



ACT Government Gazette

Gazetted Notices for the week beginning 14 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>

Multimedia Designer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 41983)

Gazetted: 20 January 2021

Closing Date: 3 February 2021

Details: We're looking for a highly creative and innovative Multimedia Designer to join our Communications team. Working under limited direction, the Multimedia Designer reports to the Senior Director, Online Strategy and Design and is responsible for:

Produce creative and innovative design products to support communication strategies and campaigns.

Capture, produce and edit tailored and engaging content including audio-visual, motion graphics and animation creation for use on multiple communication channels

Creating concepts and layout materials for electronic and hard copy use maintaining corporate branding and style requirements.

Maintain and develop the organisations corporate image and video library.

Sourcing, producing and ensuring the quality of images and resolve production issues.

Liaising with suppliers and staff at all levels about the production of work, including obtaining quotes, facilitating clearance and finalising design and delivery.

Interpreting creative briefs and providing professional guidance and creative direction to achieve desired outcomes.

Establishing and maintaining productive, cooperative relationships with internal and external stakeholders.

Working collaboratively with other members of the branch to ensure delivery of high quality and responsive services to clients.

Managing the effective and consistent use of the ACT Government Branding Guidelines and the ACT Health brand and graphic standards.

Undertaking other duties appropriate to this level of classification that contribute to the Directorate.

To be successful in this role you will have:

A minimum of five years' design experience working with large organisations in a fast paced environment.

Extensive experience working with a range of software packages including Adobe Creative Suite and Microsoft Office.

Experience developing creative concepts, and working from initial concept through to exceptional finished art.

Extensive experience designing for social media platforms and web.

Understanding of web accessibility.

The ability to work efficiently within a fast-paced team environment whilst maintaining an eagle eye for detail.

A portfolio of creative work demonstrating your creative skills.

A values-driven professional with excellent written and verbal communication skills and a proven ability to collaborate with others.

Eligibility/Other Requirements:

Tertiary qualifications in Design or a relevant discipline is highly desirable.

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

Note: This is a temporary position available from the 8 February 2021 up until 8 August 2021. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a two page pitch responding to the Selection Criteria, a current curriculum vitae including contact details of two referees and a portfolio of your recent creative work.

Applications should be submitted via the Apply Now button below.
Contact Officer: Jack Walsh (02) 5124 9439 jack.walsh@act.gov.au

Health Systems, Policy and Research
Public Health Protection and Regulation
Health Protection Service
Director, Environmental Health
Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 23787, several)

Gazetted: 20 January 2021

Closing Date: 27 January 2021

Details: Are you interested in helping to ensure that the ACT community is protected from Public Health hazards? Would you like to lead a committed team of public health officers?

ACT Health is seeking two exceptional individuals to provide leadership and expert regulatory advice. If you're one of the right people for these positions, you will have qualifications and professional experience in environmental health. We are also looking for individuals with a demonstrated history of effective staff management and collaboration with government and industry stakeholders.

Both roles regularly respond to high profile and urgent public health incidents, while also providing routine regulatory oversight to public health risk activities in the ACT ensuring that businesses in the ACT can operate safely. These are fast-paced roles and every day will bring new and unexpected challenges and changing priorities. They would suit someone who can successfully lead staff through 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:

Applicants must hold undergraduate degree in Applied Science (Environmental Health), or graduate diploma in Environmental Health, or equivalent qualifications that are accredited by Environmental Health Australia, or relevant experience/qualifications and eligibility for Environmental Health Australia Membership.

Applicants must hold a current driver's licence.

Prior to commencement, the successful candidate will be required 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.

Note: Please note that this is a readvertised position. Previous applications are being considered and do not need to be resubmitted. These are temporary positions available for three 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 may be required to work after hours, weekends and on-call. Applicants should call the Contact Officer for advice on whether they are eligible to apply.

How to Apply: If you are interested in joining this dedicated 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: Jade Redfern (02) 5124 9195 jade.redfern@act.gov.au

Health Systems, Policy and Research
Health Systems Planning and Evaluation
Health Service Planning
Health Service Planning Officer (Assistant Director)
Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 20510)

Gazetted: 14 January 2021

Closing Date: 28 January 2021

Details: If you have a passion for healthcare and want to work as part of a dynamic, high achieving, supportive and trusted team to help shape the health system of the future then keep reading!

Our team works collaboratively with clinical services, policy and project teams, non-government and primary health care service providers to determine future requirements for health service development and redesign to

meet the needs of our community. We are looking for new team members who are passionate about health care, have excellent collaboration and communication skills, are outcome and solution focussed and share our mantra that how you go about doing things is as important if not more so than what you are doing. We have a proactive, supportive and positive team environment and it's a place where talented people love coming to work!

Are you an experienced health service planner looking for a change of scenery? Or perhaps you are ready to move on from clinical roles but still use your skills, knowledge and experience. Or have you been working in policy, project, epidemiology or service development and want to try something new? Then the ACT Health Service Planning team wants to hear from you!

Eligibility/Other Requirements:

Undergo a pre-employment National Police Check

Tertiary qualifications in a relevant discipline are desirable.

If you have prior experience in Mental health policy area and are confident in your writing and consultation skill in this field, this will be highly beneficial in this temporary role.

Note: This is a temporary position available immediately for a period of 11 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Galton (02) 5124 9877 sarah.galton@act.gov.au

Policy, Partnerships and Programs Division

Health Policy and Strategy Branch

Various

Senior Policy Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 41884, several)

Gazetted: 14 January 2021

Closing Date: 28 January 2021

Details: The Health Policy and Strategy Branch within the Policy, Partnerships and Programs Division is seeking three Senior Policy Officers to contribute to various projects within the Branch. The positions are for an immediate start and include:

Disability and Community policy – to July 2021

Family and Inclusion policy – to August 2021

Child Abuse Royal Commission implementation – to December 2021.

The ideal candidates will have well-developed written and oral communication skills, an understanding of health policy, and an ability to liaise and network within a remote working environment. Desirable skills across each position include policy development, research, negotiation, and coordination.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police Check.

Notes: These are temporary positions available for up to 12 months as outlined above. 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: Interested candidates are requested to 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: Alex Sendall (02) 5124 6132 alex.sendall@act.gov.au

Calvary Public Hospital Bruce

Human Resources Business Partner

Senior Officer Grade C \$110,397 - \$118,832, Canberra (Expected)

Gazette Date: 15 January 2021

Closing Date: 21 January 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>
Reference Number: 14488
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Fiona Hughes (02) 6201 6395 fiona.hughes@calvary-act.com.au

Medical Imaging

CT Radiographer

Radiographer (MI Level 3) \$105,473, to \$111,136, Canberra (Expected)

Gazette Date: 15 January 2021
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: 14550
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Kristine Lindner (02) 6201 6145 kristine.lindner@calvary-act.com.au

Pharmacy

Clinical Pharmacist

Pharmacist level 2 \$80,531 – \$94,473, Canberra (Expected)

Gazette Date: 15 January 2021
Closing Date: 20 January 2021
Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>
Reference Number: 14459
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Sarah Smith (02) 6201 6266 sarah.smith@calvary-act.com.au

Pharmacy

Senior Clinical Pharmacist

Health Professional 3 \$104,891.00 to \$110,536.00, Canberra (Expected)

Gazette Date: 21 January 2021
Closing Date: 10 February 2021
Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>
Reference Number: 14577
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Emily Diprose, (02) 6201 6269, emily.diprose@calvary-act.com.au

Midwifery

Clinical Midwifery Educator

Registered Midwife Level 3 \$111,179 - \$115,754, Canberra (Expected)

Gazette Date: 15 January 2021
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: 14589
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Andrea Moore, (02) 6201 6957, andrea.moore@calvary-act.com.au

Canberra Health Services

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

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

Division of Medicine

Respiratory and Sleep

Booking and Scheduling Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 41454)

Gazetted: 15 January 2021

Closing Date: 22 January 2021

Our Vision: Creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

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

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

Overview of the Work Area and Position

This position reports to the Administration Manager (reporting) and Unit Director (line). It provides office management to the unit and supervision to the Respiratory and Sleep Medicine 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:

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 possibility of extension and/or permanency.

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

Contact Officer: Andrew Barrow (02) 5124 3994 Andrew.J.Barrow@act.gov.au

Infrastructure and Health Support Services

Modernisation Program

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

Gazetted: 18 January 2021

Closing Date: 1 February 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

Finance and Business Intelligence

Chief Information Officer

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1165)

Gazetted: 14 January 2021

Closing Date: 28 January 2021

Details: Canberra Health Services is seeking a suitably skilled Executive Branch Manager/Chief Information Officer (CIO) who will be engaged on a long term contract for a period of five years.

Reporting to the Chief Finance Officer, the Executive Branch Manager/Chief Information Officer provides strategic leadership and advice in relation to business intelligence and digital information systems for CHS. The role is responsible for the development of appropriate frameworks and processes and ensures CHS information systems meet the needs of the organisation, the community, and is innovative, effective and sustainable now and into the future.

The role provides overall leadership and management of the Digital and Business Intelligence business unit and has oversight and responsibility for information system operations, ICT projects business intelligence and non-clinical

digital records and the ongoing optimisation of clinical and administrative systems. The Executive Branch Manager/CIO is required to maintain excellent working relationships with key stakeholders within the ACT Health Directorate and shared service providers.

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: Please provide a copy of your curriculum vitae and Selection criteria addressing your skills and experience against the executive capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Stevenson 0411 154 648 nicole.stevenson@act.gov.au

Clinical Services

Medicine

Cardiology

Cardiac Catheter Laboratory Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 24410, several)

Gazetted: 14 January 2021

Closing Date: 28 January 2021

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Overview of the work area and position:

The Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of diagnostic and interventional cardiac procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service to assist in the diagnosis and early intervention of patients with acute cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday with on-call coverage for STEMI activation outside of those hours. Services in Cardiac Electrophysiology have recently commenced in the Cardiac Catheter Laboratory.

Registered Nurses have a key role in caring for patients admitted to the Cardiac Catheter Laboratory as members of the multidisciplinary team.

Eligibility/Other Requirements:

Mandatory:

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

Desirable Post registration experience in acute and/or cardiac care.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: There are two positions available, one is permanent full-time, and one is temporary full-time available for six to 12 months with the possibility of extension and/or permanency. Part-time hours will be considered

Contact Officer: Alison Baldwin (02) 5124 3691 alison.baldwin@act.gov.au

Canberra Health Services

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Perinatal and Infant Mental Health Clinician

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 33288)

Gazetted: 21 January 2021

Closing Date: 04 February 2021

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Overview of the work area and position

The Perinatal and Infant Mental Health Consultation Service (PIMHCS) is an outpatient, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. The PIMHCS provide specialist perinatal consultation, including mental health assessments, treatment planning and advice to clients and to referring services. We aim to optimise the wellbeing of the mother and infant, with a particular focus on enhancing the mother-infant relationship. The role will require the team member to provide mental health triage, perinatal and mental health assessment, and clinical support within a recovery framework. The team member will also facilitate group work and provide support to CAMHS Health Professional Level 1 and Health Professional Level 2 clinicians.

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
- Minimum of three years (ideally five years) post qualification
- Must hold a current driver's licence.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Minimum of three years (ideally five years) post qualification
- Must hold a current driver's licence.

Highly Desirable:

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

For Social Work:

- Degree in Social Work

- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Minimum of three years (ideally five years) post qualification
- Must hold a current driver's licence.

Highly desirable for all disciplines: Experience in working with children, young people and women and infants in the perinatal period.

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

Note: This is a part-time permanent position available at 29:24 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only. 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: Bridget Dillon (02) 5124 3133 bridget.dillon@act.gov.au

Women, Youth and Children

Community Health Programs

Women's Health and Central Administrative Support

Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 24261)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

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Overview of the Work Area and Position

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Women's Health Service

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health Service

Reporting to the Administration Manager, this position contributes to the daily support of Women's Health Service, both back and front of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels.

Eligibility/Other Requirements:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

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

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

Contact Officer: Christine Hezkial (02) 5124 2776 Christine.hezkial@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Customer Service Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 33102, expected vacancy)

Gazetted: 15 January 2021

Closing Date: 25 January 2021

Details: **Our Vision:** Creating exceptional health care together.

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

Overview of the Work Area and Position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the University of Canberra Hospital.

Working across multiple sites the RACS Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high quality customer service and patient care.

Staff within these roles may be required to work at any one of these sites and will be required to rotate across locations for various lengths of time to meet work demands and gain experience across settings.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police Check.

Notes: This is an expected permanent vacancy. Staff may be required to work weekends and outside of normal business hours.

Contact Officer: Steve Sculac (02 5124 0226 Steve.Sculac@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Podiatry

Allied Health Assistant - Podiatry

**Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level),
Canberra (PN: 33820)**

Gazetted: 15 January 2021

Closing Date: 2 February 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.

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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.

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

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

Overview of the work area and position:

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

Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Under supervision of the Community Care Podiatry Manager, the Podiatry Assistant is responsible for providing basic foot care to low risk clients; be involved in health promotion activities; assist with nail surgery; make and modify non moulded orthoses; maintain stock levels; and perform some general administrative tasks. You will also be required to work under the direction of health professionals. The service provides clinics across the ACT and you will be required to work from different health centres.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance with Podiatry modules attained.

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

Current driver's licence

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 position is permanent part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata. Applications from this recruitment process may be used to form a merit pool to fill part-time and full-time, temporary, or permanent identical positions in the Community Care Program within the next 12 months. Selection may be based on application and referee reports only.

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

Contact Officer: Amanda McLean (02) 5124 1229 Amanda.mclean@act.gov.au

Clinical services

Medicine

Medical

Administration Manager

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 23318)

Gazetted: 14 January 2021

Closing Date: 28 January 2021

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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.

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

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary full-time position available for a period of five months with possibility of extension for up to two years and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Cathie Smith (02) 5124 3659 cathie.smith@act.gov.au

Cancer and Ambulatory Support

Cancer Supportive Care

Adolescent and Young Adult and Sarcoma Cancer Specialist Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22635)

Gazetted: 14 January 2021

Closing Date: 28 January 2021

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Overview of the Work Area and Position

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 Adolescent and Young Adult (AYA) and Sarcoma Cancer Specialist Nurse will work as part of the division's Cancer Supportive Care team. The Cancer Specialist Nurse role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of cancer, across the cancer journey.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to

undergo a pre-employment National Police check.

Notes: This is a temporary position available until 14th June 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: David Larkin (02) 5124 8540 David.Larkin@act.gov.au

Nursing

Clinical Operational

Assistant Director of Nursing Inpatients

Registered Nurse Level 4.3 \$139,701, Canberra (PN: 16234)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

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Overview of the Work Area and Position

The Assistant Director of Nursing (ADON) Inpatients holds a senior nursing leadership position within the Division of Medicine. The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within Medicine. The

ADON Inpatients reports to the Director of Nursing. You will actively support, guide and collaborate with the Inpatient Clinical Nurse Consultants within Medicine in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies. The ADON will also work in collaboration with the other ADONs in the Division and Unit Directors to deliver high quality person-centred care.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

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

Contact Officer: Kellie Noffke (02) 5124 2012 Kellie.Noffke@act.gov.au

Infrastructure and Health Support Services Group

Campus Modernisation

Clinical Business Manager

Senior Officer Grade A \$151,002, Canberra (PN: 48285)

Gazetted: 19 January 2021

Closing Date: 2 February 2021

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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 CHS Canberra Hospital Expansion Project - Clinical Business Manager will report to the Project Director, Campus Modernisation and will work closely with the CHS Clinical and Corporate Executive areas.

The Canberra Hospital Expansion Project includes the development of a new Critical 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 Centre 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).

In partnership with the CSB project team and the assistance of the CHS Executive team, this position will be accountable for leading, implementing and monitoring the processes required to support clinical operational readiness for the CSB.

Eligibility/Other Requirements:

Desirable:

An appropriate post-secondary qualification in Business Administration, Accounting, Finance or a related discipline.

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

Note:

This is a temporary position available for a period of two years, with the possibility of extension. Selection may be by application and referee reports only.

Contact Officer: Vanessa Brady 0404364949 vanessa.brady@act.gov.au

Acute Allied Health Services

Nutrition

Senior Dietitian

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 48852)

Gazetted: 14 January 2021

Closing Date: 28 January 2021

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Overview of the Work Area and Position

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under the direction of the Manager Nutrition, the Senior Dietitian is responsible for the provision of the advanced dietitian gastroenterology model across the Canberra Hospital Campus. The Senior Dietitian is responsible for the screening of a predetermined subset of patients according to eligibility criteria under the oversight of gastroenterology medical specialists. This involves liaising across the Canberra Hospital Campus, partaking in service improvement and quality assurance initiatives and contributing to the supervision and training of fellow Health Professionals and Students.

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

This role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

Canberra Health Services is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

Eligibility/Other Requirements:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

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 credentialing requirements for allied health.

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 six months with the possibility of extension. This position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required.

Contact Officer: Andrew Slattery (02) 5124 2544 andrew.slattery@act.gov.au

Finance and Business Intelligence

Purchasing Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 23880, several)

Gazetted: 20 January 2021

Closing Date: 1 February 2021

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Overview of the work area and position

Finance and Business Intelligence is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

Supply Services is delivering efficient, customer focused and competitive supply chain solutions to the Health Services in ACT. This position reports to the Purchasing Team Leader of Supply Services.

To assist in procurement activities of products and services on behalf of Infrastructure and Health Support Services and other customers on the Purchasing and Inventory Control System (PICS) in a timely manner. The successful candidate will be required to work within Supply Services main office at Mitchell and at Canberra Hospital.

Eligibility/Other Requirements:

Mandatory:

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*.

Desirable:

Relevant Certificate IV in Government Procurement or higher qualification in Procurement and Contracting and a minimum of two years' experience working professionally in Canberra Health Services is preferred.

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.

Note: This is a temporary 12 month Relief Pool position which will provide coverage for the Purchasing Officer team within Supply Services at an ASO4 level. The successful candidate(s) will be called upon to provide coverage for leave throughout the year.

Contact Officer: Raj Rajasegaran (02) 5124 3090 raj.rajasegaran@act.gov.au

Allied Health

Acute Services Nutrition Department

Senior Food Service Dietitian

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 31092)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

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Overview of the Work Area and Position

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.

Services include:

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

You will possess excellent clinical knowledge and skills across a range of settings and a passion for teaching and training. The role coordinates the clinical education program for student Dietitians and Nutrition Assistants as well as supporting new graduate Dietitians. The position links to both the senior Nutrition and Dietetics team and to the dedicated Clinical Educator team. You will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

This role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

Canberra Health Services is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

Eligibility/Other Requirements:

Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

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 permanent part-time position at (14:42) hours per week and the full-time salary noted above will be pro-rata. This position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required. This role is expected to work across Canberra Health Services sites however is primarily based at Canberra Hospital.

Contact Officer: Andrew Slattery (02) 5124 2544 Andrew.Slattery@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 22203)

Gazetted: 15 January 2021

Closing Date: 2 February 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.

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:

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

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

Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions

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

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

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role. This work will primarily be based in the Phillip Community Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

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

Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader and Senior Clinician, who are both based on site in the health centre. The position is also supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other requirements

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

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

For Psychology:

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

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

For Social Work:

Degree in Social Work

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

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

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

Current Passenger Vehicles Driver's License

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.

Notes: This is a temporary position available for a period of 10 months.

Contact Officer: Graham Twycross (02) 5124 1516 Graham.Twycross@act.gov.au

Cancer and Ambulatory Support

Canberra Region Cancer Centre

Volunteer Coordinator

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 37605)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

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

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

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

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

Overview of the Work Area and Position

The division of 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 support functions for ambulatory and community health including the Central Intake team, central outpatients, Walk-in Centres and transcription.

Under broad direction of the Operations Manager, the Volunteer Coordinator is responsible for coordinating a team of volunteers providing support to people accessing cancer services.

Eligibility/Other Requirements:

Desirable:

Hold a current driver's licence.

Proven experience in management of volunteer programs

Proficiency in the use of Electronic Medical Records used (Charm and Aria)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

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

Contact Officer: Caroline McIntyre (02) 5124 8536 caroline.mcintyre@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Eating Disorder Program Officer

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 25264)

Gazetted: 20 January 2021

Closing Date: 5 February 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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- Six community health centres: providing a range of general and specialist health services to people of all ages.

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

Overview of the work area and position

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

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

The Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework. This role will be to conduct assessment, and provide evidence-based intervention to children, adolescents and adults with an eating disorder, including family and individual work. To work as part of a multidisciplinary team and provide support and supervision to Health Professional Level 2 (HP2) clinicians.

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

Mandatory for all disciplines:

- Minimum three years (ideally five years) post-qualification experience.
- A current unrestricted driver's licence.

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

Mandatory for Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia.
- Eligibility for professional membership of Occupational Therapy Australia.
- Minimum of three years (ideally five years) post qualification

Mandatory for Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia.
- Minimum of three years (ideally five years) post qualification

Highly Desirable for Psychology:

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

Mandatory for Social Work:

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

- Be registered under the Working with Vulnerable People (Background Checking) Act 2011. • Minimum of three years (ideally five years) post qualification

Highly desirable for all disciplines:

- Experience and or knowledge of Eating Disorders
- Experience working with children, young people, and adults with a Mental Illness.

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*.
- 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 full-time position available for a period of 12 months.

Mental Health Psychologist Allowance: Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement

2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Contact Officer: Abby James (02) 5124 1235 abby.james@act.gov.au

Cancer and Ambulatory Support

Covid Testing Centres

Covid Enrolled Nurse

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 48382, several)

Gazetted: 20 January 2021

Closing Date: 31 December 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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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 COVID centres provide services for COVID-19 testing and immunisation throughout the Canberra region.

Enrolled Nurses work in a team with Registered Nurses and AIN's to screen for eligibility, collect specimens and provide education to consumers. Enrolled Nurses provide assistance to the Registered Nurse's undertaking immunisation and pre and post immunisation observation. There are multiple centres, including both drive through and in centre, and the staff work flexibly across all sites.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

These positions are open to both New Graduates and experienced Enrolled Nurses.

Notes: These are temporary positions available for 12 months. Part-time hours will be considered, and the above full-time salary will be pro-rata. The COVID centres operate 7 days a week and have varying shift times. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community 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: 40902)

Gazetted: 20 January 2021

Closing Date: 4 February 2021

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Canberra Health Services Health 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. The core values of being Reliable, Progressive, Respectful and Kind were developed by us, for us and are unique to our work. 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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A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

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

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

Rehabilitation and Specialty Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS), and

Justice Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services.

The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

At this level, it is expected that you will provide high quality clinical interventions and care to achieve positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff within the Access Mental Health Team as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes. The position reports to a Team Leader who is based on site in the health

centre and is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community.

The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). The position reports professionally to the relevant Discipline Principal.

AMHT operates an extended hours service, operating seven days a week. The successful candidate will be expected to work on a 38 hour, seven day per week 24 hour rotating roster including morning evening shifts and Night shifts, weekends and public holidays.

Eligibility/Other Requirements:

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 (ideal five years) post qualification experience,
Current Passenger Vehicles 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 (ideal five years) post qualification experience,
Current Passenger Vehicles Driver's Licence

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,
Current Passenger Vehicles Driver's Licence.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Contact Officer: Julie Hanson (02) 6205 3266 julie.hanson@act.gov.au

Pharmacy

Medical Services

Pharmacy Technician

Technical Officer Level 1 \$60,130 - \$63,043, Canberra (PN: C09699)

Gazetted: 20 January 2021

Closing Date: 5 February 2021

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Our Values: Reliable, Progressive, Respectful and Kind

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Overview of the work area and position:

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

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

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Working within the Pharmacy Services' Quality Use of Medicines, Research and Education team, the Medication Safety and Quality Pharmacist will lead, manage and coordinate efforts to improve the safety and quality of medicines use across the Canberra Hospital and Health 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"

Eligibility/Other Requirements

Mandatory:

Experience working in hospital or community pharmacy

Highly desirable:

SHPA membership

Certificate III in Hospital-Health Services Pharmacy Support or equivalent

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: All new staff will be responsible to have their immunisation status up to date prior to commencing work with ACT Health. Working across multiply CHS locations is required

Contact Officer: Keat Gan (02) 5124 2118 Keat.Gan@act.gov.au

Clinical Services

Secure Mental Health Services, Justice Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 37272, several)

Gazetted: 20 January 2021

Closing Date: 5 February 2021

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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, 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 10 beds for community transition.

Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

At this level it is expected that you will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment and recovery of people within a therapeutic environment. You will provide regular input into, and form an integral part of the multidisciplinary team and apply quality improvement processes to the therapy program.

All team members are required to undertake professional development and supervision and participate in quality initiatives. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements:

Mandatory:

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

A minimum of three years nursing experience within a forensic or acute mental health setting.

Hold a current driver's licence

Highly Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such.
Sound understanding of forensic mental health.

Nursing experience with a Co-morbidity or Alcohol and Drug Service
Clinical leadership 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).

Contact Officer: Eric Agyemang Duah (02) 51241863 eric.k.agyemang-duah@act.gov.au

Clinical Services

Alcohol and Drug Service

Counselling and Treatment Service

Counsellor

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 28450)

Gazetted: 20 January 2021

Closing Date: 3 February 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.

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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 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 and Drug Services (MHJHADS), which is a contemporary, evidence-based service providing high quality care, guided by principles of harm minimization. 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 psycho educational 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 disorders. CTS also offers treatment for a range of psychosocial problems that either result in or derive from the presenting substance use difficulties. Brief interventions are available for people affected by the substance use of a loved one.

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:

Tertiary qualification in Social Work

Eligibility for membership of the Australian Association of Social Workers

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 Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

For Psychology:

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

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 ACT Health facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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:

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

(iii) 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.

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 ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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 possible extension or permanency.

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

Medical Services

Senior Pathology Accounts Administrator

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 27039)

Gazetted: 20 January 2021

Closing Date: 1 February 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, 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:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Pathology Accounts Administration provides financial and administrative support including processing accounts receivable, resultant follow-up and liaison for inpatients and outpatients of the Canberra and Calvary Hospitals. The team provides billing for the extensive clients of ACT Pathology. Under the Direction of the Pathology Accounts Manager, the Pathology Accounts Senior Administrator manages the workflow and direction of the small team responsible for the raising of invoices within the billing system, using appropriate documentation and procedures.

Eligibility/Other Requirements:

Desirable: Experience with and an understanding of the Australian Medical Benefits Schedule is highly desirable.

Experience with databases relating to hospital and pathology operations for example Laboratory Information Systems (Kestral), Billing Systems (PBRC) and Hospital Patient Information Systems (ACTPAS), with reference to pathology requests will be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Brett Loiterton (02) 5124 2839 brett.loiterton@act.gov.au

Chief Executive Officer

Nursing, Midwifery and Patient Support Services

Enrolled Nurse Transition to Practice Program 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 44476, several)

Gazetted: 15 January 2021

Closing Date: 8 February 2021

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

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

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

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

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

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

Overview of the Work Area and Position

Canberra Health Services invites applications from Enrolled Nurse Graduates for the February to August 2021 Transition to Practice Program (TTPP).

Canberra Health Services offers a 12-month, structured program that provides a supportive framework for enrolled nurses during their first year of clinical practice.

We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity.

The TTPP is to assist enrolled nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse.

The 12-month program will incorporate at least two 6-month rotations through clinical areas or 12 months within a speciality.

Successful candidates will be offered permanent employment full-time or part-time employment.

Eligibility/Other Requirements:

Mandatory:

Completed/will complete a Diploma in Nursing between February 2020 to June 2021.

Registered or eligible to register as an enrolled nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement.

Current drivers' licence for community placements (if allocated)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Maxine Jordan (02) 5124 3382 Maxine.Jordan@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

Heavy Vehicles Automotive Trades Teacher

Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 51960)

Gazetted: 20 January 2021

Closing Date: 25 January 2021

Details: The Automotive department is seeking a permanent full-time teacher for the delivery of Automotive Heavy Mechanical trades. This is based at Canberra Institute of Technology (CIT) Fyshwick. The position requires the ability to work within the department of teaching and support staff, to provide educational outcomes and meet compliance requirements for apprentices and general students, in a VET environment. The position also requires the ability to liaise with industry, students and other stakeholders for the Department, and manage educational resources. The 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 Qualifications and/or Registrations/Licensing:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 - 2021, Clause 40 New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and

At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience o In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 - 2021.

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

The successful applicants must have a minimum of one of the below qualifications mandatory or equivalent of: Certificate III in Mobile Plant Technology or Certificate III in Heavy Commercial Vehicle Mechanical Technology.

How to Apply: All applicants are required to provide a written response addressing the Selection Criteria and provide a current curriculum vitae. Referee reports to be provided if requested. Applications should be submitted via the Apply Now button below.

Contact Officer: Evan Street (02) 6207 3814 evan.street@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

Revenue Management

Compliance

Assistant Director - Compliance

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 11463)

Gazetted: 20 January 2021

Closing Date: 2 February 2021

Details: The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high quality services to all Canberrans. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a 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.

Note: This is a temporary position available from 15 February 2021 up until 30 November 2021.

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

How to Apply: Applicants should submit their curriculum vitae and a written statement of no more than two pages addressing the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Amalos (02) 6207 0100 Paul.Amalos@act.gov.au

Revenue Management

Compliance

Assistant Director - Compliance

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50030)

Gazetted: 20 January 2021

Closing Date: 9 February 2021

Details: The ACT Revenue Officer is looking for a dedicated professional to lead a team developing a modern capability to administer landholder duty in the ACT.

Understanding and implementing the landholder duty tax laws is central to this multifaceted role. The successful applicant will be required to lead and manage a team of tax administration professionals while building an outward facing compliance program with a heavy emphasis on taxpayer education. The role would suit an individual comfortable with dealing with complexity and with experience in legislation reform and project management.

The Compliance section monitors the integrity, fairness and effectiveness of the ACT's taxation system through detection of non-compliance and enforcement action. Our work is increasingly data driven through the use of our business intelligence capability. Upfront voluntary compliance is promoted through client education and early engagement. A culture of continuous improvement underpins our work and our commitment to use data, information and insights to deliver value to our clients and inform decision making across everything we do. Compliance also undertakes a number of direct client interactions, including processing client tax returns and responding to client inquiries. The section is also responsible for managing and recovering tax debts owed to the Territory.

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

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will 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: Applicants are to submit their curriculum vitae and a written statement of no more than two pages addressing the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Russell Stroud (02) 6207 5875 Russell.Stroud@act.gov.au

Governance and Support

Customer Experience and Design

Technical Project Lead Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50396)

Gazetted: 18 January 2021

Closing Date: 25 January 2021

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

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

Eligibility/Other requirements: An ACT Government CMTEDD Baseline clearance is required for this position.

Notes: This is a temporary position available from 1 March 2021 for nine months with the possibility of extension and/or permanency. An order of merit may be established to fill identical vacancies within the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

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

**Office of Chief Digital Officer
Strategic Business Branch
Portfolio Governance and Support Services
Digital Content and Graphic Design Officer
Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50406)**

Gazetted: 15 January 2021

Closing Date: 29 January 2021

Details: Would you like to be at the centre of a major brand refresh? Do you have an eye for good visual design? Can you create Sharepoint pages that will effectively promote the services of our branch to the wider ACT Government?

If you said yes, then this role is an amazing opportunity to bring your creativity with visual storytelling to the complex world of ICT. We need someone to drive our branch's brand refresh, create a range of new Sharepoint intranet pages (and update existing pages), and support the Change and Communication Team with internal communication and project communication.

To succeed in this role, you will be able to work under limited direction, be a master of Adobe Creative Cloud applications (especially Photoshop, Illustrator, and InDesign), experienced with creating Microsoft Office templates, and have the ability to convey complex information in plain English.

You don't need to be an accomplished writer (although it is an advantage!) as you'll be supported by an experienced team, but we're specifically looking for someone with strong Sharepoint and graphic design skills.

Eligibility/Other Requirements: Relevant Tertiary qualifications is highly desirable.

Notes: This is a temporary position available immediately for up to six months, with the possibility of extension up to 12 months. This is a full-time role but part-time (three or four days per week) will be considered. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your curriculum vitae and a two-page pitch (addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities) by the due date. Optionally, you may also submit a PDF with a portfolio of your design and web work.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Cummings 0426819478 shane.cummings@act.gov.au

**Policy and Cabinet
Cabinet, Assembly and Government Business
Coordination and Support Officer
Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50376)**

Gazetted: 14 January 2021

Closing Date: 28 January 2021

Details: The Cabinet, Assembly and Government Business branch is looking for a team member at the ASO 5 level, who is interested in being at the forefront of government decision making and supporting the passage of Cabinet and Government Business. To be considered for this role it would be expected that you have a curious mind, possess or have the ability to gain, a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities and thrive in a team environment. This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical timeframes. The successful applicant will be expected to have sound administrative and organisational skills and the ability to demonstrate resilience in a high-pressure environment. A vacancy in the branch at the ASO 6 level is advertised separately with selection to be based on experience.

Notes: This position is located in a workplace designed for activity-based working (ABW). 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: If this sounds like you, please provide your curriculum vitae together with a written statement of no more than two pages, addressing the Capabilities in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dorena Morris (02) 6207 5989 Dorena.Morris@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Senior Coordination and Support Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50364)

Gazetted: 14 January 2021

Closing Date: 28 January 2021

Details: The Cabinet, Assembly and Government Business branch is looking for a team member at the ASO 6 level, who is interested in being at the forefront of government decision making and supporting the passage of Cabinet and Government Business.

To be considered for this role it would be expected that you have a curious mind, possess or have the ability to gain, a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities and thrive in a team environment.

This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical timeframes. The successful applicant will be expected to have sound administrative and organisational skills and the ability to demonstrate resilience in a high-pressure environment. A vacancy in the branch at the ASO 5 level is advertised separately with selection to be based on experience.

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 position is located in a workplace designed for activity-based working (ABW). 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: If this sounds like you, please provide your curriculum vitae together with a written statement of no more than two pages, addressing the Capabilities in the attached Position Description.

Applications should be submitted via the [Apply Now button below](#).

Contact Officer: Dorena Morris (02) 6207 5989 Dorena.Morris@act.gov.au

Communications and Engagement

Communications and Engagement

Strategic Communications and Engagement

Digital Communications Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38801)

Gazetted: 14 January 2021

Closing Date: 28 January 2021

Details: We have an exciting opportunity to join the Communications and Engagement team in Chief Minister, Treasury and Economic Development Directorate (CMTEDD) as a Digital Communications Officer. If you have strong digital communication skills, a passion for community engagement and a desire to work on projects across ACT Government, we would love to hear from you.

In this role you will be responsible for managing the [YourSay Conversations website](#) website, the digital platform that connects Canberrans with the decisions of government and the policy-making process. You will work with teams across ACT Government to influence and support best practice community and stakeholder engagement. Using a range of tools and an evidence-based approach you will help to develop and bring consistency and quality to our processes. You will also play a key role in working with teams across CMTEDD to coordinate engagement campaigns and develop engaging and interactive digital media strategies, content and digital events.

We are looking for a team player who is passionate about the customer experience, making a difference and new ways of thinking. The successful candidate will be flexible, proactive and able to establish good relationships across government while working in a fast-paced, supportive team environment.

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

Eligibility/Other Requirements: Qualifications in communications, marketing, public relations or a related field are desirable as is accreditation under the International Association of Public Participation (IAP2).

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

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

How to Apply: Please submit the following:

Your curriculum vitae.

Names and contact details of two professional referees.

A two-page pitch outlining your Skills, Knowledge and Qualifications and how they relate to this position. Please include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved.

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: Helen Gombar-Millynn (02) 6205 3696 Helen.Gombar-Millynn@act.gov.au

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Assistant Director - Safety, Security and Emergency Management

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 39419)

Gazetted: 14 January 2021

Closing Date: 28 January 2021

Details: Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, Manuka Oval and GIO Stadium. The Assistant Director will be a vital member of staff and assist in the compilation of WHS and Security risk assessments to ensure safe and secure events at all Venues Canberra sites. Working closely with the Senior Director - Safety, Security and Emergency Management, the successful applicant will be experienced in the management and application of Work Health and Safety systems in a large business or enterprise, preferably within an entertainment, stadium or crowded place environment. We require a person with highly developed communication skills as it is necessary to establish and maintain relationships with stakeholders, consult and collaborate across the Director and instil a safety culture within Venues Canberra. 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 qualifications and technical expertise in workplace health and safety or equivalent experience is highly desirable. Qualifications in training, auditing and investigations will be considered favourably.

How to Apply: Applications should include a response to the Selection Criteria, current curriculum vitae and referee contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Hawkins (02) 6256 6714 andrew.hawkins@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

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Operations Manager, Bimberi Residential Services

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 00411)

Gazetted: 20 January 2021

Closing Date: 17 February 2021

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to join the team as Operations Manager, Bimberi Youth Justice Centre. As a member of the senior management team, the Operations Manager is responsible for the overall operational matters of the Centre and provides direct supervision to the Unit Managers. The Operations Manager is responsible for the day to day security and management of the Centre's operations by facilitating close interaction and supervision with staff and young people, promoting initiatives and developing innovative approaches to meeting client and program needs. The role is focussed on delivering the best possible outcomes for children and young people through responsive client service underpinned by trauma informed best practice. The occupant of this position will work with program providers in the provision of quality care, support and welfare services, developmental and rehabilitation programs for clients,

Eligibility/Other requirements:

Experience in a youth justice environment.

Must be prepared to actively participate on the on-call managers roster.

Hold current driver's licence

Hold a current Senior First Aid Certificate

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.

Highly desirable qualifications and experience:

Relevant tertiary qualifications e.g.: in Social Work, Psychology, Social Welfare, Social Science, Youth Justice/Criminology or related discipline.

Two years' experience working with children, youth and/or families.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection will be based on application, psychometric, medical assessment, and interview.

How to Apply: Applications are sought from potential candidates that should include a supporting statement addressing each of the criteria and should be limited to 400 words per criteria. A current curriculum vitae should also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tina Brendas (02) 6207 3341 tina.brendas@act.gov.au

Housing ACT

Client Services

Data Analyst

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 07343)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

Details: Housing ACT has an exciting opportunity to work in a busy dynamic Client Service Branch Team. We are looking for an enthusiastic person who is keen to get involved in providing quality data. The role focuses on the operations and performance of the Client Services Branch to support management decision making and process improvement. Our workplace is fast paced with many opportunities for personal development. If you are looking for an exciting new challenge in data there is an opportunity in the Client Services Branch.

Eligibility/Other Requirements:

Essential:

Strong SQL

Experience with Microsoft ETL and BI tools

Database service e.g. Oracle

Desirable: Tertiary qualifications in a relevant data/business analytics or relevant industry experience.

Notes: This is a Temporary Part-time position available for six months with the possibility of extension. This position is part-time at 18:22 hours per week (five days per fortnight) and the full-time salary noted above will be pro-rata.

How to Apply: Please submit your application of no more than three pages addressing the Selection Criteria, a current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Zula Altai (02) 6207 8116 zula.altai@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

School Performance and Improvement

Belconnen Network

Hawker College

Building Service Officer

Building Service Officer 3 \$70,534 - \$74,533, Canberra (PN: 50174)

Gazetted: 15 January 2021

Closing Date: 12 February 2021

Details: Hawker College offers a dynamic, inspiring and nurturing learning community dedicated to supporting students to achieve their individual potential. Responding to changing educational/training needs is a priority. We are looking for a motivated individual with well-developed organisational skills, independent work ethic, and great time management. The successful applicant will have the skills to undertake daily physical repairs and alterations to the college, and also assist in overseeing large and complex projects within the college.

This position will work closely with the Business Manager on a daily basis to deliver a world class educational facility for our students and staff.

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.

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

A pre-employment medical clearance is required prior to commencement

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps, Electrical Test and Tag, General Construction Induction (CIT White Card Training)

An industry recognised trade qualification or extensive equivalent work experience (carpentry, building trade preferred)

Desirable:

A current First Aid certificate, HLTAID004 Provide an emergency first aid response in an education and care setting
A class MR licence, unrestricted

Good understanding of the Microsoft office suite, Outlook, Word and Excel

Note: This is a temporary position starting early February 2021 up until January 2022 with the possibility of permanency. Standard hours for this position are from 07:30am to 4:15pm (8:00 hours) Monday to Friday.

How to Apply: Please provide your curriculum vitae, a response to each of the Selection Criteria, and two referees. Applicants are strongly encouraged to contact the contact officer via email to learn more about this position.

Applications should be submitted via the Apply Now button below.

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

Business Services

People and Performance

Workplace Relations

Senior Advisor

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 45200, several)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

Details: We are looking for highly skilled, and innovative officer's to join our Workplace Relations Team. These position's offer an exciting opportunity for a pro-active person with detailed knowledge of ACTPS Employment/Industrial Frameworks and ability to provide advice on employment and industrial relations matters. We are looking for a team player who is, thorough, flexible, and able to establish good relationships across the agency.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience against the Professional and Technical Skills, and Knowledge and Behavioural Capabilities above, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Tarrant (02) 6205 4419 sarah.tarrant@act.gov.au

System Policy and Reform

Analytics and Evaluation

Project Officer/Assistant Director

Administrative Services Officer Class 6/Senior Officer Grade C \$87,715 - \$118,832, Canberra (PN: 39239)

Gazetted: 14 January 2021

Closing Date: 24 January 2021

Details: Analytics and Evaluation branch is seeking a high performing person to perform a range of duties (attached) to support effectively managing the team's responsibilities.

This position is responsible to the Director, Surveys and Evaluation, for the ongoing implementation and improvement of the School Satisfaction and Climate Survey. The officer will be expected to run the survey, liaise with school-based survey administrators and coordinate resources for assisting schools to engage respondents. The officer will also have a role in managing the data cleaning, reporting at the system level and providing dashboards to schools.

To achieve this effectively the successful applicant must be skilled in communication, familiar with statistical and survey software and have a keen eye for detail.

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months. This position will be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C level, dependant on the skills and experience of the successful applicant. Selection may be based on application and referee reports only.

How to Apply: If this position interests you, applicants must supply a two page supporting statement, a current curriculum vitae and details of two referees who have a thorough knowledge of your work performance and outlook. The supporting statement should address the Position Description and Selection Criteria (attached) demonstrating your skills and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maryellen Moore (02) 6205 6774 Maryellen.Moore@act.gov.au

Environment, Planning and Sustainable Development

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

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

Sustainability and the Built Environment

Urban Renewal

Asbestos Response Taskforce

Project Officer, Demolition and Complex Properties

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 35068)

Gazetted: 19 January 2021

Closing Date: 2 February 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! The Asbestos Response Taskforce within the Environment, Planning and Sustainable Development Directorate is seeking interest from suitably qualified applicants for the temporary vacancy of Project Officer. This position is responsible for coordinating all Development Applications required for the demolition and rebuild of complex properties under the Loose Fill Asbestos Insulation Eradication Scheme. Key functions include but not limited to managing external service providers, preparing and quality assuring Development Application documents, resolving complexities relating to Development Approvals and leasing issues.

Eligibility/Other Requirements:

Qualifications and/or substantial experience in project management and/or urban planning is highly desirable. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Note: This is a temporary position available from 26 February 2021 up until 30 June 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide their curriculum vitae, including the name and contact details for two referees, along with a written statement of claims of no longer than two A4 pages in total. Applicants should show evidence of their skills, knowledge and experience with consideration for the Position Description

Applications should be submitted via the Apply Now button below.

Contact Officer: **Judy Xiao (02) 6207 7651** Judy.Xiao@act.gov.au

Environment

Resilient Landscapes

ACT NRM

NRM Program Coordinator

Senior Officer Grade C \$110,397 - \$118,832 , Canberra (PN: 40385)

Gazetted: 18 January 2021

Closing Date: 08 February 2021

Details: Come contribute your skills to protecting the natural environment of the Canberra region. A role is available within the ACT NRM team for a leader in natural resource management. ACT NRM, the regional natural resource management (NRM) organisation for the ACT, is seeking a well-organized individual with experience in overseeing the delivery of natural NRM programs and projects. The NRM Program Coordinator will manage a small team to oversee programs and projects delivered through external partners, with a strong focus on biodiversity, and provide advice and direction to improve integration and synergies across ACT NRM's overall program of work. The Program Coordinator will also oversee the monitoring, evaluation, reporting and improvement (MERI) program, annual ACT Environment Grants, and contribute to developing new funding proposals, plans, and strategic communications products to support the delivery of programs such as Regional Land Partnerships in the ACT.

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

Eligibility/Other Requirements:

- Demonstrated experience managing natural resource management programs and projects.
- Demonstrated experience managing contracts with delivery partners, to ensure high quality outcomes, and timeliness and efficiency in delivery and reporting of projects.
- Knowledge of natural environment/resource management issues relevant to the ACT and a sound knowledge of associated concepts.
- Communication (oral), liaison, facilitation and negotiation skills of a high order. Ability to represent ACT NRM at a high level in variety of fora.
- Experience with government processes and the demonstrated ability to prepare reports, submissions and briefs.
- Demonstrated interpersonal skills, including ability to work as a team member and a commitment to high quality customer service principles.

- Demonstrated understanding of the principles and practices of Participative Workplace Practices, Occupational Health and Safety and Equal Employment Opportunity.
- Experience with delivery of Commonwealth funded programs, such as National Landcare program, would be considered desirable.
- Tertiary qualifications in environmental science/natural resource management or a related discipline are 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. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please provide a maximum two page pitch for the role along with a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Frank Garofalow (02) 6207 0497 frank.garofalow@act.gov.au

Planning Delivery

Development Assessment

DA Gateway Team

Planning and Development Customer Service Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 03024)

Gazetted: 15 January 2021

Closing Date: 22 January 2021

Details: Do you have an interest in planning and development? Are you a good communicator and enjoy helping customers? The DA Gateway team is looking for a motivated person to join the team as a Planning and Development Customer Service Officer.

The DA Gateway team is the first point of contact between the Planning Delivery Division/Development Assessment and the community and industry. The team undertakes all pre-lodgement processes including provision of advice to the public, pre-application meetings, processing of development applications, and exemption declaration decisions.

Note: This is a temporary position available from the 1 February 2021 up until the 30 June 2021 with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a statement addressing the Selection Criteria outlined in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Davis (02) 6205 1838 matt.davis@act.gov.au

Environment

Resilient Landscapes

Natural Resource Management Programs

Ecologist and Monitoring Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 14117)

Gazetted: 15 January 2021

Closing Date: 8 February 2021

Details: Come contribute your skills to protecting the natural environment of the Canberra region. A role is available within the ACT Natural Resource Management (NRM) team for an experienced ecologist and monitoring officer. We are seeking someone with expert knowledge related to ecology and biodiversity conservation, the management of projects, and the delivery of field monitoring programs.

This position provides expert ecological advice across a range of field-based projects to support improved delivery and outcomes. This would include linking project delivery to best practice ecology and restoration science, and providing ecological advice on appropriate actions to improve biodiversity or native vegetation. The position develops and manages a range of projects that are delivering biodiversity outcomes. The role oversees contractors and may manage field activities of staff and contractors.

The field monitoring component requires the role to design and deliver a program of ecological monitoring to support a variety of field project sites across the ACT. The position will work with ACT Government ecologists, land managers and community partners to design a monitoring program across selected sites and undertake a variety of ecological field monitoring approaches.

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

Eligibility/Other Requirements:

Demonstrated knowledge in plant and animal identification relating to native and non-native species (including pasture species) in the ACT Region.

Proven ability and demonstrated experience in designing and undertaking monitoring programs related to flora and fauna.

Demonstrated proficiency using ArcGIS for data management and mapping, as well as spatial planning and reporting.

Proven ability to undertake complex project work with minimal supervision whilst meeting deadlines, including a demonstrated capacity for teamwork and project co-ordination.

Experience in building productive working relationships with diverse networks of land managers, community groups and NRM practitioners.

Tertiary qualifications in a field of environmental management or biological science is preferred.

A current driver's licence.

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

How to Apply: Please provide a maximum two page pitch for the role along with a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Frank Garofalow (02) 6207 0497 frank.garofalow@act.gov.au

Climate Change and Sustainability

Senior Leadership Support Team

Executive Support Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 48200)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

Details: Do you want to be part of the team delivering the ACT's leading climate change and sustainability agenda?

The Climate Change and Sustainability Division is seeking a highly motivated individual to direct a small team providing administrative and business systems support to the senior leadership team of the division. This position will oversee the delivery of core administrative support functions, including coordinating briefs and Ministerial correspondence, diary management, and high-level internal governance, as well as support creation and improvement of business systems to improve productivity and performance in the division.

The position requires a person who can lead a small team, with high level organisational skills, effective communication and interpersonal skills, a good understanding of business systems, and the ability to multi-task in an evolving dynamic environment. The successful candidate will have a proven track record of working under pressure and managing changing priorities in a dynamic environment.

How to Apply: Please submit an application including a curriculum vitae, a statement of no more than two pages outlining why you are the best person for the job that addresses the Selection Criteria, and the names of two referees who can comment on your suitability for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gene McGlynn (02) 6205 4752 gene.mcglynn@act.gov.au

Sustainability and the Built Environment

Climate Change and Sustainability

Program Delivery and Policy

Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 21300, several)

Gazetted: 14 January 2021

Closing Date: 21 January 2021

Details: Climate Change and Sustainability Division is seeking to employ Directors to work across a variety of sections within our Division.

The Climate Change and Sustainability Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

This is a unique opportunity to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency which requires urgent, significant, ongoing and unprecedented action. And, provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.

Note: We currently have a vacancy in role of Director, Climate Change Policy, however this process will be used to create a merit list for both policy and programs Director positions within the Division and may be used to fill temporary and permanent positions in the Division over the next twelve months. Occasional weekend work may be required. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include:

Two-page pitch supporting statement addressing Selection Criteria.

Curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Sustainability and the Built Environment

Urban Renewal

Strategic Projects and Infrastructure

Project Director

Infrastructure Manager/Specialist 3 \$192,249, Canberra (PN: 16822)

Gazetted: 14 January 2021

Closing Date: 21 January 2021

Details: Do you have a passion for cities and sustainable urban renewal and want to play a leading role in how our city is shaped into the future? The Urban Renewal Division of the Environment, Planning and Sustainable Development Directorate is seeking applications for a leader of our highly skilled and dedicated team of planners, designers and policy experts.

The Project Director position will lead the planning and delivery for significant urban renewal and revitalisation projects across the ACT and we are looking for someone who thinks strategically and can solve complex problems with enthusiasm and positivity. The Project Director needs to be able to respond to a changing environment and be knowledgeable about planning and urban renewal.

Applicants should have demonstrated high level leadership skills in relation to planning and land development issues. In addition, experience in government procurement and processes and qualifications in project management, planning, architecture, economics or landscape architecture would be highly valued.

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 Project Management, Economics, Town Planning, Architecture, Landscape Architecture or any other related field are highly desirable.

Note: This is a temporary position available until 30 June 2021 with the possibility of extension. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce Fitzgerald (02) 6205 8294 bruce.fitzgerald@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

Communications Centre

Emergency Call Takers (E000) - ACT Emergency Services Agency

Ambulance Support Officer 1 \$60,382 - \$64,168, Canberra (PN: 40103, several)

Gazetted: 20 January 2021

Closing Date: 3 February 2021

Details: Do you have experience in a fast paced, time critical communications environment? Are you willing to work a day and night shift roster? ACT Emergency Services Agency is looking for energetic and resilient individuals to provide 24/7 emergency and non-emergency response services that support our community. The Emergency 000 Call Takers will provide a calm and supportive service, initially in relation to ambulance emergency service response to requests for assistance.

The Agency is committed to ensuring we service our ACT community using best practice in all communications related to requests for response during times of distress. If you have a commitment to servicing the community, are resilient and able to work rostered shifts we would love to hear from you.

Your ability to communicate and engage with members of the public, operational ambulance staff and stakeholders will be excellent.

Due to the sensitive nature of the role, suitable applicants will be required to successfully complete psychometric testing to determine progression through the recruitment process. Emergency Communications Officers will participate in regular (bi-annual) wellbeing checks throughout their employment. The position also requires a pre-employment medical.

For further information please visit: [ESA Careers – Emergency Communications Officer](#)

Eligibility/Other requirements: Experience within an operational emergency response environment would be an advantage.

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: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Le Lievre (02) 6205 9606 Peter.LeLievre@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Infrastructure Manager, Facilities and Contracts

Infrastructure Manager/Specialist 1 \$168,218, Canberra (PN: 50467)

Gazetted: 20 January 2021

Closing Date: 27 January 2021

Details: There is a challenging opportunity at the Infrastructure Manager Specialist level 1, to work on the relocation of ACT Civil and Administrative Tribunal (ACAT) to its new premises for a period of eight months. The role will include ensuring the optimal functional brief for ACAT will be delivered within the fiscal envelope and the support to ensure ongoing specialised services and equipment will be supported. As the arrangement will be extended period and for critical operations, the reliability and qualitative aspects of the services will need to be

included in the final commercial agreement with the successful provider. Applicants may contact Mr. Yew Weng Ho 02-6207 5821 or email yew.ho@courts.act.gov.au for further information

Notes: This is a temporary position available immediately for a period eight months.

How to apply: Please provide a two-page written application addressing the Behavioural capabilities and the Professional/Technical skills and Knowledge in the attached Position Description. Please also attached a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Yew Ho (02) 6207 5821 Yew.Ho@courts.act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law

Senior Policy Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 27993, several)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

Details: The Civil and Regulatory Law Branch is seeking applications for Policy Officers. The Civil Law and Regulatory Branch is responsible for general civil law; access to justice; courts and tribunals; citizens' rights and consumer protection; residential tenancies; defamation; human rights; discrimination; privacy; courts and tribunals; retirement villages; property; liquor, racing and gaming policy and a range of regulatory matters. Policy officers deliver critical legislation, law reform, programs and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of civil law.

This is an opportunity to join a busy, energetic Branch that makes a significant contribution to the Government's access to justice and harm reduction agenda, which has a tangible impact on the lives of Canberrans.

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

Notes: This is a temporary position available immediately until 30 June 2021 with a possibility of permanency. An order of merit list may be established from this selection process and may be used to fill identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Lokan (02) 6205 1772 kelly.lokan@act.gov.au

ACT Courts and Tribunal

Magistrates Court

Protection Unit

Senior Support Officer - Protection Unit

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 50388, several)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

Details: The ACT Law Courts and Tribunal is seeking persons with a strong focus on providing high level client service, good communication skills, an ability to work well within a changing environment and the capacity to work with people from diverse backgrounds to undertake the role of Senior Support Officer.

As a Senior Support Officer, you will assist Team Leaders in:

- performing administrative functions and working collaboratively across the unit.

- providing procedural advice to clients and relevant agencies and proactively seeking assistance when required.

- undertaking computer-based tasks with a high level of accuracy and work output.

- working within defined policy, legislation and guidelines.

- undertaking research and reporting on less complex issues, as required.

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

Notes: There are two temporary positions available immediately for a period of six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to submit three items: (1) a statement of claims against the position description's capabilities criteria (limited to two pages); (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current supervisor/manager). Please ensure you submit all four items. When addressing the position description, you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role.

Applications should be submitted via the Apply Now button below

Contact Officer: Kerrie Turner (02) 6207 1342 Kerrie.Turner@courts.act.gov.au

Corporate

Governance

Ministerial Services Unit

Assembly Liaison Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 11105)

Gazetted: 15 January 2021

Closing Date: 22 January 2021

Details: JACS' Ministerial Services Unit is seeking an enthusiastically organised individual to join the team as its Assembly Liaison Officer (ALO).

Reporting to the Assistant Director, Assembly Coordination and Reporting, the ALO is responsible for the swift coordination of all material required to support our four ministers in the 10th ACT Legislative Assembly.

The ideal candidate will have excellent interpersonal and communication skills, a sound sense of humour and the ability to work autonomously under pressure to meet varied deadlines and competing priorities. The position requires a high level of attention to detail and the ability to work collaboratively to foster trusting and productive relationships with a broad range of stakeholders.

The time is now to strike on this opportunity and...assemble...the materials required as we begin the process of supporting our new ACT Executive in the 10th ACT Legislative Assembly.

Eligibility/Other requirements:

Skills and experience with HPE Content Manager (i.e. TRIM) would be an advantage.

Notes: This is a temporary position available immediately until 19 February 2021 with the possibility of extension up to six months. This position is available to ACT Government officers and employees only. Selection may be based on application and referee reports only.

How to Apply: Please provide a Two Page Pitch that outlines how your Skills, Experience and Behavioural capabilities match that of the Position Description. Please also provide a current curriculum vitae with the details of two referees, preferably able to speak to experience and skills relevant to the ALO role, specifically.

Applications should be sent to the Contact Officer.

Contact Officer: Chris Bartram (02) 6207 6791 Chris.Bartram@act.gov.au

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

Registry Support Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 42400)

Gazetted: 15 January 2021

Closing Date: 22 January 2021

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of Registry Support Officer. The successful applicant will be people focused, with excellent customer service and communication skills, well-developed administration skills, excellent attention to detail, and the ability to work effectively individually and in a team. The Registry Support Officer works in a demanding role, delivering service to internal and external ACAT users. The officer will undertake a diverse range of ACAT registry work, including the processing of tribunal applications, general administration and the provision excellent customer service to ACAT users.

Notes: This is a temporary position available for a period of 12 months with the possibility of permanency. 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 should provide a current curriculum vitae along with a maximum two page personal pitch which explains:

Why you are the best person for the job.

How you meet the *Professional/Technical Skills* and *Knowledge and Behavioural Capabilities* outlined in the Position Description. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below

Contact Officer: Brenton Hutchison (02) 6207 1438 acatops@courts.act.gov.au

Corporate

Governance

Ministerial Services

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 42720)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

Details: Justice and Community Safety (JACS) Ministerial Services Unit is seeking a true stickler for detail to secure a permanent role as its Ministerial Liaison Officer (MLO). Reporting to the Assistant Director, Ministerial Support and Delegations, the MLO is the first point of review of JACS' ministerial and executive correspondence and briefings to ensure correctness of format, grammar, style and presentation, prior to progressing to executive and ministerial offices. The MLO also plays a critical role in the coordination and registration of this workload as it's tasked via our four ministers.

The ideal candidate will be particularly comfortable with technology, will have an excellent eye for detail, strong interpersonal and communication skills, a robust sense of humour and the ability to allow for teamwork to make the dream work to meet varied deadlines and competing priorities.

Eligibility/Other Requirements:

An understanding of ACT Government ministerial and machinery-of-government processes is desirable.

Experience in the high-level operation of HPE Content Manager (i.e. TRIM) is desirable.

This position does not require a Working with Vulnerable People Check.

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

How to Apply: Please provide a Two Page Pitch that outlines how your Skills, Experience and Behavioural Capabilities match that of the Position Description. Also please provide a current curriculum vitae with the details of two referees, preferably able to speak to experience and skills relevant to the MLO role, specifically.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Bartram (02) 6207 6791 chris.bartram@act.gov.au

Legislation, Policy and Programs

Criminal Law and Royal Commission Branch

Senior Legal Policy Officer

Legal Officer Grade 1 \$67,893 - \$136,739, Canberra (PN: 42621)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

Details: Legislation, Policy and Programs is seeking applications for an experienced Senior Legal Policy Officer, at the Legal 1.10 level. The Criminal Law and Royal Commission Branch is responsible for criminal law policy and legislation in the ACT including in response to National Royal Commissions and in relation to criminal offences, concepts of criminal responsibility and police investigative powers, family violence, bail, forensic procedures, counter-terrorism and sentencing laws. The successful applicant will be required to cover a diverse range of legal and policy issues and impact on the criminal justice system in the ACT. The successful applicant will provide leadership and manage an extensive work program; prepare high quality reports, briefs, submissions and correspondence, including for the Attorney-General, Minister for Policy and Emergency Services and Minister for Corrections on a number of complex and technical legal policy issues; and develop and manage justice projects across government and with the community; and develop and promote positive relationships with key

stakeholders. The successful applicant will also contribute to the strategic direction of LPP. The successful applicant will require excellent legal research and analytical skills, a detailed understanding of government processes and high order communication, stakeholder engagement, organisational and collaboration skills.

Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office.

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

How to Apply: 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: Victor Martin (02) 6205 0245 victor.martin@act.gov.au

Legislation, Policy and Programs

Liquor, Racing and Gaming Policy

Senior Policy Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50429, several)

Gazetted: 15 January 2021

Closing Date: 29 January 2021

Details: The Liquor, Racing and Gaming Policy team within the Civil and Regulatory Law Branch is seeking applications for a number of Senior Policy Officers (SOG-C).

The Liquor, Racing and Gaming Policy team is responsible for providing legal policy advice and developing initiatives and legislation in relation to the regulation of liquor, racing and gaming in the ACT. This includes supporting the Government's regulatory and harm reduction initiatives. The team works closely with Access Canberra, as the regulator, the community and industry stakeholders to formulate policy and legislation advice to Government and to develop and implement initiatives.

There are currently a number of major projects being progressed by the team as a result of Government priorities. Senior policy officers deliver critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers.

This is an opportunity to join a busy, energetic team that makes a significant impact on the lives of Canberrans.

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

Note: There is one permanent and two temporary positions available. An order of merit list may be established from this selection process and may be used to fill identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

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

ACT Courts and Tribunal

Magistrates Court

ADR

Legal officer ADR

Legal Officer Grade 1 \$67,893 - \$136,739, Canberra (PN: 48613, several)

Gazetted: 14 January 2021

Closing Date: 1 February 2021

Detail: The Magistrates Court Registrar's office provides support to the Courts and the Judiciary including exercising statutory powers of a Registrar/Senior Deputy Registrar of the Court and providing legal, policy and procedural advice.

The Alternative Dispute Resolution Unit provides alternative dispute resolution services for the effective and efficient disposition of cases in a range of matters including, workers compensation, civil disputes, family violence and protection orders, care and protection and taxation of costs.

The Unit also provides a range of case management activities through the exercise of delegations from the Court and the Registrar.

The role of Legal Officer and Deputy Registrar, Magistrate's Court is responsible for conducting conferences in Family Violence and Personal Violence matters and working as a team with other conferencing staff within the ADR unit of the Magistrates Court. The role also has limited delegations as a Deputy Registrar of the Court and is responsible for the exercise of some statutory powers.

Eligibility/Other Requirements:

Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory.

Three years post admission experience.

Accreditation under the National Mediation Accreditation System or interest in obtaining.

Notes: There are three permanent Part-time positions available. Two positions working 20 hours per week 9:00 am to 1:00pm Monday to Friday, the third position is working two days per week with hours to be negotiated with the full-time salary noted above to be paid pro-rata for all positions. Applicants are requested to indicate their preference. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If you are interested in this exciting role, please provide a two-page application addressing the Skills, Capabilities and the job specific criteria located in the Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Kamarul (02) 6207 9703 matthew.kamarul@courts.act.gov.au

ACT Emergency Services Agency

Communications Centre

Emergency Communications Officer

Technical Officer Level 1 \$60,130 - \$63,043, Canberra (PN: 50267, several)

Gazetted: 20 January 2021

Closing Date: 3 January 2021

Details: Do you have experience in a fast paced, time critical communications environment? Are you willing to work a day and night shift roster? ACT Emergency Services Agency is looking for energetic and resilient individuals to provide 24/7 emergency and non-emergency response services that support our community.

The Emergency 000 Communications Officers will provide a calm and supportive service, initially in relation to fire and emergency service response to requests for assistance.

The Agency is committed to ensuring we service our ACT community using best practice in all communications related to requests for response during times of distress. If you have a commitment to servicing the community, are resilient and able to work rostered shifts we would love to hear from you.

Your ability to communicate and engage with members of the public, operational Fire and Rescue staff and stakeholders will be excellent.

Due to the sensitive nature of the role, suitable applicants will be required to successfully complete psychometric testing to determine progression through the recruitment process. Emergency Communications Officers will participate in regular (bi-annual) wellbeing checks throughout their employment.

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

Eligibility/Other Requirements: Experience within an operational emergency response environment such as urban fire would be an advantage.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Bremers 0405 929 042 david.bremers@act.gov.au

Office of the Legislative Assembly

Parliamentary Support

Hansard

Editor of Debates

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 230)

Gazetted: 20 January 2021

Closing Date: 3 February 2021

Details: The Office of the Legislative Assembly (OLA) is seeking applications from suitably experienced and skilled individuals to fill the role of Editor of Debates. The successful candidate will be able to demonstrate significant managerial and editorial experience, a sound knowledge of parliamentary practice and procedure and the ability to develop good relationships with members and other stakeholders. In addition, the successful candidate will be familiar with emerging technology trends in Hansard production.

With the advent of new and emerging technologies in the area of text capture, the role offers interesting challenges and opportunities for the development of new approaches to the provision of Hansard's services

How to Apply: Please provide a curriculum vitae, responses to the Selection Criteria outlining experiences and or ability and the contact details of two referees.

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

Transport Canberra and City Services

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

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

Chief Operating Office

Legal and Contracts

Procurement and Contract Management

Assistant Director, Procurement and Contract Management

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 47387)

Gazetted: 14 January 2021

Closing Date: 28 January 2021

Details: Transport Canberra and City Services (TCCS) undertakes a wide range of procurement activities achieve Directorate goals. As the Assistant Director, Procurement and Contracts Management, you will work with staff across the Directorate to develop and facilitate procurement and contract management activities, including document preparation, assurance reviews, and reporting.

You will contribute to the development of governance, and promote compliance with Directorate and ACT Government policies and guidelines, including procurement processes, use of systems, and contract risk management. The Procurement and Contract Management team monitors compliance through the TCCS assurance framework and the Procurement and Contract Officer undertakes assurance reviews with Business Units.

Eligibility/Other Requirements: Training in procurement and/or contract management is highly desirable.

Note: This is a temporary position available until 30 June 2021 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. This position is located in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than four pages responding to the capabilities list under 'What You Require' in the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Elita Barrett (02) 6205 5427 elita.barrett@act.gov.au

APPOINTMENTS

ACT Teacher Quality Institute

Administrative Services Officer Class 6 \$87,715 - \$100,388

Lynn Tuan, Section 68(1), 12 January 2021

Canberra Health Services

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

Judith Barnes, Section 68(1), 28 January 2021

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

Charlotte Dalton, Section 68(1), 18 January 2021

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

Lance Gray, Section 68(1), 18 January 2021

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

Catherine McCulloch, Section 68(1), 18 January 2021

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

Jessy Sebastian, Section 68(1), 21 January 2021

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

Katherine Sheppard, Section 68(1), 24 December 2020

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

Thanu Joseph, Section 68(1), 21 January 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$87,715 - \$100,388

Ann Avenell, Section 68(1), 18 January 2021

Senior Officer Grade C \$110,397 - \$118,832

David Coulston, Section 68(1), 18 January 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Megan Langford, Section 68(1), 18 January 2021

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

Sophia Mathias, Section 68(1), 20 January 2021

Senior Officer Grade A \$151,002

Adrian Sancataldo, Section 68(1), 18 January 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Wenxin Zeng, Section 68(1), 18 January 2021

Administrative Service Officer Class 3 \$65,976 - \$71,004

Mark O'Neill Section 68(1), 18 January 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Bradley Marler, Section 68(1), 18 January 2021

Community Services

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

Katherine Francis, Section 68(1), 18 January 2021

Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Alexander Irvine, Section 68(1), 18 January 2021

Child and Youth Protection Professional Level 2 \$74,013 - \$99,638

Sabina Maharjan, Section 68(1), 18 January 2021

Health Professional Level 1/2 \$63,671 - \$93,203

Mary McShane, Section 68(1), 18 January 2021

Youth Worker 1 \$65,976 - \$71,004

Feagaiga Sauvao, Section 68(1), 18 January 2021

Health Professional Level 1/2 \$63,671 - \$93,203

Naomi Sherley, Section 68(1), 18 January 2021

Child and Youth Protection Professional Level 1 \$69,736 - \$87,406

Hanna Siiteri, Section 68(1), 20 January 2021

Child and Youth Protection Professional Level 1 \$69,736 - \$87,406

Nidhi Tyagi, Section 68(1), 18 January 2021

Education

Building Service Officer 2 \$60,382 - \$63,127

Terrence Armstrong, Section 68(1), 18 January 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Laura Patrick, Section 68(1), 18 January 2021

Environment, Planning and Sustainable Development

Technical Officer Level 3 \$75,985 - \$85,873

Nicole Hill, Section 68(1), 22 December 2020

Administrative Services Officer Class 5 \$81,407 - \$86,168

Frances Jacomb, Section 68(1), 18 January 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Thomas Gillberg, Section 68(1), 14 January 2021

Justice and Community Safety

Correctional Officer Class 1 \$66,695 - \$79,532

Abel Bariller, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Stephane Brindel, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Linzi Close, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Craig Evans, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Gavin Field, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Leeum Godfrey, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Alison Henry, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Gabriela Istrate, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Richard Joyes, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Cy Lasscock, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Anne McNulty, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Sacha Morrissey, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

James Murphy, Section 68(1), 18 January 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Rebeka Perry, Section 68(1), 19 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Michelle Robinson, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Owen Shaw, Section 68(1), 18 January 2021

Correctional Officer Class 1 \$66,695 - \$79,532

Mathew White, Section 68(1), 18 January 2021

Worksafe ACT

ORS Inspector 6 \$86,547 - \$99,051

Gary McGivern, Section 68(1), 14 January 2021

TRANSFERS

Canberra Health Services

Rebecca Miller

From: Enrolled Nurse Level 1 \$61,658 – 65,876
Canberra Health Services
To: Registered Nurse Level 1 \$67,984 - \$90,814
Canberra Health Services (PN:31224) (Gazetted 04/06/2020)

Ann Reid

From: Enrolled Nurse Level 2 \$66,932
To: Enrolled Nurse Level 1 \$61,658 - \$65,876
Canberra Health Services, Canberra (PN:41306) (Gazetted 27 August 2020)

Chief Minister, Treasury and Economic Development

Lawani Colley

From: Technical Officer Level 3 \$75,985
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)

Lachlan Thomas

From: Senior Officer Grade C \$110,397 - \$118,832
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade C \$110,397 - \$118,832
Chief Minister, Treasury and Economic Development, Canberra (PN:44835) (Gazetted 26/11/2020)

PROMOTIONS

ACT Health

Corporate Services

Digital and Solutions

Future Capability and Governance

Ashlee Bullock

From: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)
Canberra Health Services
To: †Senior Officer Grade B \$130,018 - \$146,368
ACT Health, Canberra (PN. 49831) (Gazetted 15 October 2020)

Canberra Health Services

Canberra Health Services

Stephanie Fournier

From: Health Professional Level 2/3 \$67,892 - \$101,033 (up to \$106,044 on achieving a personal upgrade)
Canberra Health Services
To: Pharmacist Level 4 \$116,946 - \$125,898
Canberra Health Services, Canberra (PN. 24088) (Gazetted 9 October 2020)

Vanny Kevin

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 31224) (Gazetted 20 June 2020)

James Letim

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 32313) (Gazetted 4 June 2020)

Tambudzai Manzou

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 39572) (Gazetted 11 June 2019)

Lori Press

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 32928) (Gazetted 4 June 2020)

Patience Sachikonye

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22491) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Emily Salcedo

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 42483) (Gazetted 4 June 2020)

Amanda Scott

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 34103) (Gazetted 4 June 2020)

Mitchell Stevenson

From: Health Service Officer Level 4 \$54,165 - \$56,238

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 42468) (Gazetted 4 June 2020)

Canberra Health Services

Dimity Truman

From: Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Canberra Health Services

To: Administrative Services Officer Class 3 \$65,976 - \$71,004

Canberra Health Services, Canberra (PN. 19405) (Gazetted 10 November 2020)

Wayne Xin Dang Wang

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 37778) (Gazetted 20 June 2020)

Alice Westwood

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 10517) (Gazetted 4 June 2020)

Chief Operating Officer Clinical Services

Laura Wilson

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. 50328) (Gazetted 15 October 2020)

Ailish Ballard

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

Canberra Health Services

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

Canberra Health Services (PN:12476) (Gazetted 04/06/2020)

Bridgit McIntyre

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

Canberra Health Services

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

Canberra Health Services (PN:32863) (Gazetted 04/06/2020)

Vanny Kevin

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

Canberra Health Services

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

Canberra Health Services (PN:31224) (Gazetted 04/06/2020)

Rebecca Miller

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

Canberra Health Services

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

Canberra Health Services (PN:34009) (Gazetted 12/11/2020)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Duane Toohey

From: Patient Transport Officer 1 \$60,382 - \$64,168

Justice and Community Safety

To: Child and Youth Protection Professional Level 1 \$69,736 - \$87,406

Community Services, Canberra (PN. 12040) (Gazetted 28 September 2020)

Education

School Performance and Improvement

Tuggeranong Network

Gordon Primary School

Michael Aspden

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

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 12891) (Gazetted 2 December 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

Tuggeranong Network

Lanyon High School

Rebecca Marr

From: School Leader C \$126,542

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 01968) (Gazetted 3 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 Operations

South/Weston

Evelyn Scott School

Beth Matters

From: Senior Psychologist \$136,941

Education

To: †Senior Officer Grade B \$130,018 - \$146,368

Education, Canberra (PN. 49593) (Gazetted 3 December 2020)

School Performance and Improvement

Tuggeranong Network

Gordon Primary School

Matthew Weickhardt

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

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 32602) (Gazetted 2 December 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

School Improvement

Angela Spence

From: School Leader A \$194,304

Education

To: Director School Improvement \$202,899

Education, Canberra (PN. 19163) (Gazetted 2 October 2020)

Business Services

People and Performance

Workplace Relations

Jessica Ruediger

From: Senior Officer Grade C \$110,397 - \$118,832
Education
To: Senior Officer Grade B \$130,018 - \$146,368
Education, Canberra (PN. 36237 (Gazetted 7 December 2020))

Environment, Planning and Sustainable Development

Planning Delivery

Merit Assessment

Richard Davies

From: Senior Officer Grade C \$110,397 - \$118,832
Environment, Planning and Sustainable Development
To: †Senior Officer Grade B \$130,018 - \$146,368
Environment, Planning and Sustainable Development, Canberra (PN. 49414) (Gazetted 21 December 2020)

Justice and Community Safety

Legislation Policy and Program

Civil Law

Catherine Bills

From: Administrative Services Officer Class 6 \$87,715 - \$100,388
Justice and Community Safety
To: Senior Officer Grade C \$110,397 - \$118,832
Justice and Community Safety, Canberra (PN. 42753) (Gazetted 3 November 2020)

Transport Canberra and City Services

Transport Canberra and Business Services

Bus Operations

Fleet/MUO

Vivian Sykes

From: General Service Officer Level 8 \$70,534 - \$74,533
Transport Canberra and City Services
To: †Senior Officer (Technical) Grade C \$110,397 - \$118,832
Transport Canberra and City Services, Canberra (PN. WS8004) (Gazetted 24 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.