management framework and structure for the pandemic, to deliver timely and accurate public information about COVID-19 to the Canberra community.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

An attraction and retention allowance may be available to the right applicant.

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length from 1 month to 12 months and may have the possibility of extension or permanency.

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.

Contact Officer: For further information please contact WholeofGovComms_Admin@act.gov.au.

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position. *Applications should be submitted online via the Apply Now button below.*

Contact Officer: WholeofGovComms_Admin@act.gov.au

Whole of Government Communications and Engagement Communications and Engagement

Executive Assistant

Administrative Services Officer Class 5 \$80,323 - \$85,020, Canberra (PN: TMP24)

Gazetted: 19 December 2020

Closing Date: 3 January 2021

About us

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The role of Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

What you will do

This position is responsible for providing administrative support services to the executive and the business unit. Manage the day to day operations of the office, acting as a first point of contact for enquiries and provide high level and efficient secretarial support.

What we require

A key requirement of the role will be advanced skills in the effective office management for an executive. Your high level of competence in MS Word, MS Excel, MS PowerPoint and Outlook will ensure you are well equipped to excel in the position.

Your ability to handle sensitive material with confidentiality and your exceptional planning and organising skills will help you to thrive in this role.

Note

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-19 Public Information Coordination Centre (PICC). The 12 month temporary position will commence on 1 March 2021, with the possibility of extension or permanency.

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic, to deliver timely and accurate public information about COVID-19 to the Canberra community.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

An attraction and retention allowance may be available to the right applicant.

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length from 1 month to 12 months and may have the possibility of extension or permanency.

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.

Contact Officer: For further information please contact WholeofGovComms_Admin@act.gov.au

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position. *Applications should be submitted online via the Apply Now button below.*

Whole of Government Communications and Engagement

Communications and Engagement

Senior Officer, Graphic Designer

AND Senior Officer, Multimedia

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: TMP23_TMP26)

Gazetted: 19 December 2020

Closing Date: 3 January 2021

About us

The Australian Capital Territory Public Service (ACTPS) is committed to building an agile, responsive and innovative public service that continues to enhance its capability to deliver the ACT Government's priorities and provide effective services to the ACT community. The ACTPS workforce delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

The role of Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

What you will do

These positions are responsible for the production of creative and innovative design products to support communication strategies and campaigns, specifically for multiple communication channels. You will liaise with suppliers and staff at all levels about the production of work, including obtaining quotes, facilitating clearance and finalising design and delivery.

What we require

A key requirement of the roles will be to develop creative and meaningful designs, through innovative ideas, approaches and insights. You will need to draw on your expert skills in developing and delivering original design solutions and user-centric content for contemporary digital channels.

You will need to be adaptable to changing circumstances and demands and be able to successfully manage multiple priorities in a dynamic, complex and diverse environment.

Note: A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-19 PICC. The 12 month temporary position will commence on 1 March 2021, with the possibility of extension or permanency.

There are two positions available, they are:

(1) Senior Officer Multimedia

(2) Senior Officer Graphic Designer

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic, to deliver timely and accurate public information about COVID-19 to the Canberra community.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

An attraction and retention allowance may be available to the right applicant.

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length from 1 month to 12 months and may have the possibility of extension or permanency.

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.

Contact Officer: For further information please contact WholeofGovComms_Admin@act.gov.au

How to Apply

Please attach the following to your application:

1. Your Resume

2. Names and contact details of two professional referees

3. A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position. Please indicate in your written application which of the above-mentioned positions you would like to be considered for.

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

Contact Officer: WholeofGovComms_Admin@act.gov.au

Whole of Government Communications and Engagement

Communications and Engagement

Senior Officer, Content (Website) and Senior Officer, Content (Campaign)

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: TMP21 TMP22)

Gazetted: 19 December 2020

Closing Date: 3 January 2021

About us

The Australian Capital Territory Public Service (ACTPS) is committed to building an agile, responsive and innovative public service that continues to enhance its capability to deliver the ACT Government's priorities and provide effective services to the ACT community. The ACTPS workforce delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

The role of Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

What you will do

These positions either provide technical support and advice to update and optimise information architecture and content on relevant websites or research and create accurate and relevant content to support communications campaigns.

What we require

A key requirement for both roles will be to develop relevant and meaningful content, through innovative ideas, approaches, insights or designs. You will need to utilise your exceptional creativity and written and verbal communication ability to effectively understand and engage various stakeholders and audiences. You will need to be adaptable to changing circumstances and demands and be able to successfully manage multiple priorities in a dynamic, complex and diverse environment.

Note

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-19 PICC. The 12 month temporary position will commence on 1 March 2021, with the possibility of extension or permanency.

There are two positions available, they are:

- (1) Senior Officer, Content (Website)
- (2) Senior Officer, Content (Campaign)

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic, to deliver timely and accurate public information about COVID-19 to the Canberra community.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

An attraction and retention allowance may be available to the right applicant.

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length from 1 month to 12 months and may have the possibility of extension or permanency.

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.

Contact Officer: For further information please contact WholeofGovComms_Admin@act.gov.au

How to Apply: Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position. Please indicate in your written application which of the above-mentioned positions you would like to be considered for.

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

Contact Officer: WholeofGovComms_Admin@act.gov.au

Shared Services ICT

Service Assurance

Senior ICT Purchasing Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 05159)

Gazetted: 22 December 2020

Closing Date: 11 January 2021

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

Shared Services ICT [SSICT] provides a comprehensive range of ICT and allied services to all ACT Government Directorates, ACT Government schools, and the Canberra Institute of Technology. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services.

Service Assurance is looking for a Senior ICT purchasing Officer who will administer the purchasing of ICT goods and services, manage the quotes via DTA portal including writing of the procurement documents and assist to manage the billback invoices on behalf of the ACT Government.

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:

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

Note: This is a temporary position available immediately for three months with possibility of extension or permanency. 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 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 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.

Applicants must submit a current curriculum vitae including details of work history (roles, timing, responsibilities, and achievements), professional memberships and qualifications, listing two referees and their contact details.

Applications should be submitted via the Apply Now button.

Contact Officer: Mushfique Saleheen (02) 6205 3547 mushfique.saleheen@act.gov.au

Whole of Government Communications and Engagement

Senior Officer Business Services

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: TMP18)

Gazetted: 19 December 2020

Closing Date: 3 January 2021

About us

The Australian Capital Territory Public Service (ACTPS) is committed to building an agile, responsive and innovative public service that continues to enhance its capability to deliver the ACT Government's priorities and provide effective services to the ACT community. The ACTPS workforce delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

The role of Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

What you will do

This position will support the Assistant Director with providing administrative services to the business unit, which operates in the Communications and Engagement space. It includes providing human resources advice and the administration of the finance and business requirements.

What we require

A key requirement of the role will be to call on your exceptional organisational skills, including the ability to effectively manage multiple tasks, and determine priorities. You will need to draw on your skills in the administration and delivery of business services, with a Human Resources and/or Finance or Accounting background.

Your ability to handle sensitive material with confidentiality will be called upon for you to thrive in this role.

Note

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-19 Public Information Coordination Centre (PICC). The 12 month temporary position will commence on 1 March 2021, with the possibility of extension or permanency.

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic, to deliver timely and accurate public information about COVID-19 to the Canberra community.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

An attraction and retention allowance may be available to the right applicant.

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length from 1 month to 12 months and may have the possibility of extension or permanency.

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.

Contact Officer: For further information please contact WholeofGovComms_Admin@act.gov.au

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

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

Contact Officer: WholeofGovComms_Admin@act.gov.au

Corporate

People and Capability

Organisational Development

Human Resources Advisor

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 36257)

Gazetted: 22 December 2020

Closing Date: 11 January 2021

Details: Are you looking for a new challenge in 2021? The People and Capability Team within Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Corporate are looking for an enthusiastic, fast-learning team-player to join our team on a temporary basis.

For twelve months you will have the opportunity to grow your knowledge of human resources while contributing to a range of projects, particularly in our learning and development area. You will bring strong administration and coordination skills, a commitment to customer service and a willingness to use a range of technology platforms to interact with staff in flexible environment. See the position description for further information.

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

How to Apply: Applicants are asked to submit a personal pitch of no more than two pages explaining why you would be suitable for this position, along with a curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jill Reay-Smith (02) 6207 6156 Jill.Reay-Smith@act.gov.au

Whole of Government Communications and Engagement

Communications and Engagement

Assistant Director, Content (Website) and

Assistant Director, Content (Social) and Assistant Director Campaign

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: TMP14 TMP15 TMP17)

Gazetted: 22 December 2020

Closing Date: 3 January 2021

About us

The Australian Capital Territory Public Service (ACTPS) is committed to building an agile, responsive and innovative public service that continues to enhance its capability to deliver the ACT Government's priorities and provide effective services to the ACT community. The ACTPS workforce delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

The role of Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

What you will do

These positions are responsible for managing either communications campaigns and/or the day-to-day delivery of content for digital channels, including the content for various websites and/or social media channels. Potentially leading a small team of talented content developers or campaign officers, each role will oversee the delivery of innovative communications campaign, website or social media content.

What we require

A key requirement of each role will be to develop or inspire your team to develop creative and meaningful content, through innovative ideas, approaches, insights or designs. You will need to draw on your comprehensive knowledge of contemporary communications and engagement practices and utilise your exceptional written and verbal communication ability to effectively engage various stakeholders and audiences.

You will need to be adaptable to changing circumstances and demands and be able to successfully manage multiple priorities in a dynamic, complex and diverse environment.

Note: Suitable candidates from this recruitment process will be made an offer for an expected temporary position in the COVID-19 PICC. The 12 month temporary position will commence on 1 March 2021, with the possibility of extension or permanency.

There are three positions available, they are:

- (1) Assistant Director, Content (Website),
- (2) Assistant Director, Content (Social), and
- (3) Assistant Director, Campaign.

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic, to deliver timely and accurate public information about COVID-19 to the Canberra community.

The positions are based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

An attraction and retention allowance may be available to the right applicant.

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length from 1 month to 12 months, and may have the possibility of extension or permanency.

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.

Contact Officer: For further information please contact WholeofGovComms_Admin@act.gov.au

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position. Please indicate which of the three above-mentioned positions you would like to be considered for.

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

Contact Officer: WholeofGovComms_Admin@act.gov.au

Whole of Government Communications and Engagement

Communications and Engagement

Assistant Director Research and Insights

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: TMP13)

Gazetted: 22 December 2020

Closing Date: 3 January 2021

About us

The Australian Capital Territory Public Service (ACTPS) is committed to building an agile, responsive and innovative public service that continues to enhance its capability to deliver the ACT Government's priorities and provide effective services to the ACT community. The ACTPS workforce delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

What you will do

This position is responsible for research and evaluation initiatives and insights to inform broader communications and engagement plans. It includes designing, developing and implementing research activities and reporting these findings to senior stakeholders.

What we require

A key requirement of the role will be to remain curious and to ask critical questions to explore concepts and make connections between relevant data. Initiating creative and innovative ideas, approaches, insights or designs will lead to success in this position.

Your ability to successfully manage multiple projects and priorities, and your persuasive and negotiation skills will be called upon for you to thrive in this role.

Note

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-19 Public Information Coordination Centre (PICC). The 12 month temporary position will commence on 1 March 2021, with the possibility of extension or permanency.

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic, to deliver timely and accurate public information about COVID-19 to the Canberra community.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

An attraction and retention allowance may be available to the right applicant.

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length from 1 month to 12 months, and may have the possibility of extension or permanency.

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.

Contact Officer: For further information please contact WholeofGovComms_Admin@act.gov.au

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position. *Applications should be submitted online via the Apply Now button below.*

**Whole of Government Communications and Engagement
Communications and Engagement
Assistant Director Communications
Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: TMP12)**

Gazetted: 19 December 2020

Closing Date: 3 January 2021

JOIN OUR TEAM

Our Communications and Engagement team allows you to:

Be part of the action. We are a fast-paced, passionate, creative team who love working in the coolest little capital in Australia.

Join the conversation. Sharing is caring. We need people who love communicating on every level.

Make a difference. We're open to new ideas, new technology and breaking through the norm.

Be challenged. Every day is different. Flexibility is a given. Multi-tasking is our middle name.

Get creative. Campaigns, content, design, digital, media, creative. We have it all.

Keep local. We are in the know and share great, local stories from all over Canberra. You really can make a difference.

Bring your journey. We welcome people from all walks of life with different ideas, experiences and backgrounds.

Get involved. Learning opportunities, social activities and mentoring are just the beginning.

What you will do

This position is responsible for developing, delivering and evaluating best practice communications strategies and campaigns to provide timely and accurate information ensuring high community awareness, positive community engagement and reputation management.

What we require

A key requirement of the role will be to use your comprehensive knowledge of contemporary communications and engagement practices to deliver business outcomes. Well-developed persuasive and negotiation skills, as well as exceptional written and verbal communication ability will enable you to succeed.

Your ability to establish and maintain effective relationships and remain flexible and resilient in a complex, fast-paced and dynamic work environment will empower you to excel in this position.

COVID-19 Public Information Coordination Centre

As the ACT Government continues to respond to the COVID-19 pandemic, the need to provide timely and accurate public information is essential to ensure that all Canberrans are aware of their own responsibilities and the actions the Government is taking to support their health, wellbeing and the city's preparedness.

An exciting and important opportunity exists to join a dynamic and creative team where you will gain firsthand valuable experience in emergency communications and campaigns in the COVID-19 Public Information Coordination Centre (COVID-19 PICC).

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic to lead the communication efforts relating to COVID-19, including (but not limited to) preparing for future easing of restrictions and repatriation flights as well as ongoing planning and preparation for any emerging issues. The PICC team also delivers whole of government communications, campaign and engagement activities on the public health directions, and the ACT Government's preparedness and response to the COVID-19 pandemic.

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-PICC. The 6 to 12-month temporary position will commence as soon as possible, with the possibility of extension or permanency.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

Note: The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length up to 12 months, and may have the possibility of extension or permanency.

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How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

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

Contact Officer: WholeofGovComms_Admin@act.gov.au

Whole of Government Communications and Engagement

Communications and Engagement

Assistant Director Business Services

Senior Officer Grade C \$108,926 - \$117,249, Canberra (PN: TMP09)

Gazetted: 19 December 2020

Closing Date: 3 January 2021

WHO WE ARE

Canberra is one of Australia's best-kept secrets. Much more than just Australia's capital – we are a young city with big plans.

The ACT Public Service offers the best of both worlds – an opportunity to work in a progressive, local team, supported by the flexibility, salary and security of working in Government.

JOIN OUR TEAM

Our Communications and Engagement team allows you to:

Be part of the action. We are a fast-paced, passionate, creative team who love working in the coolest little capital in Australia.

Join the conversation. Sharing is caring. We need people who love communicating on every level.

Make a difference. We're open to new ideas, new technology and breaking through the norm.

Be challenged. Every day is different. Flexibility is a given. Multi-tasking is our middle name.

Get creative. Campaigns, content, design, digital, media, creative. We have it all.

Keep local. We are in the know and share great, local stories from all over Canberra. You really can make a difference.

Bring your journey. We welcome people from all walks of life with different ideas, experiences and backgrounds.

Get involved. Learning opportunities, social activities and mentoring are just the beginning.

What you will do

This position is responsible for providing strategic business support services to the business unit, which operates in the Communications and Engagement space. It includes providing high level human resources advice and the management of the finance and business requirements.

What we require

A key requirement of the role will be to appropriately handle sensitive material with confidentiality, showing sound judgement and integrity. You will need to draw on your comprehensive knowledge and advanced skills in the management and delivery of business services, with a Human Resources and/or Finance or Accounting background.

Your ability to organise and successfully manage multiple priorities and demands, and your persuasive and negotiation skills will be called upon for you to thrive in this role.

COVID-19 Public Information Coordination Centre

As the ACT Government continues to respond to the COVID-19 pandemic, the need to provide timely and accurate public information is essential to ensure that all Canberrans are aware of their own responsibilities and the actions the Government is taking to support their health, wellbeing and the city's preparedness.

An exciting and important opportunity exists to join a dynamic and creative team where you will gain firsthand valuable experience in emergency communications and campaigns in the COVID-19 Public Information Coordination Centre (COVID-19 PICC).

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic to lead the communication efforts relating to COVID-19, including (but not limited to) preparing for future easing of restrictions and repatriation flights as well as ongoing planning and preparation for any emerging issues. The PICC team also delivers whole of government communications, campaign and engagement activities on the public health directions, and the ACT Government's preparedness and response to the COVID-19 pandemic.

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-PICC. The 6 to 12-month temporary position will commence as soon as possible, with the possibility of extension or permanency.

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Note: The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length up to 12 months, and may have the possibility of extension or permanency.

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

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

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

Contact Officer: WholeofGovComms_Admin@act.gov.au

Whole of Government Communications and Engagement

Communications and Engagement

Director Content, Social and Web

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: TMP08)

Gazetted: 19 December 2020

Closing Date: 3 January 2021

WHO WE ARE

Canberra is one of Australia's best-kept secrets. Much more than just Australia's capital – we are a young city with big plans.

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Make a difference. We're open to new ideas, new technology and breaking through the norm.

Be challenged. Every day is different. Flexibility is a given. Multi-tasking is our middle name.

Get creative. Campaigns, content, design, digital, media, creative. We have it all.

Keep local. We are in the know and share great, local stories from all over Canberra. You really can make a difference.

Bring your journey. We welcome people from all walks of life with different ideas, experiences and backgrounds. Get involved. Learning opportunities, social activities and mentoring are just the beginning.

What you will do

This position is responsible for managing the day to day delivery of digital channels, including the content on various websites and social media channels. Leading a team of talented content developers and publishers, the role is responsible for delivering innovative communications, incorporating design, website, video, and social media content.

What we require

A key requirement of the role will be to inspire your team to develop creative and meaningful content. You will need to draw on your comprehensive knowledge of contemporary communications and engagement practices to translate creative campaigns into engaging content that resonates with the relevant audiences.

You will need to be adaptable to changing circumstances and demands and be able to successfully manage multiple priorities in a dynamic, complex and diverse environment.

COVID-19 Public Information Coordination Centre

As the ACT Government continues to respond to the COVID-19 pandemic, the need to provide timely and accurate public information is essential to ensure that all Canberrans are aware of their own responsibilities and the actions the Government is taking to support their health, wellbeing and the city's preparedness.

An exciting and important opportunity exists to join a dynamic and creative team where you will gain firsthand valuable experience in emergency communications and campaigns in the COVID-19 Public Information Coordination Centre (COVID-19 PICC).

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic to lead the communication efforts relating to COVID-19, including (but not limited to) preparing for future easing of restrictions and repatriation flights as well as ongoing planning and preparation for any emerging issues. The PICC team also delivers whole of government communications, campaign and engagement activities on the public health directions, and the ACT Government's preparedness and response to the COVID-19 pandemic.

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-PICC. The 6 to 12-month temporary position will commence as soon as possible, with the possibility of extension or permanency.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

Note

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length up to 12 months, and may have the possibility of extension or permanency.

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

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

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

Contact Officer: WholeofGovComms_Admin@act.gov.au

**Whole of Government Communications and Engagement
Communications and Engagement
Director Media and Communications, PIO**

Senior Officer Grade B \$128,286 - \$144,418, Canberra (PN: TMP04)

Gazetted: 19 December 2020

Closing Date: 3 January 2021

WHO WE ARE

Canberra is one of Australia's best-kept secrets. Much more than just Australia's capital – we are a young city with big plans.

The ACT Public Service offers the best of both worlds – an opportunity to work in a progressive, local team, supported by the flexibility, salary and security of working in Government.

JOIN OUR TEAM

Our Communications and Engagement team allows you to:

Be part of the action. We are a fast-paced, passionate, creative team who love working in the coolest little capital in Australia.

Join the conversation. Sharing is caring. We need people who love communicating on every level.

Make a difference. We're open to new ideas, new technology and breaking through the norm.

Be challenged. Every day is different. Flexibility is a given. Multi-tasking is our middle name.

Get creative. Campaigns, content, design, digital, media, creative. We have it all.

Keep local. We are in the know and share great, local stories from all over Canberra. You really can make a difference.

Bring your journey. We welcome people from all walks of life with different ideas, experiences and backgrounds.

Get involved. Learning opportunities, social activities and mentoring are just the beginning.

What you will do

This position is responsible for media liaison activities and for leading a team to develop and implement high quality communications as part of the overall communications strategy. You will advise and collaborate with key senior stakeholders, including building and maintaining mutually beneficial relationships with the media.

What we require

A key requirement of the role is the ability to appropriately handle sensitive material with confidentiality, showing sound judgement and integrity. Well-developed persuasive and negotiation skills, as well as exceptional written and verbal communication ability will enable you to succeed.

Your leadership skills and ability to solve problems on the fly as well as adapt quickly to changing circumstances, in a dynamic, complex and diverse environment will allow you to thrive.

COVID-19 Public Information Coordination Centre

As the ACT Government continues to respond to the COVID-19 pandemic, the need to provide timely and accurate public information is essential to ensure that all Canberrans are aware of their own responsibilities and the actions the Government is taking to support their health, wellbeing and the city's preparedness.

An exciting and important opportunity exists to join a dynamic and creative team where you will gain firsthand valuable experience in emergency communications and campaigns in the COVID-19 Public Information Coordination Centre (COVID-19 PICC).

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic to lead the communication efforts relating to COVID-19, including (but not limited to) preparing for future easing of restrictions and repatriation flights as well as ongoing planning and preparation for any emerging issues. The PICC team also delivers whole of government communications, campaign and engagement activities on the public health directions, and the ACT Government's preparedness and response to the COVID-19 pandemic.

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-PICC. The 6 to 12-month temporary position will commence as soon as possible, with the possibility of extension or permanency.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

Note: The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length up to 12 months, and may have the possibility of extension or permanency.

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

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

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

Contact Officer: WholeofGovComms_Admin@act.gov.au

Whole of Government Communications and Engagement

Senior Director Campaign and Creative

Senior Officer Grade A \$148,991, Canberra (PN: TMP03)

Gazetted: 19 December 2020

Closing Date: 3 January 2021

WHO WE ARE

Canberra is one of Australia's best-kept secrets. Much more than just Australia's capital – we are a young city with big plans.

The ACT Public Service offers the best of both worlds – an opportunity to work in a progressive, local team, supported by the flexibility, salary and security of working in Government.

JOIN OUR TEAM

Our Communications and Engagement team allows you to:

Be part of the action. We are a fast-paced, passionate, creative team who love working in the coolest little capital in Australia.

Join the conversation. Sharing is caring. We need people who love communicating on every level.

Make a difference. We're open to new ideas, new technology and breaking through the norm.

Be challenged. Every day is different. Flexibility is a given. Multi-tasking is our middle name.

Get creative. Campaigns, content, design, digital, media, creative. We have it all.

Keep local. We are in the know and share great, local stories from all over Canberra. You really can make a difference.

Bring your journey. We welcome people from all walks of life with different ideas, experiences and backgrounds.

Get involved. Learning opportunities, social activities and mentoring are just the beginning.

What you will do

This position is responsible for leading the campaign and creative aspects of communications to provide timely and accurate public information ensuring high community awareness, positive community engagement and reputation management. The role is responsible for delivering innovative audience-centric design, website and social media content as well as creative campaigns.

What we require

A key requirement of the role will be to inspire your team to develop creative and innovative ideas, approaches, insights and designs. You will need to draw on your comprehensive knowledge of contemporary communications and engagement practices to translate government priorities into creative campaigns that resonate with the community to drive awareness and positive outcomes. Well-developed persuasive and negotiation skills, as well as exceptional written and verbal communication ability will enable you to succeed.

You will be required to quickly develop productive working partnerships with senior internal and external stakeholders to achieve results. Your ability to be flexible and resilient in a complex, fast-paced and dynamic work environment will empower you to excel in this position.

COVID-19 Public Information Coordination Centre

As the ACT Government continues to respond to the COVID-19 pandemic, the need to provide timely and accurate public information is essential to ensure that all Canberrans are aware of their own responsibilities and the actions the Government is taking to support their health, wellbeing and the city's preparedness.

An exciting and important opportunity exists to join a dynamic and creative team where you will gain firsthand valuable experience in emergency communications and campaigns in the COVID-19 Public Information Coordination Centre (COVID-19 PICC).

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic to lead the communication efforts relating to COVID-19, including (but not limited to) preparing for future easing of restrictions and repatriation flights as well as ongoing planning and preparation for any emerging issues. The PICC team also delivers whole of government communications, campaign and engagement activities on the public health directions, and the ACT Government's preparedness and response to the COVID-19 pandemic.

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-PICC. The 6 to 12-month temporary position will commence as soon as possible, with the possibility of extension or permanency.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

Note

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length up to 12 months, and may have the possibility of extension or permanency.

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

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted online via the Apply Now button below

Contact Officer: WholeofGovComms_Admin@act.gov.au

Whole of Government Communications and Engagement

Communications and Engagement

Senior Officer Communications and

Senior Officer Communications and Media

Administrative Services Officer Class 6 \$86,547 - \$99,051, Canberra (PN: TMP19_TMP20)

Gazetted: 19 December 2020

Closing Date: 3 January 2021

About us

The Australian Capital Territory Public Service (ACTPS) is committed to building an agile, responsive and innovative public service that continues to enhance its capability to deliver the ACT Government's priorities and provide effective services to the ACT community. The ACTPS workforce delivers a wide range of services to the ACT community, including health, education, planning and urban renewal, transport, law enforcement and maintenance of infrastructure.

The role of Communications and Engagement is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

What you will do

This position supports the development, delivery and evaluation of a range of communication activities, including strategies, advertising, publications, events and publicity, and in some cases also supports the Public Information Officer with media liaison.

What we require

A key requirement of the role will be to utilise your well-developed persuasive and negotiation skills, as well as exceptional written and verbal communication to engage effectively with various stakeholders and audiences.

Your ability to remain flexible and resilient in a complex, fast-paced and dynamic work environment will empower you to excel in this position.

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-19 PICC. The 12 month temporary position will commence on 1 March 2021, with the possibility of extension or permanency.

There are two positions available, they are:

(1) Senior Officer Communications

(2) Senior Officer Communications and Media

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic, to deliver timely and accurate public information about COVID-19 to the Canberra community.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

An attraction and retention allowance may be available to the right applicant.

The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length from 1 month to 12 months, and may have the possibility of extension or permanency.

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.

Contact Officer: For further information please contact WholeofGovComms_Admin@act.gov.au

How to Apply

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

Contact Officer: WholeofGovComms_Admin@act.gov.au

Treasury

Property and Venues

National Arboretum Canberra and Stromlo Forest Park Branch

Visitor Services Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 30918)

Gazetted: 17 December 2020

Closing Date: 7 January 2021

Details: The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, scientific and educational study, display and preservation. The National Arboretum engages its diverse visitors by providing recreational and educational opportunities through public activities including events, programs and guided tours.

We build community support by providing enjoyable visitor experiences that increase understanding of the National Arboretum, including its scientific research. We are looking for experienced, enthusiastic and motivated individuals to join our Visitor Services Team.

The primary purpose of this position is to provide high quality and pro-active customer service to all National Arboretum visitors, including working at the Information Desk within the Village Centre, delivering tours and programs to visiting school groups.

Applicants will have experience working in a busy and dynamic environment with multiple demands and possible emergency situations.

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: Current driver's licence.

The successful candidate will work a fixed fortnightly roster that includes Wednesdays, Thursdays and alternate Saturdays. First Aid Certificate required.

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.

Note: This is a temporary part time position available at 18.75 hours per week for up to 12 months with the possibility of extension or permanency. The full-time salary noted above will be paid 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. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Cally Earnshaw (02) 6207 9347 cally.earnshaw@act.gov.au

Access Canberra

Project, Governance and Support

Gambling and Harm Prevention

Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 38536)

Gazetted: 05 January 2021

Closing Date: 29 January 2021

Details: Do you enjoy working in a team to find new ways to deliver results? Are you looking for an opportunity to make real change in the community? Does the opportunity to think about the big picture, play with data and run evaluation make you jump out of bed in the morning? If the answer to these questions is yes, then Access Canberra has an opportunity for you. The ACT Gambling and Racing Commission (the Commission) has the aspiration of achieving a Canberra free from gambling harm and has adopted a public health approach to realising this vision; and Access Canberra needs a special person to help it deliver.

The Access Canberra team responsible for supporting the Commission has a temporary vacancy for a Director to oversee a small team which will work with key stakeholders to design, implement and evaluate new gambling harm prevention strategies based on the latest research and evidence. The position will be responsible for building and overseeing a program of work, including development of strategic documentation and undertaking evaluation, which contributes to realising the Commission's vision.

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

Notes: This is a temporary position available immediately until 30 June 2021 with the possibility of extension.

Selection may be based on application and referee reports only.

How to Apply: please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the Selection Criteria, your current curriculum vitae and details of two referees, one of which should have worked with you.

Applications should be submitted via the Apply Now button below

Contact Officer: Natalie Maclean (02) 6207 0704 Natalie.Maclean@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Complaints Management Team

Team Leader

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38710, several)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

Details: Access Canberra values the knowledge that comes from complaints and is looking for a Team Leader who wants to work at the coalface of complaints management. The Team Leader role provides an opportunity to develop and apply your knowledge and skills across different and complex subject areas.

The role has multiple responsibilities including supervision and development of staff in a fast-paced environment, providing guidance and advice on complex complaints. The Complaints Management Team are looking for a flexible, solutions-focused individuals to join the team and shape the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission.

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

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

How to Apply: If you think you're up for it, please send us your curriculum vitae and a pitch up to two pages on why you think you're the best person for the job in line with the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Bradford (02) 6207 8294 James.Bradford@act.gov.au

Access Canberra

Projects, Governance and Support

Gambling and Harm Prevention

Policy/Project Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 40856, expected vacancy)

Gazetted: 05 January 2021

Closing Date: 19 January 2021

Details: Can you shift gears like a Formula One driver, working between issues, stakeholders and tasks? Can you handle the corners of legislation, research, event management and policy, especially in the gambling and racing space?

If so, you won't be bored in the Gambling and Harm Prevention team. With such variety in the work we do, from writing briefs to running campaigns, you won't be boxed into one lane.

The positions will help Access Canberra implement policy and legislative changes, work on projects for the Gambling and Racing Commission, and work hard to reduce red tape in our administration and community.

We're looking for people who are passionate about helping our community, are quick thinkers who can analyse the issues and see the terrain ahead, people with initiative who can put the pedal to the metal as soon as they arrive.

If this sounds like something you can strap into and accelerate, send your expression of interest today.

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. Current and former ADF members are also encouraged to apply.

Note: This is an expected temporary position available from 1 March for up to six months with possibility of extension and/or permanency. Access Canberra operates under activity-based working (ABW) arrangements.

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.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the Selection Criteria, your current curriculum vitae and details of two referees, one of which should have worked with you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Maclean (02) 6207 0704 Natalie.Maclean@act.gov.au

Treasury CSI

Venues and Properties

Events Booking and Marketing Assistant

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 50336)

Gazetted: 05 January 2021

Closing Date: 26 January 2021

Details: Stromlo Forest Park (SFP) is a world-class, multi-use recreational sporting facility available to both recreational and professional users. Stromlo Forest Park, boasts a purpose built event pavilion, a 1.2km criterium cycling circuit, a 2.5 grass cross country running track, a network of equestrian trails and over 44km of mountain bike trails suitable for riders of all abilities. There is over 1200 hectares of space that offers a weekend café, mountain shuttle bus, pre-booked mountain bikes for hire and a new Aquatic Centre onsite. Conveniently located a short drive from Weston Creek the facilities encourage visitors of all ages and abilities.

Stromlo Forest Park is managed jointly with the National Arboretum Canberra, and enjoys strong community support with a variety of different park users.

The successful applicant will be based at the National Arboretum Canberra, with regular onsite work at Stromlo Forest Park. The position includes some evening and weekend work.

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: We are looking for a solution focussed person with events booking experience preferably in an outdoor/sports environment. The role requires physical fitness, first aid certificate and manual handling experience. If you love administration as well as writing killer content, social media posts, maintaining websites and creating photos/video; and possess experience in supporting small and large event experience we want to hear from you. Applicants must have the right to work in Australia, and be willing to joining a small, flexible, fast-paced and energetic team.

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

Note: The position includes regular evening and weekend work. This is a permanent position working 73.5 hours per fortnight; the National Arboretum Canberra is open 7 days a week so flexibility around working hours including weekends is required. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should take care to address each of the Selection Criteria located in the Position Description providing examples that demonstrate your experience in each area.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Callen (02) 6205 4468 Christine.Callen@act.gov.au

Office of the Chief Digital Officer

Strategic Business Branch, Shared Services ICT

Portfolio Governance and Support Services

Contracts and Licensing Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 00016)

Gazetted: 04 January 2021

Closing Date: 25 January 2021

Details: The purpose of the role is to support the strategic delivery of services related to centrally managed Whole of Government ICT contracts, including develop, support and maintain the software licensing library, assist with budget management and identification of requirements for common capabilities and opportunities.

The position engages primarily through the Assistant Director, Commercial Strategy to support the Delivery stream in managing centralised agreements and WhoG initiatives. Additionally, this position will support through provision of communication and advice across Government and industry.

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 commencing in February 2021 and runs until late May 2021, with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be

used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide your curriculum vitae and a short, two-page summary of strengths against the Selection Criteria located in the Position Description. For further information on the role, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Fietz (02) 6205 8050 Geoff.Fietz@act.gov.au

Access Canberra

Licensing and Registrations

Document Management Team

Manager, Document Management Team

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 21869)

Gazetted: 24 December 2020

Closing Date: 7 January 2021

Details: Would you enjoy leading a team to support front line staff to provide high quality service to the Canberra community? Do you thrive on working in a busy, high pressure environment and enjoy juggling priorities?

The Access Canberra Document Management team is responsible for:

Printing and dispatch of a range of identity cards.

Collating, scanning and storing transactional documents.

Responding to client enquiries from the public and other organisations that require access to records.

Processing incoming and outgoing physical mail for Access Canberra.

We are looking for a hardworking, enthusiastic and motivated person to fill the role of Manager, Document Management Team. The role is responsible for leading the team to deliver high quality service to the community, providing guidance in relation to information privacy and managing the team including leave, attendance, development and training.

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: Offer of Employment will be subject to a National Police Check.

Note: This is a temporary position to commence in early 2021 for six months with possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position was previously advertised with a shorter timeframe. Applications already received will be considered, and previous applicants need not reapply.

How to Apply: If you are interested, please submit your curriculum vitae and pitch of no more than two pages outlining how your Skills, Knowledge and Behaviour allow you to perform the duties as described.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Forshaw (02) 6205 0345 Richard.Forshaw@act.gov.au

Office of the Chief Digital Officer

ACT Data Analytics Centre

Data Engineer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 40128)

Gazetted: 24 December 2020

Closing Date: 28 January 2021

Details: The ACT Data Analytics Centre is seeking a skilled data engineer to work in a small team building data products for colleagues across the ACT Government. In this role you will work on many different projects, often concurrently, to deliver automated reporting and analytics to a wide range of project partners.

We are looking for a data engineer who also has an interest in data analytics, and who can work to translate business requirements into well-considered designs for analytics products.

The successful candidate will have an opportunity to help make the ACT Government more efficient, effective, and smarter by using data to improve decision making at all levels, and so make the ACT a better place to live for all Canberrans.

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

Eligibility/Other Requirements: A tertiary degree in information technology or computer science would be highly desirable. Experience in big data technology platform is also highly desirable. Experience and knowledge in information technology principles is desirable.

Note: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a curriculum vitae with the details of two referees, as well as a personal pitch of no more than two pages that outlines how your skills and experience meet the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joseph Walshe (02) 6207 9172 Joseph.Walshe@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Communications and Education

Assistant Director, Communications and Education

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50142)

Gazetted: 21 December 2020

Closing Date: 4 January 2021

Details: Are you a communications professional with a relentless drive to provide clear information to our community and to business – in the way they want to receive it?

Have a knack at working collaboratively with all stakeholders to ensure the audience is at the centre of all you do?

Do you think creatively and push the boundaries in how information is presented to achieve cut-through and effect behaviour change?

Then we want you!

Access Canberra is looking for an experienced and motivated communication professional, someone who is a strategic thinker and a good stakeholder manager, to help a busy team deliver on multiple priorities simultaneously.

You will be joining a great new, supportive, and enthusiastic team where you'll have the opportunity to develop, deliver and improve content to support the way in which Access Canberra engages and educates industry to achieve positive outcomes – as well as many other professional challenges!

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to do something different – so get in quick to express your interest now!

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

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

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the selection criteria and details of two referees, one of which should have worked for you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Short (02) 5124 6022 Rachael.Short@act.gov.au

WHOG Communications & Engagement

WHOG Content

Senior Content Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 35880, several)

Gazetted: 21 December 2020

Closing Date: 10 January 2021

Details:

WHO WE ARE

Canberra is one of Australia's best-kept secrets. Much more than just Australia's capital – we are a young city with big plans.

The ACT Public Service offers the best of both worlds – an opportunity to work in a progressive, local team, supported by the flexibility, salary and security of working in Government.

JOIN OUR TEAM

Our Communications and Engagement team allows you to:

Be part of the action. We are a fast-paced, passionate, creative team who love working in the coolest little capital in Australia.

Join the conversation. Sharing is caring. We need people who love communicating on every level.

Make a difference. We're open to new ideas, new technology and breaking through the norm.

Be challenged. Every day is different. Flexibility is a given. Multi-tasking is our middle name.

Get creative. Campaigns, content, design, digital, media, creative. We have it all.

Keep local. We are in the know and share great, local stories from all over Canberra. You really can make a difference.

Bring your journey. We welcome people from all walks of life with different ideas, experiences and backgrounds.

Get involved. Learning opportunities, social activities and mentoring are just the beginning.

What you will do

This position supports the delivery of content for various Whole of Government communication channels including the Our Canberra website, e-newsletter and print publication, as well as the ACT Government's social media channels.

What we require

A key requirement of this role is to develop written and digital content for a variety of whole-of-government channels. You will need to utilise your creativity, as well as excellent written and verbal communication skills to effectively understand and engage various stakeholders and audiences.

You will need to liaise and negotiate effectively with a range of stakeholders to meet multiple deadlines amid competing priorities.

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

Notes: There are two Senior Content Officer positions available. The positions are based in Canberra. 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. These vacancies may vary in length up to 12 months, and may have the possibility of extension or permanency. This position is one of a variety of positions currently available in the Communications and Engagement space. Click here to view related positions. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Staff are currently working from home, as well as from the office, due to the COVID-19 restrictions, please discuss any concerns you may have with the Contact Officer.

How to Apply: Please attach the following to your application:

Your curriculum vitae.

Names and contact details of two professional referees.

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position. Applications should be submitted via the Apply Now button below.

Contact Officer: Naomi Fallon (02) 6205 7334 Naomi.Fallon@act.gov.au

Office of the Chief Digital Officer

ACT Data Analytics Centre

Director, ACT Data Analytics Centre

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 37460)

Gazetted: 06 January 2021

Closing Date: 20 January 2021

Details: We are seeking an experienced Director, who will support the Executive Branch Manager Data and Analytics to help drive the success of the Office of the Chief Digital Officer and ACT Data Analytics Centre (ACTDAC).

You will work as member of a dynamic and diverse team to manage the delivery of strategic and business operational solutions and outcomes, enable better data use, management and sharing of data to inform evidence-based decisions and foster a data culture and practice across the ACTPS.

ACTDAC has an agile and lean mindset and uses human centred design and systems thinking approaches. Team members will be evangelists for data, promoting a positive culture that will transform the ACT Government to become an evidence-based, data-driven organisation. They will contribute to a positive and collaborative organisational culture, providing insight and input into strategic planning and actively contribute to the success of the ACTDAC and the broader OCDO.

Our ideal candidate will be passionate about improving the trusted use of public sector data to improve policy outcomes across the ACTPS. You will have demonstrated experience in delivering projects and products using an agile project methodology, with the ability to lead the collaborative, dynamic planning process—prioritising the work that needs to be done against the capacity and capability of the team.

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

Notes: This is a temporary position available immediately for three months with the possibility of extension up to six months. This position is available to ACT Government officers and employees only. 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. Selection may be based on application and referee reports only.

How to Apply: Please review the attached Position Description for further details about the role and associated responsibilities and email an Expression of Interest with your curriculum vitae to the Contact Officer.

Applications should be sent to the Contact Officer.

Contact Officer: Angkana Whiley (02) 6207 8618 Angkana.Whiley@act.gov.au

Economic Budget and Industrial Relations

Workplace Safety and Industrial Relations

WSIR Assistant Director Communications

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50159)

Gazetted: 17 December 2020

Closing Date: 24 December 2020

Details: The Workplace Safety and Industrial Relations (WSIR) Group is seeking an experienced communications manager to join our Group. Working across the Group, you will develop and deliver a range of materials and communications campaigns that support the deliverables of the Group. The successful applicant must be a team player that can bring their expertise to deliver work across a range of areas of WHS, wellbeing, injury management and industrial relations.

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

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

How to Apply: Please provide a response of one-two pages detailing your experience against the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Parton (02) 6205 9482 rebecca.parton@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Engagement, Compliance and Events

Senior Director, Engagement, Compliance and Events

Senior Officer Grade A \$151,002, Canberra (PN: 50147)

Gazetted: 17 December 2020

Closing Date: 4 January 2021

Details: Are you a leader with experience working in regulatory compliance environments coupled with a relentless drive to provide clear information to community and business to support compliance and community safety?

Do you thrive in busy and fast-paced environments and in providing leadership to multiple frontline teams?

Do you think creatively and push the boundaries in how information is presented to achieve cut-through and effect behaviour change?

Have a knack at working collaboratively with stakeholders to achieve positive outcomes?

Then we want you!

Access Canberra is on the hunt for an experienced leader, someone who is a strategic thinker and a good stakeholder manager, to support a number of teams to deliver on multiple priorities simultaneously.

You will be joining a great, supportive and enthusiastic branch and will enjoy working with strong support from executive.

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to do something different – so get in quick to express your interest now!

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

Note: This is a temporary position available immediately for a period of six months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: To apply for this role please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the Selection Criteria and details of two referees, one of which should have worked for you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Short (02) 5124 6022 rachael.short@act.gov.au

Policy and Cabinet division

Cabinet, Assembly and Government Business

Assembly and Government Business

Assistant Director, Assembly and Government Coordination

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 55386)

Gazetted: 23 December 2020

Closing Date: 25 January 2021

Details: The Cabinet, Assembly and Government Business branch is looking for an Assistant Director, Assembly and Government Business who enjoys being at the forefront of government decision making and will support the passage of Government Business in the Assembly.

The successful applicant will be involved in all things Cabinet and Assembly from coordinating Cabinet papers to working with directorates to meet timelines for government responses to Assembly Committee Reports, Petitions, Resolutions and Auditor-General Reports and the timely delivery of government business into the Legislative Assembly.

To undertake this role successfully you will have, or the ability to gain, a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities, applying your knowledge to support the development of Cabinet papers and Assembly procedures. You will play a key role in supporting other directorates' Cabinet and Assembly liaison teams. You will also liaise with officers across government agencies to communicate information and ensure timelines are well communicated and met.

This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical timeframes. In order to achieve optimum results in the role it is expected you will have sound administrative and organisational skills and the ability to demonstrate resilience in a high-pressure 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.

Note: This is a temporary position available from 22 February 2021 up until 30 July 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. This

position will be located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If you are interested, please submit a maximum of two pages including statements against the Position Description, with your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Georgia Junakovic (02) 6207 0148 georgia.junakovic@act.gov.au

Policy and cabinet

Economic region and policy

Policy Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 34963)

Gazetted: 04 January 2021

Closing Date: 18 January 2021

Details: The ASO 5 Policy Officer position is within the Commonwealth-State Relations team, in the Policy and Cabinet Division of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister and the Directorate's Ministers on policy, financial and economic matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives and leads the strategic direction for the ACT Public Service, to ensure that it is well positioned to perform its role.

The Commonwealth-State relations in CMTEDD team supports the Chief Minister, the Head of Service and other Policy and Cabinet Executives to contribute to and shape key Commonwealth-State initiatives, with a focus on matters considered by National Cabinet and the National Federation Reform Council.

The ASO Policy Officer will support the ACT's engagement on strategic Commonwealth-State relations issues by preparing and coordinating input, briefings and correspondence on National Cabinet, Cabinet, Assembly and ministerial business, as well as on matters related to international treaties and agreements; providing high-quality policy advice and analysis on strategic Commonwealth-State relations issues; engaging across government in the development of briefing and undertake secretariat functions in a fast-paced environment, including monitoring shared inboxes and taking minutes.

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:

Desirable qualities for the role include:

Demonstrated oral and written communication skills and the ability to manage relationships and undertake effective liaison; and

Resilience under time constraints and contribution to a fun and supportive work environment.

Tertiary qualifications.

Notes: Selection may be based on application and referee reports, interviews may not necessarily be held.

Selection may include a work sample test. 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 operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Please discuss any concerns you may have with the Contact Officer.

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.

Applicants must submit:

A pitch of up to two pages 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 the "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.

a current Resume including details of work history (roles, timing, responsibilities and achievements) and qualifications and details of two referees.

one referee report including their contact details. The referee report form can be found on the jobs ACT website here <https://www.jobs.act.gov.au/how-we-hire/selection-forms>

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Croudace (02) 6207 5818 Anne.Croudace@act.gov.au

Economic Development

EventsACT

Director, Marketing

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 49913)

Gazetted: 22 December 2020

Closing Date: 5 January 2021

Details: Events ACT is looking for a highly experienced marketing director who can, efficiently and effectively develop and execute strategic event marketing campaigns. These campaigns will target local and national audiences to support and grow established major and community events and the ACT's annual events calendar. Events ACT recognises the importance our people play in our success. Our successful candidate will be an expert collaborator and have a deep passion for supporting and growing our high performing team of creative professionals.

In this role you will be empowered to be bold and brave and to put your creative and strategic outlook, design and project management skills to the test. You will be supported as you show your expert juggling skills as you balance your time and adapt to shifts in priorities.

If you have a knack for juggling and a passion for events and growing ACT as an economy and community, we would love to hear from you.

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

Notes: This is a temporary position available immediately until 1 April 2022 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. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: If this sounds like you, please send your curriculum vitae and an application. Applications should clearly address the Professional/Technical skills and Behavioural Capabilities and be no longer than three pages telling us why you are the right person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helena Cataldo (02) 6205 1885 Helena.Cataldo@act.gov.au

Communications and Engagement

Senior Officer Social Media

General Service Officer Level 10 \$87,715 - \$100,388, Canberra (PN: TW07)

Gazetted: 22 December 2020

Closing Date: 3 January 2021

WHO WE ARE

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The ACT Public Service offers the best of both worlds – an opportunity to work in a progressive, local team, supported by the flexibility, salary and security of working in Government.

JOIN OUR TEAM

Our Communications and Engagement team allows you to:

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Make a difference. We're open to new ideas, new technology and breaking through the norm.

Be challenged. Every day is different. Flexibility is a given. Multi-tasking is our middle name.

Get creative. Campaigns, content, design, digital, media, creative. We have it all.

Keep local. We are in the know and share great, local stories from all over Canberra. You really can make a difference.

Bring your journey. We welcome people from all walks of life with different ideas, experiences and backgrounds.

Get involved. Learning opportunities, social activities and mentoring are just the beginning.

What you will do

You will play a pivotal role in the coordination, implementation and evaluation of social media activities, as well as record and facilitate responses to social media enquiries. As part of the broader communications and engagement team, you will also be relied upon to proactively identify further social media opportunities.

What we require

A key requirement for this role is advanced skills in contemporary techniques for writing, curating and publishing user-centric content for various social media channels. You will need to utilise your exceptional creativity and written and verbal communication ability to effectively understand and engage various stakeholders and audiences.

COVID-19 Public Information Coordination Centre

As the ACT Government continues to respond to the COVID-19 pandemic, the need to provide timely and accurate public information is essential to ensure that all Canberrans are aware of their own responsibilities and the actions the Government is taking to support their health, wellbeing and the city's preparedness.

An exciting and important opportunity exists to join a dynamic and creative team where you will gain firsthand valuable experience in emergency communications and campaigns in the COVID-19 Public Information Coordination Centre (COVID-19 PICC).

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic to lead the communication efforts relating to COVID-19, including (but not limited to) preparing for future easing of restrictions and repatriation flights as well as ongoing planning and preparation for any emerging issues. The PICC team also delivers whole of government communications, campaign and engagement activities on the public health directions, and the ACT Government's preparedness and response to the COVID-19 pandemic.

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-PICC. The 6 to 12-month temporary position will commence as soon as possible, with the possibility of extension or permanency.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

This position is one of a variety of positions currently available in the Communications and Engagement space.

[Click here](#) to view related positions.

Note: The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length up to 12 months, and may have the possibility of extension or permanency.

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

How to Apply:

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

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

Contact Officer: WholeofGovComms_Admin@act.gov.au

Whole of Government Communications and Engagement Communications and Engagement

**Director Whole of Government Communications and Engagement Coordination
Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: TW03)**

Gazetted: 22 December 2020

Closing Date: 3 January 2021

Who we are

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Keep local. We are in the know and share great, local stories from all over Canberra. You really can make a difference.

Bring your journey. We welcome people from all walks of life with different ideas, experience and backgrounds.

Get involved. Learning opportunities, social activities and mentoring are just the beginning.

What you will do

This position is responsible for the facilitation of content generation for media and government-owned channels, and the coordination of approvals and clearances. You will lead and inspire a talented team to deliver in a complex and fast-paced environment, while ensuring the effective delivery of communications and engagement programs and initiatives.

What we require

A key requirement of the role will be to develop and nurture strategic stakeholder relationships. You will need to draw on your expert persuasive skills to collaborate with colleagues across government, to initiate and deliver on agreed business outcomes.

You will need to be adaptable to changing circumstances and demands and be able to successfully manage multiple priorities in a dynamic, complex and diverse environment.

COVID-19 Public Information Coordination Centre

As the ACT Government continues to respond to the COVID-19 pandemic, the need to provide timely and accurate public information is essential to ensure that all Canberrans are aware of their own responsibilities and the actions the Government is taking to support their health, wellbeing and the city's preparedness.

An exciting and important opportunity exists to join a dynamic and creative team where you will gain firsthand valuable experience in emergency communications and campaigns in the COVID-19 Public Information Coordination Centre (COVID-19 PICC).

The COVID-19 PICC brings together senior communications and engagement resources. The COVID-19 PICC plays a critical function in supporting the ACTPS Chief Health Officer/Incident Controller, Coordinator-General and ACT Government under the emergency management framework and structure for the pandemic to lead the communication efforts relating to COVID-19, including (but not limited to) preparing for future easing of restrictions and repatriation flights as well as ongoing planning and preparation for any emerging issues. The PICC team also delivers whole of government communications, campaign and engagement activities on the public health directions, and the ACT Government's preparedness and response to the COVID-19 pandemic.

A suitable candidate from this recruitment process will be made an offer for an expected temporary position in the COVID-PICC. The 6 to 12-month temporary position will commence as soon as possible, with the possibility of extension or permanency.

The position is based in Canberra. To meet operational requirements for the Public Health Emergency, the COVID-19 PICC staff generally work onsite with access to designated workstations in a COVID safe environment.

The PICC functions 7 days a week. In a COVID business as usual environment, flexible working arrangements with occasional out of hours and/or weekend work may be required.

In a COVID surge environment, staff may be required to work on a roster basis including some out of hours and/or weekend shifts.

This position is one of a variety of positions currently available in the Communications and Engagement space. [Click here](#) to view related positions.

Contact Officer: For further information please contact [COVID-19 Public Information Coordination Centre](#)

Note: The remaining suitable candidates will be placed into a merit pool, which will be used to fill future identical temporary vacancies over the next 12 months across the ACTPS. These vacancies may vary in length up to 12 months, and may have the possibility of extension or permanency.

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

How to Apply:

Please attach the following to your application:

Your Resume

Names and contact details of two professional referees

A written application of no more than two pages, providing evidence of your suitability for the role. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Please refer to the Position Description for further details of what is required to succeed in this position.

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

Contact Officer: WholeofGovComms_Admin@act.gov.au

Shared Services

Shared Services ICT

Strategic Business Branch

Training Support Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 43281)

Gazetted: 17 December 2020

Closing Date: 21 December 2020

Details: The Training Coordinator will work as part the Human Resources Information Solution (HRIMS) Program which is implementing SAP SuccessFactors. The position will work as part of the HRIMS Change Management Team and will Training Manager in driving the Learning and Support deliverables and activities. The role is responsible for the day to day co-ordination of administrative and logistical activities for the delivery and reporting of the training schedule.

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 for a period of up to 12 months with the possibility of extension. The extension is dependent upon the Program schedule and progress against it.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Burnett (02) 6207 9102 sarah.burnett@act.gov.au

Executive Branch Manager, Strategic HR and Corporate, Shared Services

Temporary Vacancy (1 February 2021 – 2 March 2021)

Chief Minister, Treasury and Economic Development Directorate

Shared Services

Position: E889

(Remuneration equivalent to Executive Level 1.3)

Date circulated: 21 December 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Shared Services, within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Executive Branch Manager, Strategic HR and Corporate.

The Executive Branch Manager, Strategic HR and Corporate leads a team engaged in strategic HR, change management and other corporate functions, and has significant contact with the Executive team and other Directorate Executives. The Executive Branch Manager is required to maintain effective working relationships with a range of stakeholders, including employee representatives and union officials.

The successful applicant will have sound understanding and experience in the delivery of contemporary HR functions and change management. They must have strong communication and leadership capabilities.

To apply: Candidates are requested to submit an Expression of Interest (maximum two pages) addressing the selection criteria and a current curriculum vitae to Al McLean via email to al.mclean@act.gov.au by COB 4 January 2021.

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 \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contact Officer: Mr Al McLean (02) 6207 2260 al.mclean@act.gov.au

Executive Group Manager, Policy and Cabinet

Temporary Vacancy (ASAP – 31 March 2021, with the possibility of extension)

Chief Minister, Treasury and Economic Development Directorate

Policy and Cabinet Division

Position: E766

(Remuneration equivalent to Executive Level 2.3)

Date circulated: 24 December 2020

Circulated to: ACTPS Senior Executive List

We are looking for an individual who can lead the Strategic Policy and Cabinet teams in developing, implanting and coordinating key government and strategic policy and initiatives. The Executive Group Manager is also responsible for identifying, developing and collaborating with stakeholders on key policy issues and government opportunities. Current key priorities for the Division include leading regional engagement, the Office of LGBTIQ, reportable conduct scheme, regulatory and government reform.

The Executive Group Manager reports to the Deputy Director-General, Policy and Cabinet and operates in an environment of responsiveness and accountability. The position works collaboratively with Ministers' offices, other Executives and officers across the ACTPS and key government and non-government stakeholders, particularly business and industries in the Territory. The team also has a strong relationship with the Strategic Communication Group and works to maximise opportunities to communicate policy and initiatives to all stakeholders.

The position of Executive Group Manager, Policy and Cabinet Division requires a person with exceptional leadership and management skills to provide strategic direction in public policy, regulation, and project implementation. Experience at an executive level in financial and people management, as well as excellent skills working across government are all highly desirable.

To apply: If this interests you, please submit a one-page expression of interest and curriculum vitae to Sam Engele via email to sam.engele@act.gov.au by COB 8 January 2021.

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 \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

Contact Officer: Sam Engele, Coordinator-General, Climate Action (02) 6205 0230 sam.engele@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

**Executive Branch Manager, Performance and Systems
Temporary Vacancy (12 January 2021 to 12 April 2021)**

Community Services Directorate

Strategic Policy

Position: E854

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 23 December 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

The Community Services Directorate are seeking an Executive Branch Manager to lead the Performance and Systems Branch of Strategic Policy on a temporary contract for three months.

The Executive Branch Manager will manage the teams of Strategic Portfolio and Data Excellence (SPaDE) and Records Management and lead the development and implementation of the Digital/ICT strategy and an efficient ICT function that continues the delivery of the Directorate's digital transformation.

The Executive Branch Manager will work across the Directorate, in strategic partnership with the ACT Government Chief Digital Officer and with the ACT Government Shared Services Information and Communications Technology (SSICT) which supports the Directorate's operational ICT requirements.

The primary responsibilities of the Executive Branch Manager, Performance and Systems are to advise the Director-General and provide strategic leadership and oversight at an enterprise level on digital transformation, data governance, knowledge creation, strategic records management, operations, and projects.

The Executive Branch Manager will also provide strategic advice to the Executive and Ministers on data, policy, planning, and projects related to human services portfolio issues.

To apply: Please email your two-page pitch to jacinta.evans@act.gov.au along with your curriculum vitae and contact details of at least two referees by COB 4 January 2021.

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 (02) 6205 5147 jacinta.evans@act.gov.au

Education

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

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

Service Design and Delivery

Learning and Wellbeing Policy and Service Design

Academy of Future Skills

Assistant Director

School Leader C \$126,542, Canberra (PN: 17452)

Gazetted: 18 December 2020

Closing Date: 8 February 2021

Details: We are looking for an energetic School Leader to lead the implementation of key Australian Government, Ministerial and Directorate STEM education priorities through the Academy of Future Skills. You will be responsible for collaborating across schools and the Education Support Office to co-design school improvement initiatives that strengthen evidence-informed, flexible and innovative pedagogy, as well as support high quality teaching and strengthen equitable learning outcomes in STEM.

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 (TQI) (or eligibility to obtain). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

How to Apply: Applicants need to submit an Expression of Interest comprising a current curriculum vitae, supporting statement (two pages) with two referees. The supporting statement should address the capabilities listed below and be written with a focus on the job 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: Kym Turnbull (02) 6207 8601 Kym.Turnbull@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.

Teachers – Mathematics and/or Science

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

Gazetted: 18 December 2020

Closing Date: 12 January 2021

Highest paid teachers in the nation – up to \$109,641 + 11.5% super

Generous relocation package of \$12,000 + dependant's allowance (per [ACT Public Sector Education Directorate \(Teaching Staff\) Enterprise Agreement 2018-2022](#)).

Come and be part of the Future of Education in the ACT

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service.

Teachers – Mathematics and/or Science

Join ACT Education as a teacher specialising in Mathematics and/or Science.

As a Mathematics or Science teacher in the ACT Education Directorate you will be working in either our High School (Years 7 to 10) or College (Years 11 and 12) settings. There is an especially keen focus on teachers that can deliver advanced Mathematics and the breadth of Science specialisations i.e. biology, chemistry, and physics.

The Future of Education

The [Future of Education Strategy](#) is an ACT education strategy in place for the next 10 years. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Australia's leading employment conditions for Teachers.

The [ACT Public Sector Education Directorate \(Teaching Staff\) Enterprise Agreement 2018-2022](#) (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Teaching Staff EA leads the sector in Australia. It includes:

Dedicated new educator program with mentoring and professional development supported by reduced contact hours

Highest wages in Australia and best superannuation benefits in the country

A reduction in face to face teaching hours to ensure the on-going professional development for teachers and quality learning for students across the ACT

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption, and permanent care leave

Even more benefits to working with us

With Canberra being one of the fastest growing cities in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities for teachers within our unique Directorate:

Within the Directorate, you can have a career without needing to move towns every three to five years.

As a small city we benefit from close connections between all our learning environments

Support and mentoring for beginning teachers

Opportunities for professional learning and career development

Professional learning programs tailored to the differing needs of teachers and school contexts.

Your skills and experience

Qualifications and/or significant experience in teaching Mathematics and/or Science.

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment

A minimum of 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment

Current Working with Vulnerable People registration

Australian citizenship and/or permanent residency status

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further information

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

For any questions regarding this recruitment process please contact:

Education HR on 620 77598/620 55000 or eduemployment@act.gov.au

For further information about our Directorate and the ACT Public School system visit our website at

www.education.act.gov.au/home

How to Apply: Please download the applicant information pack then follow the link to complete the application process [here](#).

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: Education HR (02) 6207 3046 / (02) 6205 5000 eduemployment@act.gov.au

Early Childhood and/or Primary School Teachers

Executive Level Classroom Teacher \$73,246 - \$109,641, Canberra (PN: EC-PS)

Gazetted: 18 December 2020

Closing Date: 12 January 2021

Highest paid teachers in the nation – up to \$109,641 + 11.5% super

Generous relocation package of \$12,000 + dependant's allowance (per ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022).

Come and be part of the Future of Education in the ACT.

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service.

Early Childhood and/or Primary School Teachers

The ACT Education Directorate wants to hear from all interested Early Childhood and/or Primary School Teachers looking to have a career in the ACT.

We have an excellent education system, from pre-school and primary school through to high school and college.

Become part of a welcoming, caring, and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies.

The Directorate is looking for Early Childhood (P-2) and/or Primary School teachers (K-6) who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students.

Our teachers specialising in Early Childhood Education will help to deliver programs to our youngest students, from 3 years old attending our Preschools through to those in Kindergarten and into Years 1 and 2.

The Education Directorate has a wide range of schools delivering Early Childhood Education to our youngest students:

Koori Preschools that have a strong focus on Aboriginal and Torres Strait Islander identity and culture
Early Childhood Schools providing wrap around services from Preschool to Year 2 collocated with our Primary Schools

Preschools operating both on joint and separate campuses to our Primary schools

The Future of Education

The Future of Education Strategy is a ten year strategy in place for the next 10 years. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Australia's leading employment conditions for Teachers

The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Teaching Staff EA leads the sector in Australia. It includes:

Dedicated new educator program with mentoring and professional development supported by reduced contact hours

Highest wages in Australia and best superannuation benefits in the country

A reduction in face to face teaching hours to ensure the on-going professional development for teachers and quality learning for students across the ACT

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption, and permanent care leave

Even more benefits to working with us

With Canberra being one of the fastest growing cities in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities to teachers within our unique Directorate:

Within the Directorate, you can have a career without needing to move towns every three to five years

As a small city we benefit from close connections between all our learning environments

Support and mentoring for beginning teachers

Opportunities for professional learning and career development

Professional learning programs tailored to the differing needs of teachers and school contexts

Your skills and experience

Early Childhood Education qualifications (preschool).

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment

A minimum of 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment

Current Working with Vulnerable People registration

Australian citizenship and/or permanent residency status

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further information

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

For any questions regarding this recruitment process please contact:

Education HR on 02 6207 7598/02 6205 5000 or eduemployment@act.gov.au

For further information about our Directorate and the ACT Public School system visit our website at

www.education.act.gov.au/home

How to Apply: Please download the applicant information pack then follow the link to complete the application process [here](#).

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: Education HR (02) 6207 3046 / (02) 6205 5000 eduemployment@act.gov.au

Teachers – Specialist and Disability Education

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

Gazetted: 18 December 2020

Closing Date: 12 January 2021

Details: Generous relocation package of \$12,000+ dependant's allowance (per ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022).

Come and be part of the Future of Education in the ACT

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service.

Teachers – Specialist and Disability Education

Join ACT Education as a Teacher specialising in creating positive outcomes for students with a disability or with additional learning and support needs. Our specialist/disability educators deliver programs across a wide range of settings from mainstream classrooms in the primary, secondary and college sectors, specialised Learning Support Units and our four Specialist Schools.

As a Specialist or Disability Educator in the ACT Education Directorate you will help in the creating and delivering specialised learning programs for students who have a range of learning difficulties and disabilities.

The Future of Education

The Future of Education Strategy is an ACT education strategy in place for the next 10 years. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Australia's leading employment conditions for Teachers.

The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Teaching Staff EA leads the sector in Australia. It includes:

Dedicated new educator program with mentoring and professional development supported by reduced contact hours

Highest wages in Australia and best superannuation benefits in the country

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Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption, and permanent care leave

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Within the Directorate, you can have a career without needing to move towns every three to five years.

As a small city we benefit from close connections between all our learning environments

Support and mentoring for beginning teachers

Opportunities for professional learning and career development

Professional learning programs tailored to the differing needs of teachers and school contexts.

Your skills and experience

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

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment

A minimum of 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment

Current Working with Vulnerable People registration

Australian citizenship and/or permanent residency status

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further information

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

For any questions regarding this recruitment process please contact:

Education HR on 02 6207 7598/ 02 6205 5000 or eduemployment@act.gov.au

For further information about our Directorate and the ACT Public School system visit our website at

www.education.act.gov.au/home

How to Apply: Please download the applicant information pack then follow the link to complete the application process *here*.

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: Education HR (02) 6207 3046 / (02) 6205 5000 eduemployment@act.gov.au

Service Design and Delivery

Executive Office

Occupational Therapist

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 46354)

Gazetted: 18 December 2020

Closing Date: 18 January 2021

Details: We are looking for a highly skilled HP4 Occupational Therapist to join to Occupational Violence and Complex Case Management Team. You will be responsible for developing plans to support schools in managing occupational violence and students with complex needs and behaviours as well as providing strategic and behavioural/therapeutic response advice through consultation and training.

Eligibility/Other Requirements:

Tertiary qualification in Occupational Therapy.

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for Membership with the Australian Occupational Therapy Association.

Current driver's licence essential.

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

Note: This is a temporary position available immediately for a period of 12 months with the possibility of extension and/or permanency. 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: Please submit your response to the Selection Criteria, current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Smith (02) 6205 0680 Rebecca.Smith@ed.act.edu.au

Executive Group Manager, System Policy and Reform

Temporary Vacancy (12 February 2021 – 16 March 2021)

Education Directorate

System Policy and Reform

Position: E718

(Remuneration equivalent to Executive Level 2.4)

Date circulated: 04 January 2021

Circulated to: ACTPS Senior Executive List

The Executive Group Manager, System Policy and Reform plays a key role in leading the development of strategic education policy and programs to ensure educational outcomes improve for all Canberrans. The position is responsible for strategic policy across all schooling sectors and performs a key role in shaping and setting the direction for ACT school education.

The Executive Group Manager, System Policy and Reform performs a significant role in achieving ACT actions, milestones and targets for national education reforms, including providing leadership in the implementation of bilateral agreements and the national policy initiatives within the National School Reform Agreement. This position coordinates the ACT's contribution to national education reforms including those progressed through COAG's Education Council.

The Executive Group Manager, System Policy and Reform must also have a comprehensive understanding of

- early childhood education and care
- system-wide reforms including the Future of Education Strategy, the Early Childhood Strategy and the Review of the Education Act (2004)
- national and territory level data and analytics which inform school and system improvement
- strategic school capacity planning and enrolment policy and practice relating to school planning;

To apply: Interested candidates should submit a one-page expression of interest, outlining what they could contribute to this critical role in the acting period, details of two referees, a current curriculum vitae and confirmation of their availability. All expressions of interest should be submitted to Ms Katy Haire via email to katy.haire@act.gov.au by COB 18 January 2021.

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 \$327,547 - \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

Contact Officer: Katy Haire (02) 6205 9158 katy.haire@act.gov.au

Environment, Planning and Sustainable Development

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

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

Office of the Director-General

Engagement and Executive Support

Content Team

Graphic Designer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 17713)

Gazetted: 23 December 2020

Closing Date: 4 January 2021

Details: The Environment, Planning and Sustainable Development directorate is seeking a talented graphic designer who has a passion for developing compelling and creative design solutions across both print and digital. As part of a small team, you will be working on branding and design projects that are community-focussed and help to communicate the Directorate's important work to key stakeholders and the Canberra community. You will be responsible for developing and producing high quality visual communications to support outputs across a variety of different media types and channels, including advertising, publications, websites, and social media among other digital and print products.

If this sounds like you, we encourage you 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. This position is based in a 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 submit a maximum two-page pitch addressing the Selection Criteria and provide the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Blake Reeves (02) 6207 0969 Blake.Reeves@act.gov.au

**Planning, Land and Building
Building, Design and Projects
Building Policy
Policy Officer**

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 00161)

Gazetted: 04 January 2021

Closing Date: 18 January 2021

Details: The EPSDD Building Policy Team is seeking an experienced policy officer to be part of a small team working on policy for building and construction, including building regulatory reforms. This position requires excellent policy, legislative development and time management skills and experience in strategic policy and regulatory reforms.

A strong policy background with the ability to learn the policy context for this team's work quickly is essential. A background in building and construction policy would be beneficial but is not essential.

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

Notes: This is a temporary position available from 1 February 2021 for six months with the possibility of extension.

How to Apply: An expression of interest of no more than two pages, addressing the Selection Criteria together with a curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bethel Sendaba (02) 6205 0030 Bethel.Sendaba@act.gov.au

**Planning Delivery
Merit Assessment**

Director, Development Assessment and Review

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 49414)

Gazetted: 21 December 2020

Closing Date: 28 December 2020

Details: The Director, Development Assessment and Review works as a member of the Division's integrated leadership group and is responsible for leading teams within the Merit Assessment Section responsible for assessment and determination of a range of complex development applications, including capital works, community projects and estate development plans.

The Director also manages the Decision Review Team responsible for matters relating to reviews and appeals of development application decisions. The Director is required to represent the Planning and Land Authority and provide expert evidence in the ACT Civil and Administrative Appeals Tribunal (ACAT) or other courts in relation to development applications.

The Director will lead, manage, and mentor members of the Merit Assessment team/s to ensure effective assessment and determination of development applications subject to the obligations imposed by legislation, the Territory Plan, and operating procedures. They will also be expected to prepare high quality written material including Ministerial correspondence, briefs and responses to media inquiries.

Note: A merit pool 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 and referee reports only.

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.

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

Environment

ACT Parks and Conservation

Parks and Partnerships/Fire Recovery

Senior Program Manager

Technical Officer Level 4 \$87,715 - \$100,388, Canberra (PN: 50061)

Gazetted: 23 December 2020

Closing Date: 20 January 2021

Details: The Fire Recovery Implementation team is a small team within the ACT Parks and Conservation Service. We are seeking a highly motivated and skilled individual to oversee the assets replacement program where you will be responsible for coordinating the replacement of assets impacted by the ACT 2020 bushfire and floods. You will be required to undertake financial and program reporting on a regular basis and liaise with multiple delivery partners.

The ideal candidate will have demonstrated program and project management experience and able to deliver a range of tasks under minimal supervision.

Eligibility/Other requirements:

Mandatory:

The successful applicant must have current or must be able to obtain ACT Working With Vulnerable People (WWVP) Registration

Highly Desirable:

Relevant qualifications and experience in environmental and/or natural resource management is highly desirable.

Notes: This is a temporary position available from 1 March 2021 until 30 June 2022 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the selection criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Caitlin Pidgeon 0431578371 caitlin.pidgeon@act.gov.au

Executive Branch Manager, Governance, Compliance and Legal

Temporary Vacancy (18 January 2021 – 16 April 2021)

Environment, Planning and Sustainable Development Directorate

Business, Governance and Capability

Position: E1011

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 24 December 2020

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Are you board in your current role, do you feel like your skills could be better applied somewhere else, are you looking for a challenge?

If this is you then we want to hear from you and quick.

We have an opportunity for the right person to step in and lead an engaged and motivated branch? This team has been identifying, designing and implementing best fit solutions across the fields of governance, assurance, risk and organisational performance. We need a professional with a demonstrated ability to understand and resolve complex problems with the ability to inspire and lead others to do the same.

There are a number, of initiatives to bring to life during this period so if you are energetic and looking for a short-term challenge, this may be the opportunity for you!

To apply: Interested candidates should submit a two page expression of interest on why they would be a good fit for the role, a copy of a current curriculum vitae, details of two referees and confirmation of availability to Craig Simmons via email to craig.simmons@act.gov.au by COB Monday 11 January 2021.

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: Craig Simmons 0417 206 293 craig.simmons@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**

Public Trustee and Guardian

Official Visitor Executive Officer

Official Visitor Executive Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 48595)

Gazetted: 05 January 2021

Closing Date: 20 January 2021

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community.

We have a vacancy for a motivated and well organised professional to be the Official Visitor Executive Officer for the ACT Official Visitor Scheme.

The Official Visitor Executive Officer will support the administration of the ACT Official Visitor Scheme. The scheme is made up of the *Official Visitor Act 2012* and five operational Acts (*Children and Young People Act 2008*, *Corrections Management Act 2007*, *Disability Services Act 1991*, *Housing Assistance Act 2007* and *Mental Health Act 2015*). The Scheme provides a monitoring and complaints system for people who are residing in Government institutions or community facilities.

The Official Visitor Executive Officer will provide dedicated day to day executive support for Official Visitors and assist the Official Visitor Board in the exercise of its functions. The Official Visitor Executive Officer will be a point of contact for the Scheme and will manage the recruitment, training and induction of Official Visitors. The Official Visitor Executive Officer will report to the Board on operational matters.

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

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

How to Apply: Applicants should submit a two-page response outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

Director, Disaster Recovery Policy

Disaster Recovery

Director, Disaster Recovery Policy

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 27615)

Gazetted: 23 December 2020

Closing Date: 4 January 2021

Details: The Security and Emergency Management Branch is seeking an enthusiastic and competent policy specialist to design and develop a range of policies and programs to support disaster recovery efforts in the ACT. You will work within the team to progress disaster recovery assistance measures to assist our ACT community and redevelopment of infrastructure in the event of a disaster. You will be responsible for providing high quality policy and strategic advice as well as contributing to the planning and coordination of disaster recovery, including fostering strong working relationships across the ACT Government, Commonwealth, and state and territory Governments. You will assist with long term disaster recovery aims, governance matters, whole of government coordination, collaboration and liaison.

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:

This position requires a Negative Vetting 1 Security Clearance.

An understanding of the national disaster recovery arrangements, policies and programs, including the Disaster Recovery Funding Arrangements would be of distinct advantage.

Notes: This is a temporary position available immediately for an initial period of six months with the possibility of extension and/or permanency. Please note, 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.

Selection may be based on application and referee reports only.

How to Apply: Interested candidates are requested to submit an application of no more than two pages outlining your experience against the Selection Criteria, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nardia Layt (02) 6207 7889 Nardia.Layt@act.gov.au

ACT Human Rights Commission

Public Advocate and Children and Young People Commissioner

Advisor

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 46884)

Gazetted: 18 December 2020

Closing Date: 22 January 2021

Details: Are you ready to farewell 2020?! Up for something new in 2021?! Then consider this 12-month opportunity with the ACT Children and Young People Commissioner.

The ACT Human Rights Commission (the Commission) is an independent agency established by the *Human Rights Commission Act 2005*. The ACT Children and Young People Commissioner exercises functions for the Commission in relation to services for children and young people, in particular:

consulting with children and young people to enable their participation in decision-making about matters that affect them.

systemic oversight and review of policies and laws, and provision of advice to government and others about children and young people's rights.

community education, training and information about children and young people's rights

The ACT Children and Young People Commissioner is looking for a motivated and enthusiastic ASO6 to fill the role of Advisor for a period of up to 12 months. This is a great opportunity to experience the work of the Human Rights Commission and develop skills and networks to take forward in your career.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

Eligibility/Other requirements:

The successful applicant will have excellent communication skills, be self-motivated and a flexible team player. You will have a depth of experience in one or more of the following capabilities, and capacity to develop in the others: participation and engagement; policy and strategic advice; stakeholder management and communication.

Relevant tertiary qualifications are highly desirable. You will be committed to applying human rights principles in your work, and adhere to the highest standards of integrity and ethical conduct. There is some flexibility within the role to build on the strengths and passions of the successful candidate.

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.

Notes: This is a temporary position available from February 2021 for a period of up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This may include future permanent vacancies should they be established. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a curriculum vitae and a pitch of up to two-pages describing how your knowledge, experience and qualifications meet the capabilities of the role, as described in the attached Position Description.

Contact Officer: Jodie Griffiths-Cook (02) 6205 2222 Jodie.Griffiths-Cook@act.gov.au

Corporate

Governance and Business Improvement

Internal Audit Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 47900, expected vacancy)

Gazetted: 23 December 2020

Closing Date: 13 January 2021

Details: The Governance and Business Improvement Branch has an exciting opportunity for an enthusiastic and dedicated individual to fulfil the role of Internal Audit Officer.

Working closely with the Assistant Director, Audit and Risk, the Internal Audit Officer assists in delivering internal audit and fraud prevention activities for the Justice and Community Safety Directorate.

The successful applicant will need to develop and foster effective working relationships across the directorate, including as the secretariat of the Audit and Performance Improvement Committee.

The position will suit a professional and well organised individual who has the ability to work flexibly, show initiative and manage a range of competing priorities under limited direction.

Eligibility/Other Requirements: Knowledge, experience and qualifications relevant to an internal audit role will be highly regarded but are not essential.

Note: This is a temporary position available from January 2021 for 12 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 submit a one to two page pitch addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Security and Emergency Management Branch

Protective Security

National Security Vetting Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 12367)

Gazetted: 23 December 2020

Closing Date: 4 January 2021

Details: The Security and Emergency Management Branch is seeking an enthusiastic and competent individual to join the Protective Security team as the National Security Vetting Officer. This is an exciting opportunity to work with all ACT Directorate security advisers and the Australian Government Security Vetting Agency (AGSVA) to ensure protective security is maintained across the ACT Public Service. The successful candidate will possess excellent customer service skills, strong prioritisation and coordination, a high degree of attention to detail and ability to negotiate on protective security matters across all levels of government.

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

Eligibility/Other requirements:

The candidate must possess, and maintain, a current Negative Vetting 1 or higher security clearance.

An understanding of the security and emergency management policy and governance arrangements of the ACT Government is a distinct advantage.

The ability as required to be recalled to duty including working out of hours or on weekends to support SEMB's whole of government crisis management functions.

Notes: This is a temporary position available immediately until June 2021 with the possibility of extension and/or permanency. 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. Selection may be based on application and referee reports only.

How to Apply: Interested candidates are requested to submit an application of no more than two pages outlining your experience against the Selection Criteria, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heath Ridley (02) 6205 0541 Heath.Ridley@act.gov.au

Security and Emergency Management Branch

Assistant Director, Policy and Projects

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 07199)

Gazetted: 23 December 2020

Closing Date: 4 January 2021

Details: The Security and Emergency Management Branch is seeking an enthusiastic and competent policy officer to develop a range of policies and manage projects to support the ACT Government in keeping Canberrans safe. The successful candidate will also have the drive to think forward at long term strategic priorities to strengthen security and emergency management across the Territory. This position is also responsible for the management of the governance and secretariat functions of SEMB to deliver the strategic and operational functions of the branch, including during activations of the SEMSOG in an emergency. It is crucial that the successful application will possess strong written skills, a high degree of attention to detail and ability to negotiate on a range of security and emergency management matters across all levels of government.

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:

This position is a designated security assessed position and requires a Negative Vetting 1 Security Clearance.

An understanding of the security and emergency management governance arrangements of the ACT would be a distinct advantage.

The ability, as required, to be recalled to duty including working out of hours or on weekends to support SEMB's whole of government crisis management functions.

Notes: this is a temporary position available immediately for a period of 12 months with the possibility of extension and/or permanency. 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. Selection may be based on application and referee reports only.

How to Apply: Interested candidates are requested to submit an application of no more than two pages outlining your experience against the Selection Criteria, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nardia Layt (02) 6207 7889 Nardia.Layt@act.gov.au

Human Rights Commission

Victims of Crime Commission

Victim Support ACT

Admin Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 49105)

Gazetted: 22 December 2020

Closing Date: 19 January 2021

Details: Victim Support ACT (VS ACT) is seeking a highly motivated individual with excellent organisational and interpersonal skills to join our team at the Human Rights Commission. The administrative officer will report to the Director, Victim Support ACT.

The role includes managing day-to-day administrative tasks to ensure the smooth operation of VS ACT. This position also provides high-level, confidential administrative support to the Director and to the Victims of Crime Commissioner (VOCC).

Duties of the Administrative Officer include:

Manage day-to-day administrative tasks relating to office operations including electronic filing, data entry, keeping induction procedures for new staff up to date and maintaining records relating to staff working with vulnerable people registrations and office asset numbers

Co-ordinate responses to ad hoc requests from internal and external stakeholders

Provide high-level confidential administrative support to the Director and the VOCC, including taking calls, responding to emails and meeting coordination

Manage financial records relating to matters such as invoices and VS ACT organisational memberships

Provide administrative and basic research support to VS ACT projects as required, including contributing to the delivery of community engagement activities.

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

Note: This is a temporary position available for six months with the possibility of permanency commencing early in 2021. Selection may be based on application and referee reports only.

How to Apply: See the attached Position Description for further information regarding the duties and responsibilities.

Interested applicants should send a two-page pitch with your curriculum vitae and the contact details of at least two referees. The two page 'pitch' should indicate your capacity to perform the duties and responsibilities outlined in the position description and outline how your abilities, experience and qualifications make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carol Benda (02) 6207 8908 Carol.Benda@act.gov.au

ACT Courts and Tribunal

Registry Operations

Director, Registry Operations

Senior Officer Grade A/Legal 2 \$151,002 - \$154,670, Canberra (PN: 31086)

Gazetted: 21 December 2020

Closing Date: 22 January 2021

Details: Expressions of interest are sought for the position of Director Registry Operations, ACT Courts and Tribunal.

Registry Operations provides high level administrative support to the judiciary in the performance of their roles, and to the parties and legal representatives who appear in the courts. Registry Operations is responsible for the delivery of registry, court support and related services for the Court of Appeal, Supreme Court, Magistrates Court, Industrial Court, Children's Court and Coroners Court.

Under the broad direction of the Principal Registrar and the Registrars of the Courts the occupant of the position will play a key role in planning the strategic direction and operational management of the section, through people capability development, performance management and measures and effective courts management practices. The position currently reports to the Principal Registrar, however, there is currently a consultation process for a restructure and the position may report to another Senior Executive in the future.

The successful applicant will have demonstrated high-level leadership and management skills with the capacity to lead organisational cultural change in a dynamic environment and within a large team, sound organisational and collaborations skills with a high-level capacity to deliver a culture of continuous improvement.

This position currently reports to the Principal Registrar and CEO of Courts and Tribunal, however, the organisation is currently consulting on a restructure of the Executive Management Team. A result of this restructure may result in the advertised role reporting to the Registrar of the Supreme Court.

Notes: This is a temporary position available from mid-late February 2021 until mid-late August 2021 with the possibility of extension for a further six months. This position will be filled at either the SOGA or Legal 2 level, dependent on qualifications. Selection may be based on application and referee reports only.

How to Apply: Please provide your expression of interest of no more than two pages detailing relevant experience and/or ability in relation to the duties outlined in the attached Position Description and your motivation for the role. Contact details of two referees and a current curriculum vitae should also be provided. For further information about the position, please contact Amanda Nuttall.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Nuttall (02) 6207 1054 Amanda.Nuttall@courts.act.gov.au

Major Projects Canberra

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

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

Infrastructure Delivery Partners

Commercial Project Management

Project Manager

Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 30767)

Gazetted: 17 December 2020

Closing Date: 6 January 2021

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 (IDP) group provides:

Advice to government on all strategic implementation of infrastructure projects;

Managing and delivering the majority of ACT Government funded capital works projects;

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

Project Management of the following frameworks:

The Capital Framework (TCF)

Advice and administration on capital works procurement;

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

Managing the Territory's prequalification system, and developing, implementing and managing a range of capital works-related policies.

The infrastructure branches of Social, Commercial and Civil provide advice to Directorates, Agencies, Territory Entities and Treasury in relation to the planning and business case approval process for the majority of the capital works program, and deliver the design, construction and post completion phases of the capital works projects. This includes buildings such as education facilities, emergency services facilities and justice facilities; health infrastructure projects; capital upgrades of ACT Government building assets; landscaping projects; and civil works such as roads, stormwater, street-lighting; transport and works associated with land release. The three branches manage approximately \$600 million of capital work each year.

Under limited direction and in line with corporate objectives, you will apply high order infrastructure project management and procurement skills to the delivery of a broad range of design and construction projects for the ACT Government. This position reports to an Infrastructure Project Director in IDP and may lead a small team of people.

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

Eligibility/Other Requirements:

Mandatory:

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.

Note: This position is available from January 2021 on a temporary basis up to five years 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: 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 your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erica Pilgrim-Day (02) 6205 4911 Erica.Pilgrim-Day@act.gov.au

Project Development and Support

PMARS Administration Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 18908)

Gazetted: 22 December 2020

Closing Date: 5 January 2021

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!

Project Development and Support will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division will be responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement, project management controls, reporting and collaborative partnerships inside and out of Government.

The Project Management and Reporting System (PMARS) Team is part of the Project Management Office Branch within the Project Development and Support Division.

The PMARS Team is responsible for the development and implementation of PMARS. It provides helpdesk support to whole of Government for the use of the PMARS system, troubleshooting of user and system issues, and planning and implementing system improvements.

The position supports the PMARS team to provide a range of administrative support functions to MPC and other 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:

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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

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 300 words per criteria addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. *Applications should be submitted via the Apply Now button.*

Contact Officer: Clinton Harvey (02) 6207 0257 clinton.harvey@act.gov.au

Infrastructure Delivery Partners Commercial Project Management Project Officer

Infrastructure Officer 2 \$87,822 - \$101,039, Canberra (PN: 17607)

Gazetted: 21 December 2020

Closing Date: 6 January 2021

Details: Are you looking for a position managing and administering building construction contracts?

Would you like to join a small diverse team who work closely together sharing and developing skills to deliver ACT Government commercial infrastructure projects?

If this position is for you, you would be part of a team managing in the main Design and Construct contracts. The team has a wealth of experience to share and prides itself on delivering projects on time and within budget. Our team, as one of six teams operates within Infrastructure Delivery Partners (IDP) as part of Major Projects Canberra (MPC).

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

Procuring and delivering infrastructure projects designated by the Chief Minister into MPC. Typically, those designated projects will have significant complexity and scale. MPC will bear budget accountability for those projects and have accountability to the relevant Minister responsible for those projects. The first projects designated into MPC are: the Canberra Hospital Expansion project, the City to Woden light rail, the CIT campus development; and the Canberra Theatre redevelopment; and

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

The infrastructure branches of Social, Commercial and Civil provide advice to Directorates, Agencies, Territory Entities and Treasury in relation to the planning and business case approval process for the majority of the capital works program, and deliver the design, construction and post completion phases of the capital works projects. This includes buildings such as education facilities, emergency services facilities and justice facilities; health infrastructure projects; capital upgrades of ACT Government building assets; landscaping projects; and civil works such as roads, stormwater, street-lighting; transport and works associated with land release. The three branches manage approximately \$800 million of capital work each year.

Under direction and in line with corporate objectives, you will apply your infrastructure project and contract administration management skills to the delivery of a broad range of design and construction projects in a contract environment for the ACT Government. This position reports to an Infrastructure Project Director in IDP.

Eligibility/Other Requirements:

Mandatory:

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.

Note: This is a temporary position available for up to five years 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: 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 four Professional/Technical and two Behavioural capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button.

Contact Officer: Conor McNamara (02) 6205 2863 Conor.mcnamara@act.gov.au

Light Rail

Executive Branch Manager, Commercial

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E896)

Gazetted: 22 December 2020

Closing Date: 8 February 2021

Details: Major Projects Canberra is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Light Rail Network will be implemented to reduce congestion on our roads and deliver a modern transport system that can meet the requirements of our growing, changing city.

The Executive Branch Manager, Commercial, is one of the key executive leadership roles within Light Rail project team. This person will be responsible to the Chief Projects Officer and Project Director for all aspects of the project's commercial, legal, financial and procurement.

The role will require building and owning strategic relationships with advisers, suppliers and contractors through the procurement and delivery stages of the project. In addition, the Executive Branch Manager, Commercial will work collaboratively with multiple branches of the ACT Government and provide advice at the highest levels of government including Cabinet, Ministers, Directors-General, senior ACTPS executives and the Light Rail Project Board.

The Executive Branch Manager, Commercial will represent Major Projects Canberra and the ACT Government in significant and complex commercial negotiations, the evaluation of project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. The Executive Branch Manager will provide strategic, commercial and technical leadership within a dynamic, high profile and high-pressure working environment.

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

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

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

Your application will be treated in the strictest of confidence.

Contact Officer: Ashley Cahif (02) 6205 1212 ashley.cahif@act.gov.au

Office of the Legislative Assembly

Business Support

Financial Accountant

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 00311)

Gazetted: 24 December 2020

Closing Date: 14 January 2021

Details: The Office of the Legislative Assembly is seeking an experienced Financial Accountant to be responsible for undertaking a wide range of accounting tasks relating to budgeting, internal and external reporting, preparation of financial statements, banking, developing policies and procedures and the maintenance of an effective internal control framework

Eligibility/Other Requirements: Qualifications in accounting or accounting related discipline are desirable and/or extensive relevant experience. Experience in MYOB accounting software would also be an advantage.

How to Apply: Please address the selection criteria found in the position description, provide a CV and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Rogers (02) 6205 0150 emma.rogers@parliament.act.gov.au

Suburban Land Agency

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

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

Governance and Corporate Services

Project Management Office

Assistant Director, Project Management Office

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50335)

Gazetted: 04 January 2021

Closing Date: 18 January 2021

Details: Are you up for a new challenge? Come and join the Suburban Land Agency's (SLA) Governance team. We are looking for an experienced and enthusiastic Assistant Director who is flexible, a team player and possesses strong procurement and project management skills.

Working to the Senior Director, the Assistant Director, will support the Agency in delivering its key objectives outlined in the Statement of Intent (SOI) through the provision of leadership and support to SLA staff and project teams to assist in the delivery of successful programs, projects and procurement outcomes.

This Project Management Office (PMO) is responsible for providing expert advice in project management and procurement across the Agency.

In the interests of supporting quality and transparent assurance and change activities, the PMO is responsible for the coordination and governance related to the project management and procurement frameworks. This will have a key focus on supporting staff across SLA to achieve project and procurement objectives. While project and procurement delivery will remain within the remit of each Division, the PMO will be available to provide specialised support through advice, guidance, tools, and templates. This includes the continuous improvement and implementation of best practice project management and procurement policy, procedure, assurance activity and reporting.

Eligibility/Other requirements: Experience in procurement and/or project management 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 located in a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Ned McRae (02) 6207 2753 Ned.McRae@act.gov.au

Program Solutions

Community Development and Engagement

Senior Director, Community Development and Engagement

Senior Officer Grade A \$151,002, Canberra (PN: 55550)

Gazetted: 18 December 2020

Closing Date: 4 January 2021

Details: The Suburban Land Agency's Program Solutions Group is looking for a proactive, enthusiastic and highly effective Senior Director to lead the dynamic Community Development and Engagement team. The Program Solutions Group, led by the Deputy CEO, provides expertise and organisational support to the SLA. The Group consists of five teams responsible for provision of services for projects, sale of government owned land, development of marketing strategies, community development and engagement, and provision of support to ensure non-financial objectives are met. The Senior Director, Community Development and Engagement reports directly to the Deputy CEO and works closely with the Executives to promote and educate the wider Canberra community about the SLA and its projects.

The Senior Director will:

Lead a team in implementing innovative community development and engagement programs, activities and events for greenfield estates and urban renewal projects across Canberra.

Manage the Agency's community engagement, media and communication functions by establishing and maintaining strategic relationships internally and with community groups and other external bodies.

Manage strategic media issues, crisis management and public relations activities, including social media outputs across various digital platforms.

Oversee team procurement and contract management and prepare Board reports, Ministerial briefs, correspondence, publications and procedures.

Develop and manage networking and partnership opportunities with suppliers, community bodies, industry bodies and government.

Promote and educate the wider Canberra community about the SLA and its projects and be passionate about the Agency's vision of delivering 'Great places, where communities thrive'.

Eligibility/Other requirements:

Tertiary qualifications in community development, marketing events, communications/media or a related discipline is desirable and/or substantial land or construction industry place-making or government community development/marketing experience will be highly regarded.

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 relation to the selection criteria listed in the position description, the contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Neil Bulless (02) 6207 0264 Neil.Bulless@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

Transport Canberra and Business Services

Transport Canberra

Light Rail Operations

Senior Director Commercial and Contracts

Senior Officer Grade A \$151,002, Canberra (PN: 41124)

Gazetted: 05 January 2021

Closing Date: 27 January 2021

Details: The Senior Director Commercial and Contracts undertakes a key role within the Transport Canberra Light Rail Operations branch, and reports directly to the Executive Branch Manager Light Rail Operations. The Senior Director Commercial and Contracts is responsible for contract management, negotiations as well as assurance of

Canberra Metro's performance and delivery under the Public Private Partnership (PPP) Project Agreement. The Senior Director Commercial and Contracts provides advice on commercial, contractual elements of light rail operations and preparing reports that reflect these outcomes.

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

Eligibility/Other requirements:

The successful candidate will have demonstrated experience in commercial, financial and contract management in a complex operational environment. The successful candidate will also have a good understanding of Public Private Partnerships, franchise or partnering arrangements with performance based/outcomes-based contracts.

This position requires a pre-employment Rail Worker Health Assessment Category 3.

The incumbent in this position may be required to participate in drug and/or alcohol testing in accordance with Rail Safety National Law as part of Canberra Metro's safety 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.

Notes: This is a temporary position available for an initial period of six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located in a new workplace in Dickson designed for activity based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Please submit your curriculum vitae along with a two-page expression of interest addressing the Criteria identified in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Dawson (02) 6205 4487 Jo.Dawson@act.gov.au

Chief Operating Officer Group

Chief Information Officer

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E540)

Gazetted: 06 January 2021

Closing Date: 27 January 2021

Details: Transport Canberra and City Services are seeking an experienced leader to fill the position of Chief Information Officer commencing February 2021.

Reporting to the Chief Operating Officer, the Chief Information Officer (CIO) works in partnership with TCCS business units, the Chief Digital Officer, ACT Government ICT executives and CIO's to facilitate and deliver the digital, data and IT strategies for TCCS.

As an executive leader, the CIO guides the directorate on delivering technology, providing strategic and technical advice for TCCS in respect of business objectives in line with WhoG priorities.

The CIO has strong adaptive and progressive leadership skills to drive business solutions and enable change management. They will manage relationships across TCCS and WhoG to facilitate and deliver TCCS digital, IT, data and program management needs. They will demonstrate their innovative and transformative mindset, including working across TCCS to lead the provision of a field services platform that is integrated across government and places the customer as the centre of TCCS service delivery.

The role requires a strategic leader with a strong customer focus and experience in complex and diverse technologies including geospatial, platform scaling, integration and consolidation, and transport and municipal asset management.

The ideal candidate will be an enthusiastic and adaptive leader, that has personal drive and integrity, likes working with people, is resilient and can deliver in a high-pressure environment, with excellent analytical skills and communication skills.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Cherie Hughes (02) 6205 8316 cherie.hughes@act.gov.au

Chief Operating Office

People and Capability

Employee Relations

Senior Director, Workplace Relations

Senior Officer Grade A \$151,002, Canberra (PN: 49980)

Gazetted: 04 January 2021

Closing Date: 26 January 2021

Details: The Employee Relations team is seeking a Human Resource (HR) practitioner to perform the role of Senior Director of Workplace Relations. The successful candidate will be an experienced and influential Industrial Relations expert responsible for leading, informing, documenting, and negotiating the Directorate's response to enterprise agreement negotiations. This includes Enterprise Agreement Schedules as they relate to the Administrative and Related Classifications Enterprise Agreement, Infrastructure Services Enterprise Agreement and Technical and Other Professional Enterprise Agreement.

The Senior Director will also lead the negotiations for the Transport Canberra Operations (ACTION) Enterprise Agreement 2018-2021. This key specialist role works closely with senior officials and staff across the Directorate as well as with the Whole of Government Industrial Relations and Public Sector Employment group within the Chief Minister, Treasury and Economic Development (CMTEDD) Directorate who are the central agency responsible for enterprise agreement negotiation strategy at a whole of government level.

As the senior industrial relations specialist, you will possess, or have the ability to rapidly acquire a comprehensive understanding of the public sector industrial relations landscape, and you will provide high level strategic advice through identifying key industrial relations issues, challenges, risks and opportunities to inform the negotiation position. This role is both a strategic and 'hands-on role' and requires someone with resilience, energy and drive. TCCS is a value-based organisation where all employees are expected to embody the core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant tertiary qualifications in industrial relations, employment law or human resources or a related field and or a minimum of five years relevant experience in a senior HR industrial relations position in a diverse organisation is highly desirable.

Conciliation and mediation qualification or certificate in alternative dispute resolution would be highly desirable.

Note: This is a temporary position available immediately for 12 months with possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Petra Crowe (02) 6205 3817 Petra.Crowe@act.gov.au

Strategic Policy and Customer

Road Safety and Transport Regulation

Road Safety Manager

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 03234)

Gazetted: 22 December 2020

Closing Date: 5 January 2021

Details: The Road Safety and Transport Regulation, Strategic Policy Customer team is seeking a Road Safety Policy Manager with experience in policy development and implementation to lead the road safety policy team.

The role requires someone with strong communication skills, a proven ability to deliver quality products within set timeframes and experience in policy development and implementation. They will also be required to develop and promote positive relationships with stakeholders and represent the Directorate in consultations.

The responsibilities of road safety policy team include development, implementation and reporting on the ACT Road Safety Strategy and Action Plan; managing the ACT Road Safety Board and ACT Road Safety Grants program; managing the ACT Road Safety Fund; developing and implementing education and awareness campaigns.

Note: This is a temporary position to cover maternity leave and is available immediately until end October 2021.

Selection may be based on application and referee reports only. This position will work under ABW arrangements, where officers do not have a designated workstation/desk.

How to Apply: The capabilities that form the Selection Criteria are outlined in the Position Description. Please address these Selection Criteria in no more than two pages and include a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Hosking (02) 6207 2619 Kim.Hosking@act.gov.au

Transport Canberra and Business Services

Domestic Animal Services

Operations Manager - Domestic Animal Services

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 43849)

Gazetted: 22 December 2020

Closing Date: 25 January 2021

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

Domestic Animal Services (DAS) are seeking applications from resilient, committed and highly experienced individuals to perform the role of Operations Manager. We envisage this role would be well suited to service and former service personnel and people with experience and skill in those disciplines are actively encouraged to apply. DAS is responsible for matters relating to public and animal safety, registration requirements of animals, issuing of special licences, patrolling of public spaces, animal welfare and the promotion of responsible pet ownership.

This opportunity will involve the overall management of staff and the day to day functions within our facility located in Symonston, Canberra. You will undertake activities relating to the welfare of animals in the care of DAS, the safety of visitors whilst visiting the DAS facility and ensuring effective personnel management. The successful candidate will require well developed people management and problem-solving skills, the ability to lead and manage in a calm, agile and resourceful manner within a fast-paced environment whilst achieving outcomes under pressure.

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

Eligibility/Other requirements

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

Certificate IV in Government (Investigation) and or willingness to obtain is highly desirable.

A current driver's licence.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexander Nockels Alexander.Nockels@act.gov.au (02) 6207 4876

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

Domestic Animal Services

Director, Business Support

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50057)

Gazetted: 22 December 2020

Closing Date: 25 January 2021

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community.

Domestic Animal Services (DAS) sits within the Business Services arm of Transport Canberra and City Services (TCCS) in the ACT Government. DAS is responsible for all matters relating to public and animal safety, registrations requirements of animals, issuing of special licenses, animal welfare and the promotion of responsible pet ownership.

The Director, Business Support performs a 2IC role and is a critical enabler to the successful operation of the business which is located at the Mugga Lane Animal Shelter at Symonston. If you are passionate about animal welfare and making a difference to your community this could well be the role for you.

You will be responsible for developing the corporate governance structures and improving compliance reporting. You will also implement a new CRM across the business unit and further automation of key procedures. You will be directly responsible for leading a team of 10 staff, managing a diverse portfolio of corporate governance, facility and asset management as well as ensuring the business meets its statutory 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:

Tertiary qualifications in business, public administration, law or another relevant discipline are highly desirable. Experience in providing high level governance support to an operationally focussed team delivering frontline services in a compliance environment is desirable.

Permanent resident of Australia

Educational and professional qualification and referee checks will be undertaken

Experience working in an operational frontline setting is highly desirable

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

How to Apply: Please submit a statement addressing the Selection Criteria, and a curriculum vitae including the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Strachan (02) 6108 4878 liz@horizonone.com.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 Office

Finance

Assistant Director, Financial Reporting and Systems

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 41423)

Gazetted: 21 December 2020

Closing Date: 15 January 2021

Details: Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends and community. The Chief Operating Officer (COO) Group oversees corporate business operations and provides essential services and support to each area within TCCS. The Finance Branch sits within the Chief Operating Officer Group and is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers.

The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-coordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate.

This position is part of a dynamic team reporting to the Director, Financial Reporting and Systems. The position provides assistance with reporting including preparation of financial statements, dashboard reporting, and support the Directorate wide systems such as APIAS.

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence and innovation as well as demonstrate the related signature behaviours.

Eligibility/Other Requirements:

This position requires:

Demonstrated ability in the coordination and preparation of statutory financial statements and financial reports to senior executives and other external stakeholders.

The ability to provide financial systems support and training to all TCCS users.

Highly developed communication (oral and written), negotiation, and liaison skills.

Demonstrated responsiveness, reliability, adaptability and the pursuit of excellence in supporting Directorate management outcomes. Ability to prioritise and work independently in a small team environment with a high degree of self-motivation under limited supervision

Demonstrated ability to consistently display commitment to the professional growth of self and others. Leadership in Customer Service, Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles and practices

Highly Desirable:

A degree level qualification (or progression towards) in accounting or relevant experience in a commensurate finance officer role.

Membership/progression towards CPA or CA

Knowledge and experience to develop and manipulate financial modelling tools and use complex spreadsheets and TM1/CDM.

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

How to Apply: If the above sounds like you and you want to be part of a dynamic and dedicated team please submit a 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 two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Belina Chan (02) 6205 3940 Belina.Chan@act.gov.au

Worksafe ACT

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

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

Corporate and Finance

Finance

Chief Financial Officer

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50175)

Gazetted: 18 December 2020

Closing Date: 4 January 2021

Details: This position is a management role leading a team that provides high level specialist advice to the Executive Team on a diverse range of financial issues. The position manages the delivery of a range of financial accountability functions within WorkSafe ACT including budget preparation, financial reporting, financial analysis and planning and adherence to the *Financial Management Act*. The position will liaise across whole of government and with various external stakeholders to ensure accountability and improve financial management practices.

Eligibility/Other Requirements:

Professional/Technical Skills and Knowledge:

demonstrated experience in the development of budgets and financial statements in accordance with the ACT Government's Financial Management Framework.

demonstrated experience in the coordination and preparation of statutory financial statements by managing the external audit process and developing financial reports to senior executives and other external stakeholders.

ability to critically analyse and evaluate business operations and improve efficiency of procedures in relation to costs, budgets and risk assurance.

Behavioural Capabilities:

high level oral and written communication skills with the ability to negotiate and liaise at a senior level to deliver multiple priorities in a timely manner with a focus of achieving improved financial outcomes for WorkSafe ACT. demonstrated ability to establish and maintain effective stakeholder relationships including experience in effectively leading and managing a productive team with the ability to foster positive work environments.

Compliance Requirements/Qualifications:

Tertiary qualifications in commerce and accounting along with professional membership of CPA/CA or comparable bodies are highly desirable.

Note: This is a temporary position available for 12 months with possibility of extension and/or permanency.

Selection may be based on application and referee reports only.

How to Apply: Please submit a two page response which addresses the items in the qualifications/work experience section of the Position Description; and your curriculum vitae. Two written referee reports must be provided with application, including from current supervisor.

Applications should be submitted via the Apply Now button below.

APPOINTMENTS

Canberra Health Services

Staff Specialist Band 1-5, \$164,470 - \$202,905

Gurjit Bakshi: 86875122, Section 68(1), 4 January 2021

Staff Specialist Band 1-5, \$164,470 - \$202,905

Kokum Dissanayake: 86875085, Section 68(1), 21 December 2020

Staff Specialist Band 1-5, \$164,470 - \$202,905

Jessica Tidemann: 86874912, Section 68(1), 12 January 2021

Technical Officer Level 1 \$60,130 - \$63,043

Sharzia Ahmad, Section 68(1), 4 January 2021

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

Erin Badewitz, Section 68(1), 1 January 2021

Health Professional Level 2 \$67,892 - \$93,203

Kirstie Ball, Section 68(1), 17 December 2020

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

Alison Bedloe, Section 68(1), 17 December 2020

Technical Officer Level 1 \$60,130 - \$63,043

Marigold Dadios, Section 68(1), 5 January 2021

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

Tizana Fiorese, Section 68(1), 1 January 2021

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

Sarah Francis, Section 68(1), 8 February 2021

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

Pinkpreet Gill, Section 68(1), 7 January 2021

Technical Officer Level 1 \$60,130 - \$63,043

Wilma Gurat, Section 68(1), 5 January 2021

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

Nicole Hewitt, Section 68(1), 1 January 2021

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

Silvy John, Section 68(1), 5 January 2021

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

Ann Kanapilly, Section 68(1), 10 December 2020

Administrative Services Officer Class 3 \$65,976 - \$71,004

Tanya Kelly, Section 68(1), 5 January 2021

Technical Officer Level 1 \$60,130 - \$63,043

Catalino Luciano, Section 68(1), 4 January 2021

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

Laura Macedo, Section 68(1), 8 February 2021

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

Hope McCudden, Section 68(1), 1 January 2021

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

Yujian Mu, Section 68(1), 8 February 2021

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

Julie O'Connell, Section 68(1), 8 February 2021

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

Lintu Poovathumoothil Chacko, Section 68(1), 24 December 2020

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

Madeleine Prescott, Section 68(1), 8 February 2021

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

Jeremy Reizes, Section 68(1), 1 January 2021

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

Aimee Stephen, Section 68(1), 8 February 2021

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

Kudiyiruppil Stephen John, Section 68(1), 21 December 2020

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

Varsha Tyagi, Section 68(1), 8 February 2021

Pharmacist Level 1 \$72,260 - \$83,418

Chelsea Williams, Section 68(1), 11 January 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$65,976 - \$71,004

Brian Connolly, Section 68(1), 17 December 2020

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

Rachel Gilks, Section 68(1), 11 January 2021

Building Trade \$73,145 - \$77,361

Graham Hippit, Section 68(1), 2 November 2020

Senior Officer Grade C \$110,397 - \$118,832

Erin Stepney, Section 68(1), 22 December 2020

Senior Officer Grade B \$130,018 - \$146,368

Kim Szandurski, Section 68(1), 23 December 2020

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

Lucas Vieira Siqueira, Section 68(1), 25 December 2020

Community Services

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

Elleanor Downing, Section 68(1), 4 January 2021

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

Fiona May, Section 68(1), 4 January 2021

Senior Officer Grade C \$110,397 - \$118,832

Olivia Pawlukowski, Section 68(1), 21 December 2020

Education

Administrative Services Officer Class 5 \$81,407 - \$86,168

Stacey Berger, Section 68(1), 17 December 2020

Senior Officer Grade C \$110,397 - \$118,832

Ramish Khan, Section 68(1), 18 December 2020

Environment, Planning and Sustainable Development

General Service Officer Level 5/6 \$57,359 - \$63,127

Emma Beckwith, Section 68(1), 22 December 2020

General Service Officer Level 5/6 \$57,359 - \$63,127

Jeremy Burns, Section 68(1), 22 December 2020

Infrastructure Officer 4 \$131,141 - \$148,993

Sophie Clement, Section 68(1), 23 December 2020

Administrative Services Officer Class 5 \$81,407 - \$86,168

Shelley Cooper, Section 68(1), 16 December 2020

General Service Officer Level 5/6 \$57,359 - \$63,127

Jack Corrigan, Section 68(1), 22 December 2020

Senior Officer Grade B \$130,018 - \$146,368

Frank Garofalow, Section 68(1), 22 December 2020

Administrative Services Officer Class 6 \$87,715 - \$100,388

Marianne Kearns, Section 68(1), 22 December 2020

Infrastructure Officer 3 \$110,651 - \$121,464

Darren Le Roux, Section 68(1), 22 December 2020

Professional Officer Class 2 \$87,715 - \$100,388

Christopher Malam, Section 68(1), 22 December 2020

Senior Officer Grade C \$110,397 - \$118,832

Mary Mudford, Section 68(1), 21 December 2020

Administrative Services Officer Class 6 \$87,715 - \$100,388

Krystal O'Callaghan, Section 68(1), 16 December 2020

General Service Officer Level 5/6 \$57,359 - \$63,127

Daniel Ormsby, Section 68(1), 22 December 2020

Technical Officer Level 3 \$75,985 - \$85,873

John Pellegrino, Section 68(1), 22 December 2020

Professional Officer Class 2 \$87,715 - \$100,388

Stephanie Pulsford, Section 68(1), 22 December 2020

Senior Professional Officer Grade C \$110,397 - \$118,832

Laura Rayner, Section 68(1), 22 December 2020

Administrative Services Officer Class 5 \$81,407 - \$86,168

Kate Southwell, Section 68(1), 4 January 2021

Senior Professional Officer Grade C \$110,397 - \$118,832

Danswell Starrs, Section 68(1), 22 December 2020

Senior Professional Officer Grade C \$110,397 - \$118,832

Stacey Taylor, Section 68(1), 22 December 2020

Administrative Services Officer Class 5 \$81,407 - \$86,168

Joanne Tolson, Section 68(1), 16 December 2020

Senior Officer Grade C \$110,397 - \$118,832

Anna Van Dugteren, Section 68(1), 22 December 2020

Justice and Community Safety

Senior Officer Grade B \$130,018 - \$146,368

Tara Bucknall, Section 68(1), 17 December 2020

Senior Officer Grade C \$110,397 - \$118,832

Tracy Cussen, Section 68(1), 15 December 2020

Administrative Services Officer Class 6 \$87,715 - \$100,388

Katherine Jenkins, Section 68(1), 4 January 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Courtney Smith, Section 68(1), 21 December 2020

Senior Officer Grade A \$151,002

Ian Tindale, Section 68(1), 6 January 2021

Transport Canberra and City Services

Administrative Services Officer Class 4 \$73,248 - \$79,310

Alice Bedlington, Section 68(1), 21 December 2020

Administrative Services Officer Class 5 \$81,407 - \$86,168

Priscilla Gonsalves, Section 68(1), 6 January 2021

Senior Officer Grade A \$151,002

Katherine Harrington, Section 68(1), 21 December 2020

Senior Officer Grade C \$110,397 - \$118,832

Gavin McKenzie, Section 68(1), 21 December 2020

Worksafe ACT

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

Brooke Grey, Section 68(1), 4 January 2021

Regulatory Inspector 6 \$87,715 - \$100,388

Jason Moore, Section 68(1), 4 January 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Jasmine Walker, Section 68(1), 24 December 2020

TRANSFERS

Canberra Health Services

Candice De Jong

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 32388) (Gazetted 30 January 2020)

Sophie Eun

From: Registered Nurse Level 1 \$67,984

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 49207) (Gazette

Alison Morris

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 29134) (Gazetted 29 October 2020)

Jacquelin Singh

From: Registered Nurse Level 3.1 \$108,237

Canberra Health Services

To: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 49495) (Gazetted 12 November 2020)

Chief Minister, Treasury and Economic Development

Lawani Colley

From: Technical Officer Level 3 \$75,985 – 85,873

Chief Minister, Treasury and Economic Development

To: Technical Officer Level 3 \$75,985 - \$85,873

Chief Minister, Treasury and Economic Development, Canberra (PN. 26736) (Gazetted 23 October 2020)

Community Services

Michelle McGaurr

From: Senior Officer Grade B \$130,018 - \$146,368

Community Services

To: Senior Officer Grade B \$130,018 - \$146,368

Community Services, Canberra (PN. 30326) (Gazetted 17 December 2019)

Alyssa Stanley

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Community Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Community Services, Canberra (PN. 36469) (Gazetted 7 December 2020)

Tsz Yin Julian Wong

From: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 37468) (Gazetted 11 September 2020)

Education

Juliette Bornas

From: School Leader C \$126,542

Education

To: Senior Officer Grade C \$110,397 - \$118,832

Education, Canberra (PN. 38986) (Gazetted 14 July 2020)

Kelly Perry Tregenza

From: Child and Youth Protection Professional Officer Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Education, Canberra (PN. 43185) (Gazetted 11 March 2020)

Tabatha Kellett: 71103744

From: School Leader B \$147,337

Education

To: School Leader B \$147,337

Education, Canberra (PN. 04129) (Gazetted 10 December 2020)

PROMOTIONS

ACT Health

Office of the Director-General

Aysegul Rucinski

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Canberra Health Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

ACT Health, Canberra (PN. 23821) (Gazetted 28 October 2020)

Corporate Services

Digital Solutions

Future Capability and Governance

Jennifer Sloane

From: Registered Nurse Level 3.2 \$122,360

Canberra Health Services

To: †Senior Information Technology Officer Grade A \$151,002

ACT Health, Canberra (PN. 49859) (Gazetted 28 October 2020)

Canberra Health Services

Chief Operating Officer Clinical Services

Stuart Couper

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Canberra Health Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Canberra Health Services, Canberra (PN. 36718) (Gazetted 29 October 2020)

Meryl Crane

From: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services
To: †Registered Nurse Level 3.1 \$108,237 - \$112,691
Canberra Health Services, Canberra (PN. 19306) (Gazetted 5 November 2020)

Chief Operating Officer Clinical Services

Veena Crasta

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. 22497) (Gazetted 8 October 2020)

Melissa Greck

From: Administrative Services Officer Class 6 \$87,715 - \$100,388
Canberra Health Services
To: †Senior Officer Grade C \$110,397 - \$118,832
Canberra Health Services, Canberra (PN. 32557) (Gazetted 19 November 2020)

Rebecca Hall

From: Registered Midwife Level 2 \$94,409 - \$100,061
Canberra Health Services
To: †Registered Nurse Level 3.1 \$108,237 - \$112,691
Canberra Health Services, Canberra (PN. 17565) (Gazetted 5 December 2019)

Thomas Metcalfe

From: Technical Officer Level 1 \$60,130 - \$63,043
Canberra Health Services
To: Administrative Services Officer Class 3 \$65,976 - \$71,004
Canberra Health Services, Canberra (PN. 15002) (Gazetted 2 December 2020)

Quality Safety Innovation and Improvement

Tamarah Moore

From: Health Professional Level 2 \$67,892 - \$93,203
Canberra Health Services
To: †Health Professional Level 4 \$110,397 - \$118,832
Canberra Health Services, Canberra (PN. 41420) (Gazetted 22 October 2020)

Chief Operating Officer Clinical Services

Charlotte Packard

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. 42263) (Gazetted 29 October 2020)

Canberra Health Services

Parika Saini

From: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services
To: †Registered Nurse Level 3.1 \$108,237 - \$112,691
Canberra Health Services, Canberra (PN. 11687) (Gazetted 3 December 2020)

Chief Operating Officer Clinical Services

Grant Shaw

From: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)
Canberra Health Services
To: †Health Professional Level 4 \$110,397 - \$118,832
Canberra Health Services, Canberra (PN. 28654) (Gazetted 29 October 2020)

Kara The

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. 22719) (Gazetted 10 September 2020)

Chief Operating Officer Clinical Services

Abigail Thurling

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. 16804) (Gazetted 8 October 2020)

Kate Woodward

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 21262) (Gazetted 11 November 2020)

Canberra Institute of Technology

Education and Training

Horticulture and Floristry

Michael Blasch

From: Teacher Level 1 \$77,492 - \$103,397

Canberra Institute of Technology

To: †Teacher Level 2 \$110,445

Canberra Institute of Technology, Canberra (PN. 40722) (Gazetted 16 December 2020)

Clause 41.3 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement provides an avenue for streamlining of staff after long term acting (higher duties).

Education and Training Services

CIT Technology and Design

CIT Department of Building, Construction Management and Engineering

Anthony Cowlshaw

From: Teacher Level 2 (EDS CIT) \$110,445 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)

Canberra Institute of Technology

To: †Manager Education Level 1 \$128,012

Canberra Institute of Technology, Canberra (PN. 51872) (Gazetted 23 November 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 and Training Services

Sue-Ann Martiniello

From: Teacher Level 1 \$77,492 - \$103,397

Canberra Institute of Technology

To: †Teacher Level 2 (EDS CIT) \$110,445 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)

Canberra Institute of Technology, Canberra (PN. 34776) (Gazetted 1 January 2000)

Clause 41.3 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff)

Enterprise Agreement 2019-2021 provides an avenue for streamlining of staff after long term acting (higher duties).

Chief Minister, Treasury and Economic Development

**Commercial Services and Infrastructure
Shared Services Strategic Business
Business Enablement and Analysis Services**

Usman Bhatti

From: Infrastructure Officer 2 \$87,822 - \$101,039

Transport Canberra and City Services

To: †Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 45177) (Gazetted 3 December 2019)

**Enterprise Canberra
Strategic Coordination and Governance**

Morgan Campbell

From: Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$151,002

Chief Minister, Treasury and Economic Development, Canberra (PN. 50031) (Gazetted 29 November 2020)

Policy and Cabinet

Social Policy

Tina Connor

From: Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$151,002

Chief Minister, Treasury and Economic Development, Canberra (PN. 40704) (Gazetted 20 October 2020)

Shared Services ICT

Technology Services

Networks, Communications Services and ICT Facilities

Maarten Cuff

From: Information Technology Officer Class 1 \$71,004 - \$80,826

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 30532) (Gazetted 24 November 2020)

Shared Services ICT

Technology Services

Networks, Communications Services and ICT Facilities

Daniel Kinnish

From: Information Technology Officer Class 1 \$71,004 - \$80,826

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 49182) (Gazetted 24 November 2020)

Economic Development

Skills Canberra

Skills Programs Operations and Support

Angela Lee

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development, Canberra (PN. 35877) (Gazetted 23 November 2020)

Access Canberra

Fair Trading and Regulatory Strategy

Compliance

Rick Muir

From: Regulatory Inspector 6 \$87,715 - \$100,388

Worksafe ACT

To: †Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development, Canberra (PN. 16232) (Gazetted 17 November 2020)

Treasury/Commercial Services and Infrastructure Group/Shared Services/SSICT

Technology Services Branch

Applications Service delivery

John Rebecca

From: Information Technology Officer Class 1 \$70,058 - \$79,749

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 20430) (Gazetted 27 August 2020)

Shared Services ICT

Technology Services

Networks, Communications Services and ICT Facilities

Jackson Rupcic

From: Information Technology Officer Class 1 \$71,004 - \$80,826

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 49185) (Gazetted 24 November 2020)

Commercial Services and Infrastructure Group

Shared Services

Strategic Business

Khayam Sheikh

From: Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services

To: †Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development, Canberra (PN. 12755) (Gazetted 16 October 2020)

Access Canberra

Projects Governance and Support

Records Team

Monika Zupcic

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 04281) (Gazetted 23 April 2020)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Amanda Amodio

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 32254) (Gazetted 29 September 2020)

Housing ACT

Client Services

Tenant Experience

Teresa Bambach

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Community Services

To: † Administrative Services Officer Class 5 \$81,407 - \$86,168

Community Services, Canberra (PN. 17165) (Gazetted 13 November 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.

Children, Youth and Families

Child and Youth Protection Services

Belinda Buttress

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 16534) (Gazetted 29 September 2020)

Children, Youth and Families

Child and Youth Protection Services

Emma Goodwin

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 32253) (Gazetted 29 September 2020)

Children, Youth and Families

Child and Youth Protection Services

Jennifer Griffin

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 16567) (Gazetted 29 September 2020)

Children, Youth and Families

Child and Youth Protection Services

Benjamin Kane

From: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services

To: † Child and Youth Protection Professional Level 4 \$117,046 - \$125,587

Community Services, Canberra (PN. 32188) (Gazetted 30 October 2019)

Children, Youth and Families

Child and Youth Protection Services

Tabitha Knight

From: Child and Youth Protection Professional Level 1 \$69,736 - \$87,406

Community Services

To: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services, Canberra (PN. 12022) (Gazetted 28 September 2020)

Children, Youth and Families

Child and Youth Protection Services

Rachel Miko

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 03346) (Gazetted 29 September 2020)

Children, Youth and Families

Veronica Molloy

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Community Services

To: †Senior Officer Grade C \$110,397 - \$118,832

Community Services, Canberra (PN. 02000) (Gazetted 9 October 2020)

Children, Youth and Families

Child and Youth Protection Services

Bianca Sabol

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 33737) (Gazetted 29 September 2020)

Children, Youth and Families

Child and Youth Protection Services

Katie Skinner

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 07843) (Gazetted 29 September 2020)

Children, Youth and Families

Child and Youth Protection Services

Olivia Small

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 32252) (Gazetted 29 September 2020)

Children, Youth and Families

Child and Youth Protection Services

Lucy Whyte

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 34284) (Gazetted 29 September 2020)

Children, Youth and Families

Child and Youth Protection Services

Felicity Wilkinson

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 27428) (Gazetted 29 September 2020)

Children, Youth and Families

Child and Youth Protection Services

Ashleigh Winnell

From: Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Community Services

To: Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade)

Community Services, Canberra (PN. 07851) (Gazetted 29 September 2020)

Director of Public Prosecutions

ACT Director of Public Prosecutions

Corporate

Anita Cvetkovski

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Community Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Director of Public Prosecutions, Canberra (PN. 44419) (Gazetted 4 December 2020)

Education

Business Services

People and Performance

Amelia Burton

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Education

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Education, Canberra (PN. 42216) (Gazetted 1 December 2020)

School Performance and Improvement

North and Gungahlin

Turner School

Edward Hanlon

From: Building Service Officer 2 \$60,382 - \$63,127

Education

To: General Service Officer Level 8 \$70,534 - \$74,533

Education, Canberra (PN. 44372) (Gazetted 30 November 2020)

Business Services

People and Performance

HR Business Partners

Melissa Joyce

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Education

To: †Senior Officer Grade C \$110,397 - \$118,832

Education, Canberra (PN. 43069) (Gazetted 13 October 2020)

School Operations

Network - South Weston

Rachel Kane

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

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 12003) (Gazetted 16 November 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Macilene Moyo

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

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 15881) (Gazetted 26 November 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.

Service Design and Delivery

Digital Strategy, Services and Transformation

Jennifer Sawade

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

Transport Canberra and City Services

To: †Senior Officer Grade A \$148,991

Education, Canberra (PN. 42889) (Gazetted 7 September 2020)

School Performance and Improvement

Belconnen Network

Evatt Primary School

Bradley Spence

From: Building Service Officer 2 \$60,382 - \$63,127

Education

To: Building Service Officer 3 \$70,534 - \$74,533

Education, Canberra (PN. 01533) (Gazetted 26 November 2020)

Service Design and Delivery

Learning and Wellbeing Policy and Design

Hao Wang

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Transport Canberra and City Services

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Education, Canberra (PN. 14545) (Gazetted 2 March 2020)

School Performance and Improvement

North Canberra and Gungahlin

Janine Waters

From: From: School Leader C \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 04037) (Gazetted 16 November 2020)

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

Environment, Planning and Sustainable Development

Sustainability and the Built Environment

Climate Change and Sustainability

Program Delivery and Policy

Katherine Goodarzi

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$110,397 - \$118,832
Environment, Planning and Sustainable Development, Canberra (PN. 48007) (Gazetted 23 October 2020)

**Planning, Land and Building
Building, Design and Projects
Housing and Policy
Amy Kingham**

From: Senior Officer Grade B \$130,018 - \$146,368
Environment, Planning and Sustainable Development
To: †Senior Officer Grade A \$151,002
Environment, Planning and Sustainable Development, Canberra (PN. 41846) (Gazetted 7 July 2020)

Independent Competition and Regulatory Commission

**Legal
Jennifer Ofiana**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004
Independent Competition and Regulatory Commission
To: Administrative Services Officer Class 4 \$73,248 - \$79,310
Independent Competition and Regulatory Commission, Canberra (PN. 33306) (Gazetted 2 December 2020)

Justice and Community Safety

**ACT Corrective Services
Community Corrections and Release Planning
Community Operations
Helen Pettett**

From: Administrative Services Officer Class 5 \$80,323 - \$85,020
Justice and Community Safety
To: †Administrative Services Officer Class 6 \$86,547 - \$99,051
Justice and Community Safety, Canberra (PN. 11239) (Gazetted 29 September 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.

Suburban Land Agency

**Program Solutions
Sales and Client Services
Katerina Torcasio**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388
Community Services
To: †Senior Officer Grade B \$130,018 - \$146,368
Suburban Land Agency, Canberra (PN. 48854) (Gazetted 22 September 2020)

Transport Canberra and City Services

**Infrastructure Delivery and Waste
ACT NoWaste
Business Analytics and Support
Charmain Blundell**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Transport Canberra and City Services, Canberra (PN. 50038) (Gazetted 26 November 2020)

City Services
ACT NoWaste
Waste Policy
Kate Brennan

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Transport Canberra and City Services

To: †Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services, Canberra (PN. 45449) (Gazetted 1 December 2020)

City Services
City Presentation
Urban Treescape
Christopher Fleming

From: General Service Officer Level 3/4 \$51,742 - \$56,505

Transport Canberra and City Services

To: †Technical Officer Level 3 \$75,985 - \$85,873

Transport Canberra and City Services, Canberra (PN. 13627) (Gazetted 27 October 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.