



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 11 March 2021**

## VACANCIES

### ACT Audit Office

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

#### **Financial Audit**

##### **Auditor or Senior Auditor**

**Auditor/Senior Auditor \$65,976 - \$107,878, Canberra (PN: 11186, several)**

Gazetted: 17 March 2021

Closing Date: 2 April 2021

**Details:** The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Territory. To achieve this, the Office undertakes a range of activities including financial statements and performance audits.

The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation.

The ACT Audit Office is seeking temporary staff at the Senior Auditor or Auditor (Financial Audits) level. We are looking for experienced financial statement auditors and candidates are required to demonstrate good accounting and auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest level of personal integrity. The Senior Auditor and Auditors (Financial Audits) will typically work under the guidance and supervision of Assistant Directors and/or Directors and will be responsible for a range of functions including planning and completing assigned financial audit tasks. Staff work within audit teams consisting of auditors, contractors and consultants are required to maintain effective and constructive relationships with auditees; and provide professional and technical audit and accounting advice.

**Eligibility/Other requirements:** Relevant tertiary professional accounting, audit and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications such as accounting and audit qualifications provided by CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA ANZ) is also highly desirable.

All employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Personnel Vetting Program certificate or be assessed as suitable to obtain this clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

**Notes:** These temporary positions are available for a period of up to six months with the possibility of extension to no longer than 12 months. The positions will be offered at a Senior Auditor or the Auditor level based on applicant's skills, qualifications and experience.

**How to Apply:** Applicant must provide a written response to the Selection Criteria of no longer than 3 pages. Assessment of applicants for the role may be based on a review of the written application, and consideration of referee's comments only.

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

Contact Officer: Saman Mahaarachchi (02) 6207 0831 [saman.mahaarachchi@act.gov.au](mailto:saman.mahaarachchi@act.gov.au)

### ACT Health

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

**Digital Solutions Division**

**Technology Operations**

**Clinical and Administrative Systems Hub**

**Assistant Director, Clinical and Administrative Systems Hub**

**Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50714)**

Gazetted: 17 March 2021

Closing Date: 31 March 2021

**Details:** A new opportunity exists to work in a busy dynamic system administration team. We are looking for enthusiastic person who are keen to get involved in providing the ACT Health Directorate with quality system support. This role is critical to enabling the ACT Health Directorate to provide quality health care to our community.

The role of an Assistant Director within the Clinical and Administrative Systems Hub (CASH) will be a fast-paced and challenging, but you will be contributing to the quality support of the ACT Health systems and the transformational change currently being undertaken.

The CASH within the Digital Solutions Division is responsible for managing and supporting the ACT Health Systems. This includes system administration duties, managing a small team of system administrators and maintaining effective relationships with the business areas.

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

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

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

**How to Apply:** Please submit a written application of no more than three pages, responding to the required Selection Criteria in the position description, a curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

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

Contact Officer: Caitlin Little (02) 5124 6029 caitlin.little@act.gov.au

**Digital Solutions Division**

**Technology Operations**

**Critical Systems and Infrastructure Hub**

**Critical Systems Support Officer**

**Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 50880)**

Gazetted: 17 March 2021

Closing Date: 31 March 2021

**Details:** Are you an ICT Professional with experience working in a Healthcare environment that's up for a challenge? Do you have experience supporting ICT infrastructure and Communications systems? Do you want to work with a team of absolute rock stars responsible for supporting and maintaining ACT Health's Critical systems and ICT infrastructure? Are you committed to developing your skills and experience and apply them in an everchanging and challenging environment to help make a difference supporting staff and the community?

The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our ICT Infrastructure program of work. You will manage the design, planning, installation and operational commissioning of all things ICT for new and refurbished facilities for Canberra Health Services (CHS). As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

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

The implementation and support of the Digital Health Strategy.

Management of technology services and projects.

The development and implementation of a performance reporting framework.

Statutory and intergovernmental reporting requirements.

Management of the relationship and services delivery by technology vendors including Shared Services ICT.

Development, implementation and maintenance of technology policies and procedures.

Information management and information security.

Delivery of ICT infrastructure for new and refurbished health facilities.

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

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

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

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

Contact Officer: Grant Clark (02) 5124 9028 [grant.clark@act.gov.au](mailto:grant.clark@act.gov.au)

## Digital Solutions Division

### Technology Operations

#### Critical Systems and Infrastructure Hub

#### Assistant Director, Critical Systems Support

#### Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50878)

Gazetted: 16 March 2021

Closing Date: 30 March 2021

**Details:** Are you an ICT Professional with experience working in a Healthcare environment that's up for a challenge? Do you have a high level of technical knowledge and experience supporting Critical ICT infrastructure and Communications systems? Do you want to work with a team of absolute rock stars responsible for supporting and maintaining ACT Health's Critical systems and ICT Infrastructure? Are you committed to developing your existing skills and experience and apply them in an everchanging and challenging environment and help make a difference supporting staff and the community? The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our ICT infrastructure program of work. You will manage the design, planning, installation and operational commissioning of all things ICT for new and refurbished facilities for Canberra Health Services (CHS).

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

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

the implementation and support of the Digital Health Strategy,

management of technology services and projects,

the development and implementation of a performance reporting framework,

statutory and intergovernmental reporting requirements,

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

development, implementation and maintenance of technology policies and procedures,

information management and information security, and

delivery of ICT infrastructure for new and refurbished health facilities.

#### **Eligibility/Other Requirements:**

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

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

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

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

Contact Officer: Grant Clark (02) 5124 9028 Grant.Clark@act.gov.au

**Health Systems, Policy and Research Group**

**Public Health, Protection and Regulation**

**Health Protection Service**

**Section Health Protection Service**

**Assistant Director**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 29639)**

Gazetted: 12 March 2021

Closing Date: 26 March 2021

Details: The Public Health Regulation and Projects (PHRaP) section of the Health Protection Service is seeking a Senior Policy Officer to contribute to the development, implementation and evaluation of public health policy and regulation. This role will have a strong focus on work relating to sexually transmissible infections and blood borne viruses, administering service-level funding agreements, and managing challenging stakeholder relationships. PHRaP is responsible for the development and implementation of a wide range of policy and regulation items relating to public health e.g. food safety, recreational water quality, insanitary conditions, tobacco control and smoke-free, e-cigarettes and other matters that may impact upon public health. The ideal candidate for this position will have well-developed communication skills, an understanding of risk-based regulation and public health issues and be able to apply this knowledge in a policy setting.

**Eligibility/Other Requirements:**

Tertiary qualifications in a health or science related field are desirable.

Policy experience in sexually transmissible infections and blood borne viruses (STIBBV) or operational environments are highly desirable.

**Note:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Interested candidates are requested to provide a written application that addresses the Position Description in a two-page pitch detailing how you are the right person for this opportunity. Candidates should provide a current curriculum vitae and the contact details of two referees.

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

Contact Officer: Adam Duffy (02) 5124 9117 adam.duffy@act.gov.au

**Health Systems, Policy and Research**

**Health Protection Service**

**ACT Government Analytical Laboratory**

**Director Microbiology**

**Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 50540)**

Gazetted: 11 March 2021

Closing Date: 25 March 2021

Details: The ACT Health Directorate (AHD) is responsible for the stewardship of the health system in the ACT. AHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. ACT Government Analytical Laboratory (ACTGAL), a section within the HPS provides high level scientific analysis capability for the ACT

government. Fields of analysis including microbiological testing, environmental chemistry testing and forensic and toxicological testing.

We are seeking an experienced Public Health Microbiologist to lead our high performing microbiology unit.

We are seeking an individual with qualifications and extensive professional experience in public health microbiology, a demonstrated history of strong leadership, effective staff management and a high level of engagement with the microbiology community. This position is responsible for directing the operations of the Microbiology Unit including, the maintenance and development of the quality system, management of the operational budget and provision of high-quality analytical services.

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 science (Major and/or postgraduate studies in microbiology highly desirable) and relevant recent experience in a public health microbiology laboratory. 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.

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

**How to Apply:** If you are interested in joining this dedicated team you can apply by providing a written response addressing the Professional/Technical Skills and Behavioural Capabilities outlined in the position description (max four pages), curriculum vitae and contact details of two referees.

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

Contact Officer: Jade Redfern (02) 5124 9195 jade.redfern@act.gov.au

**Digital Solutions Division**

**Technology Operations**

**Support and Diagnostic Systems Hub**

**Senior Architect, System Migrations**

**Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50881)**

Gazetted: 11 March 2021

Closing Date: 25 March 2021

Details: The Digital Solutions Division within the ACT Health Directorate is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

As the Senior Architect, System Migrations, you will be a key team member in our Enterprise Architecture team as we re-architect and re-platform our current systems to a new hosting environment in preparation for the delivery of our new Digital Health Record in 2022.

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

**Note:** This is a temporary position available until 28 February 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future architecture vacancies over the next 12 months.

**How to Apply:** Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which has an excellent understanding of your technical skills.

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

Contact Officer: Peter McNiven (02) 5124 9066 Peter.McNiven@act.gov.au

**Digital Solutions Division**

**Future Capability and Governance**

**Future Capability**

**Senior Project Manager**

**Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50877)**

Gazetted: 11 March 2021

Closing Date: 25 March 2021

**Details:** Are you an experienced project manager with effective communication skills to lead a dynamic project team and liaise with diverse stakeholders to successfully implement digital initiatives?

The Digital Solutions Division within ACT Health is seeking to recruit a motivated and experienced project manager who can make a significant contribution to the digital transformational changes underway in our health system. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

Under the broad direction of the Program Manager, the Senior Project Manager is responsible for the provision of high level project management advice and the delivery of successful projects in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Senior Project Manager must have experience

- leading and motivating a project team;
- effectively communicating with diverse stakeholders to ensure customer satisfaction;
- cost estimating and developing detailed budgets;
- accurate resource planning to develop detailed schedules and timelines;
- analysing and managing project risks and issues and
- monitoring and reporting project progress.

**Eligibility/Other Requirements:**

This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) Security Clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for NV1 Security Clearance, you must be an Australian citizen. If you are not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Notes:** this is a temporary position available for 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

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

Contact Officer: Sandra Millett (02) 5124 9409 [Sandra.Millett@act.gov.au](mailto:Sandra.Millett@act.gov.au)

**Calvary Public Hospital Bruce**

**Emergency Department**

**Position Title: Registered Nurse**

**Registered Nurse Level 1 \$72,544 - \$93,283, Canberra (LP8231)**

Gazette Date: 17 March 2021

Closing Date: 25 March 2021

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

Reference Number: 15095

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

Contact Officer: Angela Devlin (02) 6201 6263 [Angela.Devlin@calvary-act.com.au](mailto:Angela.Devlin@calvary-act.com.au)

**Canberra Health Services**

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

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

**Canberra Health Services**

**Rehabilitation, Aged and Community Services Division**

**Assistant Director of Nursing, Community Care Program**

**Registered Nurse Level 5.3 \$139,701, Canberra (PN: 20304)**

Gazetted: 15 March 2021

Closing Date: 31 March 2021

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

**Overview of the Work Area and Position**

Canberra Health Services Division of Rehabilitation, Aged and Community Services is seeking an Assistant Director of Nursing for their Community Nursing Service with impeccable interpersonal skills who will be responsible for the operational leadership and management of five (5) nursing teams. A strong background in the community setting is highly desirable, along with proven strengths in leadership and change management at a senior level, and the experience and ability to provide expert support, advice and collaborative planning in within this portfolio.

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, University of Canberra Hospital, Community Health Centres and client's homes, and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT. These services include direct nursing care in areas of wound, continence, stoma, post-acute support, palliative care and the delivery of the Self Management of Chronic Conditions program. Community Nursing has a large number of NDIS clients. Services are delivered in a clinic or domiciliary setting.

The Assistant Director of Nursing (ADON) provides overarching leadership for the delivery of nursing services by the regional teams and after-hours Link team across the ACT. As a senior manager, the ADON works with the Director of Nursing on strategic input and support for Divisional and organisational goals.

The ADON is responsible for professional leadership for nurses working within multidisciplinary teams and for the operational management of nursing services within CCP. The ADON ensures the effective and efficient delivery of nursing care.

**Eligibility/Other Requirements:**

**Mandatory:**

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence.

**Highly Desirable:**

Previous experience working in a Community Care Setting

Holding or working towards a higher degree in Health Services Management



**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Lisa Wilson (02) 5124 0215 Lisa.Wilson@act.gov.au

**Medicine**

**Diabetes Service**

**Diabetes Educator**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 44301, several)**

Gazetted: 11 March 2021

Closing Date: 29 March 2021

Details: Our **Vision:** creating exceptional health care together

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

Our **Values:** Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for clients with diabetes across CHS Health Campuses.

The Diabetes Nurse will be responsible professionally to the Senior Nurse Clinician of the CHS Diabetes Service.

**ABOUT YOU**

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

**Behavioural Capabilities**

Highly motivated with strong organisational and time management skills

Capacity to contribute to a positive, strong and cohesive interprofessional culture

Adaptability and flexibility to manage changes in demand

Personal and professional integrity

**Position Requirements/Qualifications:**

Relevant qualifications as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA)

Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian

Diabetes Educators Association (ADEA) credentialed diabetes educator or is working towards obtaining credentialing status.

Must hold and maintain a current driver's license.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

Undergo a pre-employment National Police Check.

**Note:** These are temporary positions available for six months with the possibility of extension. 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 within Canberra Health Diabetes Service over the next 12 months.

Contact Officer: Lynelle Boisseau (02) 5124 7929 Lynelle.boisseau@act.gov.au

## **Clinical Services**

### **Assertive Community Outreach Service**

### **Adult Community Mental Health Services**

### **Social Worker, Occupational Therapist, Psychologist**

### **Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 13310)**

Gazetted: 11 March 2021

Closing Date: 29 March 2021

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

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

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

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

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

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

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

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

### **Overview of the work area and position:**

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and 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 peoples home. These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This psychologist position is based in the Assertive Community Outreach Service. The Assertive Community Outreach Service (ACOS) is a dynamic and supportive multidisciplinary team providing assertive community outreach treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

The Adult Community Mental Health Services (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 model of care 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 of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

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

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

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

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

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

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

**Eligibility/Other Requirements:**

**Mandatory:**

**For Occupational Therapy:**

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

Eligibility for professional membership of Occupational Therapy Australia.

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

Current Driver's Licence.

**For Psychology:**

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

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

Current 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 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Current Driver's Licence.

**Highly Desirable:**

Have a strong understanding of working in an Adult Community Mental Health service.

**Prior to commencement successful candidates will be required to:**

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

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

Undergo a pre-employment National Police check.

**Note:** ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts.

**Contact Officer:** Jade Nolan (02) 5124 1567 [jade.nolan@act.gov.au](mailto:jade.nolan@act.gov.au)

**Clinical Services**

**Medicine**

**Renal**

**Registered Nurse Haemodialysis**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 27815)**

Gazetted: 11 March 2021

Closing Date: 25 March 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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

Overview of the work area and position

Applications are invited from committed, motivated, and enthusiastic Registered Nurses to work within the Haemodialysis team. This is an excellent opportunity to develop dialysis skills and work within a dynamic nursing team. We are looking for applicants that possess good clinical knowledge and have good time management skills. Haemodialysis experience required.

The Haemodialysis Unit operates Monday to Saturday working both morning and evening shifts. The successful applicant will be required to participate in the on call roster, depending on experience.

If you are looking to work in a specialised unit then we would love to hear from you!

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Haemodialysis Nurse will be required to work across the service to assist in coordinating and delivering care to patients referred to the Renal Network. This position includes participation in provision of after-hours care including the on-call roster. The position is based at the Canberra Hospital Campus in the ACT and reports to the Clinical Nurse Consultant of Canberra Community Dialysis Centre.

Eligibility/Other Requirements

Behavioural Capabilities

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

Excellent interpersonal skills with a proven ability to work effectively as part of a multidisciplinary team to provide excellent care

Drive for ongoing personal and professional development

Strong organisational skills with a high degree of drive and a positive attitude

Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Post graduate studies relevant to the speciality field or working towards it.

The successful applicant will need to be available for occasional weekend and after-hours work and be flexible

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.

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 position available for a period of two months with the possibility of extension.

Contact Officer: Joyce Thanabal (02) 5124 4279 [joyce.thanabal@act.gov.au](mailto:joyce.thanabal@act.gov.au)

**Infrastructure and Health Support Services**

**Operational Support Services**

**Protective Services**

**Senior Security Officer (COVID Vaccine Security)**

**Health Service Officer Level 6 \$60,679 - \$63,290, Canberra (PN: 50790, several)**

Gazetted: 12 March 2021

Closing Date: 19 March 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

The Protective Services section is embedded within the Infrastructure and Health Support Services Division.

Protective Services' mission is to provide the necessary climate and mechanisms that will enable staff, patients and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and protecting persons and property.

As a Senior Security Officer, you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit and non-acute sites by providing incident response, proactive security functions and enforcement of Canberra Health Services policy and directives.

As a Senior Security Officer, you are expected to be able to perform duties in all of the following work streams:

General Duties which provides a dynamic capability to deter, detect and respond to security episodes. This may mean working as a lone Security Officer in an area or at a site where a higher level of decision making is required.

Control Room which operates comprehensive electronic security systems including access control, cameras, alarm monitoring, radio systems, intercoms and phones in a high-paced environment. A high degree of ICT knowledge is required to perform this role.

Eligibility/Other Requirements:

Mandatory:

Possess a Certificate II in Security Operations and an ACT Security Licence.

Possess an unencumbered driver's licence (or equivalent).

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or night shifts at any Canberra Health Services worksite on an 'as needs' basis.

Be able to complete a continuous 500m run comprising of a series of five 100m laps, with stair ascent and descent of 10 steps at the end of each lap, and a 20m dummy drag, in under 5 minutes on an annual basis.

Be willing to be, and remain, vaccinated against vaccine-preventable diseases during their employment.

Desirable:

Possess a high degree of ICT knowledge in order to operate comprehensive electronic security systems which include access control, cameras, alarm monitoring, radio systems, intercoms and phones.

Possess a sound understanding of providing security services in a healthcare setting.

Possess 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.

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 the CHS Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases

**Note:**

These are temporary positions available for a period of 12 months. These positions will be based at the Garran Surge Centre and applicants are expected to work closely with clinical managers to ensure the security of COVID-19 vaccines. The role requires applicants to not only perform regular physical patrols and security checks but monitor electronic security systems. As such, a high degree of fitness and ICT knowledge is required to perform this role.

Contact Officer: Chris Mooney (02) 5124 5145 [chris.mooney@act.gov.au](mailto:chris.mooney@act.gov.au)

**Food and Sterilising**

**Sterilising Services**

**Sterilising Services Team Leader**

**Sterilising Services Technical Officer Level 2 \$65,087 - \$74,533, Canberra (PN: 29413)**

Gazetted: 12 March 2021

Closing Date: 26 March 2021

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

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**Our Values:** Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

**Overview of the Work Area and Position**

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

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

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

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

**Eligibility/Other Requirements:**

**Highly desirable:**

Certificate III in Sterilising

Certificate IV in Sterilising (HTL47015), or Certificate IV in Leadership and Management (BSB40215)

Minimum five years previous experience working in a sterilising services department including sound knowledge of AS/NZS 4187:2014

**Desirable:**

Hold a current driver's license.

Experience in leading and mentoring teams.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

Applications may be assessed on application only. A pool of candidates deemed suitable for this role may be formed and used to fill future positions at this level that may become vacant over the next twelve months.

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

## **Clinical Services**

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

#### **Senior Psychologist**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 25508)**

Gazetted: 12 March 2021

Closing Date: 30 March 2021

Details: **Our Vision:** creating exceptional health care together

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

As a specialist area, clinicians working with FMHS are supported via access to structured clinical supervision, a collaborative and multidisciplinary team environment, and regular professional development opportunities.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and with influence on clinical issues

Resilience and calm in the face of conflict or uncertainty.

Curiosity

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

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

Minimum 3 years (ideally 5 years) post-qualification work experience

**Desirable:**

Area of practice endorsement in either clinical or forensic psychology  
Approved or eligible for approval as a Psychology Board of Australia Supervisor  
Knowledge and experience in the use of structured risk assessment tools for risk of offending behaviours.  
Current driver's licence

**Other:**

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.

**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 six months with the possibility of extension.

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

**Clinical Services**

**Cancer and Ambulatory Support**

**Administration**

**Business Support Officer**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 33255)**

Gazetted: 12 March 2021

Closing Date: 18 March 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

The 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.

Reporting to the Operations Manager, Cancer and Ambulatory Support (CAS), this position will provide administrative support to their offices, and other members of the team as directed. You will organise and maintain appointments and meetings, draft and prepare minor correspondence as necessary, arrange meetings and secretariat for meetings. Other duties include maintaining liaison with internal and external agencies to ensure the efficient co-ordination of the sectional activities, assist with minor information gathering and project tasks as required, assist with recruitment, rosters and arranging of exams, and data management and projects. Ability to work under limited supervision in a fast-paced environment and adapt to change is highly desirable.

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.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:



Undergo a pre-employment National Police check.

Desirable:

Hold a current driver's licence.

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

## Medical Services

### MOSCETU

#### Simulation

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22140)**

Gazetted: 12 March 2021

Closing Date: 26 March 2021

Details: **About us**

Our **Vision**: creating exceptional health care together

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

Our **Values**: Reliable, Progressive, Respectful and Kind

#### Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> This position of Simulation Lead reports to the Manager Medical Education and Simulation and, sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Health Services. MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Chief Medical Administrator, MOSCETU, Deputy Director-General, Canberra Hospital and Health Services and Director-General of ACT Health. The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program.

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

The Medical Education Unit (MEU) sits within the Medical Officer Support, Credentialing, Employment and Training Unit at Canberra Hospital. The MEU oversees the training and supervision of medical officers in their first and second postgraduate years in accordance with the requirements of the Canberra Region Medical Education Council (CRMEC).

#### Eligibility/Other Requirements:

Relevant tertiary qualifications in Training and Assessment and hold a post graduate qualification or working towards one in a relevant field. Working professionally in Simulated Education is preferred.

The successful applicant will need to hold a current driver's license.

Be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and working professionally in Simulated Education 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.

**Notes:** This is a temporary position available for a period of 12 months with the possibility of extension.

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: Tracey Quade (02) 5124 3889 tracey.quade@act.gov.au

## **Clinical Services**

### **Clinical Services**

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

##### **Child and Adolescent Mental Health**

##### **Dialectical Behaviour Therapy Clinician**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 24334)**

Gazetted: 12 March 2021

Closing Date: 26 March 2021

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

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

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

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

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

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

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

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

#### **Overview of the work area and position:**

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

The Dialectical Behaviour Therapy (DBT) program provides evidenced based DBT therapy for young people between the ages of 13 and 18 in the ACT who are experiencing moderate to severe mental health issues. The program has a recovery focus with the aim of reducing the severity of mental health symptoms and increasing skills to manage distress.

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

Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions, communications, performance conversations and the capabilities we are developing to successfully deliver services to the community. They were developed by us, for us and are unique to our work. To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and

supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

**Eligibility/Other Requirements:**

**Mandatory:**

**For Occupational Therapy:**

Degree (or recognised equivalent) in Occupational Therapy

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current ACT drivers licence.

**For Psychology:**

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

Must hold a current ACT drivers 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*.

Must hold a current ACT driver's licence.

**Highly desirable for all disciplines:**

Minimum of three years (ideal five years) post qualification

Experience in working with children and young people.

**Prior to commencement successful candidates will be required to:**

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

Comply with ACT Health occupational screening requirements related to immunisation.

Undergo a pre-employment National Police check.

**Note:** 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. processes. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Jessica Ross (02) 5124 1880 [jessica.ross@act.gov.au](mailto:jessica.ross@act.gov.au)

**Finance and Business Intelligence**

**Executive Branch Manager/Chief Information Officer**

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

Gazetted: 12 March 2021

Closing Date: 26 March 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 to the contact officer.

Previous applicants need not apply.

**Contact Officer:** Andrew Gay (02) 5124 9683 [CEOHealth@act.gov.au](mailto:CEOHealth@act.gov.au)

## **Clinical Services**

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

#### **Oral Health Services**

##### **Dental/Oral Health Therapist**

##### **Health Professional Level 1 \$63,671 - \$83,418, Canberra (PN: 50849, several)**

Gazetted: 17 March 2021

Closing Date: 31 March 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

Overview of the work area and position:

Oral Health Services provide dental care to eligible adults, children and youths from community health centres, three mobile dental clinics and the Alexander Maconochie Centre.

Eligibility/Other Requirements:

Mandatory:

Unconditional registration as a dental therapist or oral health therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Holder of a Licence Certificate with ACT Radiation Council

Desirable:

Hold a current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Note: These are temporary positions available for a period of six months.

Contact Officer: Patricia Mason (02) 6205 1091 [patricia.mason@act.gov.au](mailto:patricia.mason@act.gov.au)

## **Medical Services**

### **Medical Services Group**

#### **Medical Imaging**

##### **Medical Imaging Administration Officer**

##### **Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 21049)**

Gazetted: 17 March 2021

Closing Date: 2 April 2021

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

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

**Our Values:** Reliable, Progressive, Respectful and Kind.

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

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

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

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

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

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

#### **Overview of the work area and position**

The Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

Under direction of the Administration Supervisor's, you will play a key role in providing administration support to the Medical Imaging Department including but not limited to receiving and screening incoming phone calls, dealing with general enquiries and providing front line reception support.

#### **Eligibility/Other Requirements:**

##### **Mandatory:**

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Amy-lee Horsburgh (02) 5124 2798 amy-lee.horsburgh@act.gov.au

#### **Clinical Services**

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

##### **Registered Nurse Level 2, Custodial Mental Health**

##### **Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 25563)**

Gazetted: 15 March 2021

Closing Date: 31 March 2021

Details: **Our Vision:** creating exceptional health care together

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

This position is based at the AMC and may be in either the Assertive Response Team (ART) or the Clinical Management team depending on interest and experience. ART is a 7-day acute mental health service that operates between 08:30 and 18:00 hrs daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. 4-7 weeks annual leave depending on roster. Weekends and public holidays attract penalty rates. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

The AMC allows smoking by detainees and as such staff may be exposed to intermittent secondary smoke in the line of their work.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and compassionately with complex clients

Resilience and calm in the face of conflict or uncertainty.

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

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

Minimum 1-year (preferably 3 years) post-qualification experience

##### **Desirable:**

Experience of working in an acute inpatient or community mental health service.

##### **Other:**

The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs.

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.

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

#### **Clinical Services**

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

##### **Justice Health Services**

##### **Senior Manager – Forensic Mental Health Services**

**Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 36318)**

Gazetted: 15 March 2021

Closing Date: 29 March 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.

**Overview of the work area and position**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

Forensic Mental Health Services (FMHS) is a specialist mental health service comprising three separate teams that provide mental health services in custodial and community settings:

Mental Health Court Assessment and Liaison Service (MHCALS)

Custodial Mental Health

Forensic Consultation and Intervention Service (FoCIS)

FMHS is a part of Justice Health Services which is in the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division. At this level you will provide senior leadership for the clinical and administrative operations of the Forensic Mental Health Team. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality health care services.

**ABOUT YOU**

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**Behavioural Capabilities**

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

Demonstrated leadership and management skills.

Experience in managing and influencing teams, processes and practice improvement in a human services environment.

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

Flexible, adaptive and comfortable with a changing working environment.

Commitment to achieving positive outcomes for people in the criminal justice system.

**Eligibility/Other Requirements:**

Relevant tertiary qualifications and a minimum of 12 months leadership/ management experience working professionally in Mental Health is preferred.

Registration with the Australian Health Practitioner Regulation Agency (AHPRA) or the relevant National Board where required.

A current drivers licence.

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.

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

Contact Officer: Rory Maguire (02) 5124 1811 [rory.maguire@act.gov.au](mailto:rory.maguire@act.gov.au)

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Transitional Therapy and Care Program**

**Speech Pathologist**

**Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 30399)**

Gazetted: 15 March 2021

Closing Date: 29 March 2021

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

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**Our Values:** Reliable, Progressive, Respectful and Kind.

**Overview of the work area and position**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's values: care, excellence, collaboration and integrity.

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

RACS services work collaboratively with the individuals, his/her carers and other services within and external to CHS. CHS is a values-led Directorate.

It is expected that this position will work across both the Rehabilitation Aged and Community Services Transitional Therapy and Care Program and the Speech Pathology Department.

The Transitional Therapy and Care Program (TTCP) is based at the University of Canberra Hospital, Bruce. TTCP is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided either in a 15-bed low level care facility, located in Red Hill or in the client's home. Clients vary in their presenting medical conditions and may include those with orthopaedic conditions, neurological conditions, complex medical conditions and the frail aged.

The RACS Speech Pathology service is a dynamic team of Speech Pathologists and allied health assistants. Based across Canberra Health Services, we provide a range of inpatient and outpatient services in rehabilitation and aged care environments, including working with adult neurological caseloads across both acute, rehabilitation, and community settings.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Excellent communication skills.

Ability to work collaboratively with the interprofessional and speech pathology team.

Adaptability and flexibility to accommodate change and be responsive to clinical needs.

#### **Eligibility/Other Requirements:**

Relevant Degree or Diploma in Speech Pathology from a recognised tertiary institution, also eligibility for practicing membership of Speech Pathology Australia qualifications.

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.

#### **Prior to commencement successful candidates will be required to:**

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

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

Undergo a pre-employment National Police check.

**Note:** This is a temporary position available for a period of up to 13 months.

Contact Officer: Johanna Hunter (02) 5124 8383 [johanna.hunter@act.gov.au](mailto:johanna.hunter@act.gov.au)

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

##### **Child and Adolescent Mental Health Services**

##### **Specialist Youth Mental Health Outreach**

**Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 14401)**

Gazetted: 15 March 2021

Closing Date: 31 March 2021



Details: **Our Vision:** creating exceptional health care together

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

The Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment to young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis.

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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Commitment to achieving positive outcomes for young people and their families and carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

#### **Position Requirements/Qualifications:**

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field, 3+ years' experience is preferred.

A current Driver's Licence.

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the *ACT Working with Vulnerable People Act 2011*.

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

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.

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.

#### **Prior to commencement successful candidates will be required to:**

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police Check.

**Notes:** This is a temporary 12-month position with possibility of extension. Selection may be based on written application and referee reports only. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

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

#### **Clinical Services**

##### **Medicine**

##### **Gastroenterology and Hepatology**

##### **Booking and Scheduling Officer**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 14006)**

Gazetted: 15 March 2021

Closing Date: 29 March 2021

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

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

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

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

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 Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

Inpatient care of patients with gastroenterological and diseases;

Consulting service;

Endoscopic procedures;

Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and

Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

This position provides administrative and office support to the Gastroenterology and Hepatology Unit with duties including booking appointments, referral management, screening telephone calls long with general reception duties. This role requires demonstrated ability to ensure high quality customer service standards and a high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS and Clinical Portal.

**Eligibility/Other Requirements:**

**Mandatory:**

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

**Note:** This is an expected temporary position available for a period of six months with possibility of extension.

Contact Officer: Jade Ngata (02) 51242063 jade.ngata@act.gov.au

**Rehabilitation Aged and Community Services**

**Community Care Program**

**Community Nurses**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 47218, several expected vacancies)**

Gazetted: 16 March 2021

Closing Date: 30 March 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

Community Care Program is seeking Expressions of Interest from suitably qualified and experienced Community Nurses for a Register used to fill possible/ planned vacancies over the next 12 months. Previous community nursing experience is preferred however Community care program does provide a comprehensive orientation training program.

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

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

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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

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 encouraged to apply.

**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 and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: care, excellence, collaboration and integrity.

ACT's first sub-acute rehabilitation hospital has been recently completed and is located on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of Canberra Health Services' planned network of health facilities designed to meet the needs of our ageing and growing population.

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT. These services include direct nursing care from new born and aged through to end of life in the areas of wound, continence, stoma, post-acute support and palliative care.

**Eligibility/Other Requirements:**

**Mandatory:**

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

Tertiary qualifications (or equivalent) in Nursing.

Current Driver's licence.

**Desirable:**

Experience as a registered nurse in the community setting,

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police check.

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

**Note:** The register will be used to fill vacancies of various durations which may lead to extension and/or permanency.

Contact Officer: Wendy Woodman (02) 5124 1298 Wendy.Woodman@act.gov.au

**Clinical Services**

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

**Senior Psychologist**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 23845)**

Gazetted: 16 March 2021

Closing Date: 1 April 2021

Details: **Our Vision:** creating exceptional health care together

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

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

As a specialist area, clinicians working with FMHS are supported via access to structured clinical supervision, a collaborative and multidisciplinary team environment, and regular professional development opportunities.

#### **About You**

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

#### **Behavioural Capabilities**

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and with influence on clinical issues

Resilience and calm in the face of conflict or uncertainty.

Curiosity

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

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

Minimum 3 years (ideally 5 years) post-qualification work experience.

##### **Desirable:**

Area of practice endorsement in either clinical or forensic psychology

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

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

Current driver's licence

##### **Other:**

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.

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 nine months with the possibility of extension

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

## **Clinical Services**

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

#### **Secure Mental Health Inpatients Assistant In Nursing**

#### **Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 37280, several)**

Gazetted: 16 March 2021

Closing Date: 1 April 2021

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position:

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 several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

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

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

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

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

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has five beds for community transition.

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

Under the direction and supervision of the Registered Nurse, the Assistant in Nursing (AIN) is responsible for providing assistance and support to patients throughout the delivery of high quality mental health services. This involves assisting conducting observations and reporting on consumer mental status and behaviours, escorting

consumers on therapeutic leave, documenting patient responses to direct care and maintaining the facilities equipment.

These positions may be required to participate in overtime, on call and/or rotation roster.

Eligibility/Other Requirements:

Mandatory:

Current Driver's licence.

Desirable:

Certificate III (or equivalent) in Health Services Assistance, or working towards.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Eric Agyemang-Duah (02) 5124 4234 [eric.k.agyemang-duah@act.gov.au](mailto:eric.k.agyemang-duah@act.gov.au)

## Clinical Services

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

#### Office Chief Psychiatrist

#### Specialist 1-5 - Child and Adolescent Mental Health Services (CAMHS)

#### Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 28861)

Gazetted: 16 March 2021

Closing Date: 26 April 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

About us:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<https://canberra.com.au/work/>

Overview of the work area and position:

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres and other community settings including people's homes.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Rehabilitation and Specialty Mental Health Services

Forensic Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

The Child and Adolescent Mental Health Team is part of MHJADS and provides high quality healthcare to people located within the paediatric ward with joint admission with paediatrician, EDCL ( Emergency Department Consultation Liaison), CAMHS community team, SYMHO (State Wide Youth Mental Health Service), AMOS (Adolescent Mental Health Outreach Service), Cottage program and, DBT program. The position holder would be expected to provide care to patients across all Canberra Hospital sites.

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

The position will be accountable and responsible to the Child and Adolescent Mental Health Clinical Director through an Individual Learning and Development Plan.

MHJADS aims to be socially inclusive and operates within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have specialist experience in General Psychiatry or Child and adolescent psychiatry and skills relevant to both inpatient and community services, including the provision of ECT services.

The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

Qualifications and experience:

Mandatory:

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

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) in or equivalent specialist qualifications.

Evidence of satisfactory participation on the RANZCP Continuing Professional Development Program.

Desirable:

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

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

Note: Reimbursement of relocation costs may be available if you are the successful candidate. Applications put forward by a recruitment agency will be considered, however if a referred applicant is found suitable Canberra Health Services will not enter into a contractual arrangement with the recruitment agency, or pay any service fees that may apply.

Salary, Remuneration and Conditions: Specialist 1-5 - \$180,732 - \$223,029. Starting salary will be negotiated within this band for the successful candidate, depending on their experience and expertise.

Annual Salary: Indicative total package value of between: \$280,553 - \$345,852 inclusive of salary, applicable allowances and 11.5% super.

Group Attraction and Retention Incentive: \$50,000 - \$70,000. Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$423,902.

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

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

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

Contact Officer: Dr Denise Riordan (02) 5124 5876 [Denise.Riordan@act.gov.au](mailto:Denise.Riordan@act.gov.au)

## **Clinical Services**

### **Women Youth and Children**

#### **Child Health Targeted Support Services**

##### **Administration Officer - Team Leader**

##### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 29754)**

Gazetted: 12 March 2021

Closing Date: 26 March 2021

##### **Details: About us**

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

##### **Position Overview**

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

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

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

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

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

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

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

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:

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 co-ordinates the daily workflows and program objectives within their local area, both front and back of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. The role is responsible for one team but can be required at times to move into other teams, where operationally required.

##### **Eligibility/Other Requirements:**

##### **Desirable**

Ability to type with speed and efficiency within guidelines.



Experience in Microsoft applications; in particular Excel, Word and Outlook.

Experience or knowledge of using the Canberra Health Services rostering program ProAct or Spok- Oncall.

Hold a current Driver's licence.

**Notes:** This is a temporary position available for a period of 11 months.

**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: Christine Hezkial (02) 5124 2776 christine.hezkial@act.gov.au

### **Canberra Institute of Technology**

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

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

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

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

###### **Liaison Librarian**

**Professional Officer Class 1 \$61,931 - \$85,873, Canberra (PN: 54246)**

Gazetted: 17 March 2021

Closing Date: 24 March 2021

**Details:** The CIT Library is looking for a Liaison Librarian to deliver a comprehensive information service, including online services, reference services and specialist research. In partnership with teaching staff, the successful applicant is required to plan, design and deliver information literacy sessions; identify and assess quality learning resources options and undertake moderation duties to ensure learning resources in CIT's digital repository are copyright compliant.

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

###### **Eligibility/Other requirements:**

An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

An ability to work one extended shift per week.

**Notes:** This is a temporary position available immediately for a period of six 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:** Applicants are required to address the Selection Criteria and provide a current resume along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

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

Contact Officer: Paul Brownell (02) 6207 3377 paul.brownell@cit.edu.au

#### **Executive Director, Education and Training Services**

**Executive Level 2.3 \$307,053 - \$319,330 depending on current superannuation arrangements, Canberra (PN: E1027)**

Gazetted: 16 March 2021

Closing Date: 31 March 2021

**Details:** Canberra Institute of Technology (CIT) is a dynamic, connected and diverse education and training institution, playing a major role in the development of the ACT's future workforce and in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally and internationally. CIT is seeking an experienced strategic leader to fill the role of Executive Director, Education and Training Services Division.

The primary focus of the position is to work closely with the CEO and Executive team to provide overall leadership, guidance and support to CIT's leaders to ensure consistently high education and training outcomes are achieved and that CIT meets its commitments outlined in the CIT Strategic Compass.

The role specifically contributes to the positioning of CIT as an education and training provider which delivers quality and innovative educational products and services that meet the needs of students and employers. The position is accountable for overseeing and enhancing the quality of the overall CIT student experience, including quality products and to inspire, and lead the CIT workforce in delivery and achievement of the CIT Strategic Compass directions.

The successful applicant will have exceptional people management skills and be able to lead and convey clear vision in a complex, connected and evolving environment.

**Remuneration:** The position attracts a remuneration package ranging from \$307,053 to \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

**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 of no more than two pages addressing your skills and experience against the executive capabilities.

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

**Contact Officer:** Leanne Cover (02) 6207 3107 [leanne.cover@cit.edu.au](mailto:leanne.cover@cit.edu.au)

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

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

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

#### **Executive Branch Manager, Insurance Branch**

**Temporary Vacancy (asap to 30 June 2021)**

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

**Economic and Financial Group**

**Position: E359**

**(Remuneration equivalent to Executive Level 1.1)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 17 March 2021

ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Branch Manager, Insurance Branch, Economic and Financial Group.

The role of the Executive Branch Manager, Insurance is to take a leading role in the regulatory activities of the Motor Accident Injuries Commission and support the Acting Motor Accident Injuries Commissioner; support the functions of the Acting Lifetime Care and Support Commissioner, as well as lead insurance policy.

This position is available ASAP until 30 June 2021 while the nominal Executive Branch Manager is acting Executive Group Manager, Revenue Management Group. However, it may be shortened depending on the outcome and timing of a national recruitment process for an Under Treasurer.

For further information please see the attached position description.

To apply: Please submit an expression of interest of no more than two pages demonstrating your experience against the Executive Capabilities in the attached duty statement, details of two referees, and a current curriculum vitae to Kim Salisbury via email, [kim.salisbury@act.gov.au](mailto:kim.salisbury@act.gov.au) by 11am on Friday 19 March 2021.

Note: The successful candidate may be selected on the basis of written application and referee reports only.

Remuneration: The position attracts a remuneration package ranging from \$207,171 - \$214,972 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$156,010.

Contact Officer: Kim Salisbury, (02) 6207 0010, [kim.salisbury@act.gov.au](mailto:kim.salisbury@act.gov.au)

#### **Digital, Data and Technology Solutions**

**Customer Engagement Services**

**ICT Service Desk**

**Senior Service Delivery Officer**

**Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 14348, several)**

Gazetted: 17 March 2021

Closing Date: 2 April 2021

**Details:** The Digital, Data and Technology Solutions ICT Service Desk is currently looking for highly motivated individuals with experience in providing exceptional technical support.

The position encompasses first and second level technical support of business systems and mentoring other members of the ICT Service Desk team. You will provide face to face on-site field support on a rotational basis and be a point of escalation for other team members.

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

**Eligibility/Other Requirements:**

Successful applicants may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles as required.

Driver's license C is essential.

Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous.

A strong understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded.

Hold a current **CMTEDD issued Personnel Vetting Program certificate/clearance** or ability to obtain and maintain a certificate is mandatory.

**Notes:** This is a temporary position available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please review the Position Description for further details about the role, and the capabilities required to perform the duties and responsibilities of the position. Please submit a written response of no more than two pages, contact details for at least two referees and a current curriculum vitae.

The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities as listed under the "What you will do" and "What you require" sections in the Position Description. Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

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

Contact Officer: Kylie Blyth (02) 6207 7853 [Kylie.Blyth@act.gov.au](mailto:Kylie.Blyth@act.gov.au)

## **Access Canberra**

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

#### **Plumbing and Gas Inspectorate**

#### **Plumbing and Gas Inspector**

#### **Building Trade Inspector \$97,071 - \$110,397, Canberra (PN: 38630)**

Gazetted: 17 March 2021

Closing Date: 31 March 2021

**Details:** The Plumbing and Gas Inspectorate of Access Canberra is looking for an enthusiastic and dedicated person to join our team and with assisting the Plumbing and Gas industry achieve compliance with their legislative requirements. They accomplish this by carrying out audits of plumbing, drainage, and gas installations to ensure compliance with relevant codes and standards. Audits range from single residential properties to high rise buildings.

Our team works collaboratively with other sections of the Construction, Utilities and Environment Protection Branch to help make the ACT a safer place to work and live.

Applicants should be able to work independently as well as part of a high achieving 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.

**Eligibility/Other requirements:**

Eligible for an ACT plumber/drainage/gasfitter licence.

Current driver's licence.

Type B accreditation preferable.

**Notes:** A merit pool will be established from this selection process and will be used to fill any vacancies that may arise over the next 12 months.

**How to Apply:** Please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the Selection Criteria, your current curriculum vitae and details of two referees, one of which should have worked with you most recently.

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

Contact Officer: Mark Frazer (02) 6207 6261 mark.frazer@act.gov.au

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

## **Revenue Management**

### **Operations**

#### **Customer Service Officer**

#### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 49932, several)**

Gazetted: 17 March 2021

Closing Date: 31 March 2021

**Details:** We are looking for capable and driven team members to join the Operations Team at ACT Revenue. If you are motivated, have excellent customer service skills and enjoy working as part of a team in a fast paced environment, please 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.

**How to Apply:** Please submit a written application of no more than two pages addressing the Selection Criteria. Please also submit a curriculum vitae. Referee reports may be requested.

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

Contact Officer: Evelyn McCarthy (02) 6205 0315 evelyn.mccarthy@act.gov.au

## **Access Canberra**

### **Licensing and Registration**

#### **Transport Solutions**

#### **Driver Licence Examiner**

#### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 17212, several)**

Gazetted: 17 March 2021

Closing Date: 24 March 2021

**Details:** The Public Transport and Audit team is responsible for conducting driver licence assessments, assessing and processing applications for public vehicle licences, accreditation of public transport providers, driving instructors and authorisations under the Authorised Examiner Scheme. The team also audits, monitors and manages the regulatory compliance of those schemes. The role includes the following responsibilities:  
Conduct practical C class driving assessments in accordance with standards approved by the ACT Road Transport Authority.

Provide verbal feedback to clients on the results of assessments.

Prepare written reports of the assessment results on an online database.

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:**

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

Possession of a current C class licence, as a minimum.

A willingness to work both on the Northside and Southside, on a roster, and the ability to be able to change location at short notice.

A willingness to travel to Jervis Bay to conduct practical driver licence assessments.

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

**How to Apply:** Please submit a pitch of up to two pages addressing the Selection Criteria in the attached position description. Please also submit a curriculum vitae.

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

Contact Officer: Francois Patron (02) 6207 7172 Francois.Patron@act.gov.au

## **Commercial Services and Infrastructure**

### **Property and Venues**

#### **Venues Canberra**

##### **Assistant Director - Business and Finance**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 36297)**

Gazetted: 16 March 2021

Closing Date: 8 April 2021

**Details:** Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, and Manuka Oval; and the management and operation of these venues. The position of Assistant Director, Business and Finance will provide support to all activities within Venues Canberra. Reporting directly to the Senior Director, we are looking for a finance professional who is experienced in management reporting, variance analysis and overseeing processing of transactions. The successful applicant will have excellent oral and written communication skills as engagement will be required with internal and external stakeholders and the ability to work independently in a high paced environment with various competing deadlines. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

##### **Eligibility/Other requirements:**

Relevant formal higher education qualifications such as in Accounting, Economics, Financial Management and/or Business Management is preferable.

Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

CA/CPA Qualifications are highly desirable.

**How to Apply:** Applicants are asked to provide a two page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of referees.

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

Contact Officer: Melissa Orr (02) 6256 6704 melissa.orr@act.gov.au

## **Commercial Services and Infrastructure Group**

### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Integrated facilities management**

##### **Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 45634)**

Gazetted: 12 March 2021

Closing Date: 30 March 2021

**Details:** Are you inspiring leader who relishes the challenge of a busy workload? This is an opportunity to bring together your leadership and project management skills to deliver services to the ACT.

This role leads a team responsible for providing maintenance and upgrades services across ACT Government owned buildings and properties. It is a dynamic job where no day is ever the same. The role is both a manager and a leader of the team providing professional guidance and direction, programming work responsibilities, liaising and problem solving with clients, ensuring HR matters are addressed and setting the strategic agenda with the team.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental

rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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 (Diploma or higher) in a relevant technical field (eg. Project Management, Property Management or similar) and/or building trades certification with significant building and infrastructure and/or project management experience.

Hold or have the capacity to obtain relevant professional association membership.

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

a current driver's licence (car).

Qualification/s in Management, Work Health and Safety, Procurement, Contract Management are highly desirable.

**Notes:** This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only

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

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

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

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

Contact Officer: Christine Luchetti (02) 6205 4866 Tina.Cox@act.gov.au

**Digital, Data and Technology Solutions**

**Strategic Business Branch**

**Portfolio Governance and Support Services**

**Assistant Director Portfolio Governance**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 17223)**

Gazetted: 12 March 2021

Closing Date: 31 March 2021

**Details:** Are you a star professional who is passionate about delivering value while ensuring ICT programs and projects meet governance best practice? If so, then the role of Assistant Director, Portfolio Governance in Digital, Data and Technology Solution's Strategic Business Branch is perfect for you. This role will manage a small team responsible for maintaining governance and quality assurance practices and leading continuous improvements in the area. The Assistant Director, Portfolio Governance manages the governance of a range of business and information technology projects, often run concurrently across multiple directorates, in accordance with DDTS's portfolio governance framework. The Assistant Director works closely with program and project managers, serving as an influential adviser and providing insights on the portfolio to senior management and business partners. Our ideal candidate will have a strong attention to detail, excellent communication and organisational skills, and the ability to quickly adapt to changing priorities. 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:**

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

### **Professional / Technical Skills and Knowledge**

Related education and certifications in project management methodologies (PRINCE2, PMBOK, Agile or Lean) would be highly advantageous. Knowledge of or familiarity with relevant tools such as, but not limited to, ServiceNow Project Portfolio Management and Microsoft Office suite (including MS Teams, SharePoint, Azure Dev Ops).

Knowledge of Information Technology Infrastructure Library (ITIL) framework would be advantageous.

DDTS utilises the Skills Framework for the Information Age (SFIA) to define the required ICT skill set. The following generic SFIA skills apply to this role. Further information on SFIA skills can be found at: <https://www.sfia-online.org/en/framework/sfia-7/a-to-z-skills-collection>

**Portfolio, programme and project support PROF 4:** Takes responsibility for the provision of support services to projects. Uses and recommends project control solutions for planning, scheduling and tracking projects. Sets up and provides detailed guidance on project management software, procedures, processes, tools and techniques. Supports programme or project control boards, project assurance teams and quality review meetings. Provides basic guidance on individual project proposals. May be involved in aspects of supporting a programme by providing a cross programme view on risk, change, quality, finance or configuration management.

**Quality assurance QUAS 4:** Conducts formal audits or reviews to ensure compliance with organisational standards for activities, processes, data, products or services. For projects, development or support activities; plans, organises and conducts audits and determines whether appropriate quality control has been applied. Collates, collects and examines records, analyses the evidence and drafts all or part of formal compliance reports. Determines the risks associated with findings and non-compliance and proposes corrective actions. Provides advice and guidance in the use of organisational standards. Performs quality assurance reviews of suppliers and throughout the supply chain.

**Conformance review CORE 3:** Collects and collates evidence as part of a formally conducted and planned review of activities, processes, products or services. Examines records as part of specified testing strategies for evidence of compliance with management directives, or the identification of abnormal occurrences.

### **Behavioural Capabilities**

Leadership expertise in delivering agreed strategic business outcomes and solutions by taking initiative, managing resources, and setting clear direction and providing guidance for team members.

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment.

Well-developed, persuasive and negotiation skills, utilising exceptional written and verbal communication ability to engage with various stakeholders and audiences.

Advanced quantitative and qualitative analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information.

Demonstrated problem-solving skills, with the ability to analyse and probe for further information and make decisions.

### **Compliance Requirements / Qualifications**

An ACT Government CMTEDD Baseline clearance or ability to obtain one is required for this position.

**Notes:** A Merit Pool may be established from this selection process and will be used to fill identical vacancies over the next 12 months.

**How to Apply:** Please submit a written response of up to two pages, contact details for two referees, and a current curriculum vitae. The response should be written in the form of a pitch, highlighting your achievements and providing evidence of your capacity to perform the duties and responsibilities (mentioned in the 'What you will do' and 'What you require' sections of the position description).

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

Contact Officer: Khayam Sheikh (02) 6207 7999 [Khayam.Sheikh@act.gov.au](mailto:Khayam.Sheikh@act.gov.au)

### **Shared Services**

#### **Partnership Services**

#### **Digital Records Support**

#### **Senior Advisor, Digital Records Support**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 41862)**

Gazetted: 12 March 2021

Closing Date: 30 March 2021

**Details:** The Digital Records Support team are looking for an enthusiastic team member to join our dynamic and fast paced environment. To be successful in this position you will be outgoing, fantastic with people and relationship building and a great team player. You will have experience in project management and the ability to be persuasive and unbiased with the teams deliverables as your focus.

You will be directly responsible for assisting Directorates in their move to Digital Record Keeping, which will include moving to one of the ACT Government's WHOG Electronic Document Records Management Systems (EDRMS) Objective or Content Manager. This will include but is not limited to, assisting in analysis of legacy records, analysis of set-up and improving their processes from manual or paper based, to a digital environment, training (including designing E-Learning modules) and support and governance.

You will be familiar with system enhancements and available functionality to improve their internal processes and assist in ensuring they are compliant with their systems. You will be a positive and enthusiastic person, with the ability to adjust your focus to manage competing priorities, and you will have a passion for learning new systems with a good attention to detail. If this sounds like you, we encourage you to apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Experience in developing and implementing strategic operational policy is highly desirable.

**Note:** This is a temporary position available immediately for up to 12 months with a possibility of extension.

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

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

Contact Officer: Catriona Towner (02) 6205 7252 [catriona.towner@act.gov.au](mailto:catriona.towner@act.gov.au)

## **Access Canberra**

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

#### **Strategic Business Coordination Unit**

#### **Director, Strategic Business and Coordination Unit**

#### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 55658)**

Gazetted: 12 March 2021

Closing Date: 19 March 2021

**Details:** Do you enjoy working in a fast paced and time pressured team to find new ways to deliver results? Are you looking for an opportunity to make real change in the construction and environment area? Does the opportunity to think about coordinating and drafting various government business documents and implementing and making changes to operational policy make you jump out of bed in the morning? If the answer to these questions is yes, then Access Canberra has an opportunity for you.

The Strategic Business and Coordination team has a temporary vacancy for a Director to oversee a small team which collaborate with many teams across Access Canberra in responding to various Ministerial correspondence and briefing material, providing strategic policy advice, making recommendations for changes to strategic policy and implementation relating to the Construction Utilities, Environment Protection Branch and providing secretariat support to various committees and boards relevant to the Construction Occupations Registrar.

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

**Eligibility/Other Requirements:** Experience in developing and implementing strategic operational policy is highly desirable.

**Note:** This is a temporary position available immediately up until 1 July 2021. Access Canberra operates under activity-based working (ABW) arrangements. Under ABW arrangements, officers do not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on applications and referee reports only.

**How to Apply:** To apply for this role please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the Selection Criteria, your current curriculum vitae and details of two referees, one of which should have worked with you most recently.

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

Contact Officer: Radmila Andric (02) 6207 4988 [radmila.andric@act.gov.au](mailto:radmila.andric@act.gov.au)



## Digital, Data and Technology Solutions

### ICT Strategic Business

#### Strategic Finance

##### Assistant Financial Analyst

##### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 13236, several)**

Gazetted: 11 March 2021

Closing Date: 25 March 2021

**Details:** Do you want to make a difference to the ACT Community? Do you want to be part of an innovative business and friendly/culture that supports staff, lifestyle balance and career progression? Then the Digital, Data and Technology Solutions Group Strategic Finance team is looking for you!

Digital, Data and Technology Solutions Group vision is to drive the ACT's digital agenda and lead the whole of government strategic direction for ICT. The Group is led by the Chief Digital Officer and also provides technical, tactical and transactional support for whole of government ICT.

You will be a motivated Financial Analyst responsible for providing key support and strategic advice to Digital, Data and Technology Solutions Group and other ACT Government Directorates, including compiling and analysing large and complex data, all associated month end reconciliation and service costing processes, and liaising with Senior Financial Management from Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and other ACT Directorates and agencies. The successful applicant will have a proven capacity to organise priorities, meet deadlines, display initiative and flexibility and to work both independently and as a member of a small team. You will be a self-starter with exceptional verbal and written communication skills, being able to successfully develop relationships with stakeholders at all levels, including your managers, working in a dynamic and complex environment. We want an innovative, forward-thinking professional who does not mind digging into data and searching for potential loopholes and vulnerabilities providing improvements. Your enthusiasm, analytical skills and forensic potential as well as your ability to manage a small team and prioritise workloads will ensure your suitability for the role.

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 people, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Notes:** These are temporary positions available for 12 months with the possibility of permanency. Selection of suitable candidates will be based on application, interview process and referee report. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit a curriculum vitae, copies of relevant qualifications and a two-page written response demonstrating your suitability against the Behavioural Capabilities required for this role as outlined in the attached Position Description. A referee report will be requested upon completion of the interview process.

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

Contact Officer: Yvonne Gray (02) 6207 6769 Yvonne.Gray@act.gov.au

## Access Canberra

### Engagement, Compliance and COVID 19 Response

#### Engagement and Compliance Officer

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 48986)**

Gazetted: 11 March 2021

Closing Date: 18 March 2021

**Details:** Would you like to support our community and business navigate the COVID-19 restrictions and support community safety? Do you have strong interpersonal skills and have the ability to educate and engage with local businesses? Do you work well in a team and individually and proactively look for solutions to problems? Do you enjoy a mix of field-based work as well as office work? Then this may be the opportunity for you!

Access Canberra plays a proactive role in supporting businesses' compliance with the Public Health Direction by undertaking proactive checks at venues and engaging and educating businesses. To date Access Canberra has undertaken over 7000 proactive business engagements. The role of this team is critical as it enables businesses to operate, and our community to attend them, safely.

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:**

Skills/experience needed:

You will be required to work outside of business hours – such as evening and weekends – as well as during the standard working day.

You will be confident to engage and educate businesses through strong communication skills.

You will have experience in, or the ability to, undertake compliance audits, inspections and investigations at a similar level is ideal.

You will be flexible in how you approach your work and be able to plan and prioritise workflow both individually and in a team environment.

You will have the ability to analyse information and identify risks and prepare more complex briefing, reports and correspondence.

You will take carriage and manage more complex regulatory matters.

You will have experience working in an operational Directorate/agency.

You must hold a current full driver licence.

**Note:** This is a temporary position available until 30 June with a possibility of extension up to 12 months. This selection process may be used to fill future identical vacancies over the next 12 months. This position is managed under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Send through a copy of your curriculum vitae and contact details of two referees. Send us a 'pitch' of no more than two pages outlining why you are interested in the opportunity and how your skills and experiences will be of benefit to the team and the COVID-19 response.

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

Contact Officer: Natalie Lawton (02) 6207 2919 [natalie.lawton@act.gov.au](mailto:natalie.lawton@act.gov.au)

**Policy and Cabinet**

**Cabinet, Assembly and Government Business**

**Cabinet Office**

**Director, Cabinet Office**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 39143)**

Gazetted: 11 March 2021

Closing Date: 25 March 2021

**Details:** An exciting and valuable career opportunity presents itself in the Cabinet, Assembly and Government Business Branch as Director, Cabinet Office. If you enjoy being at the forefront of government decision making and supporting the passage of Government Business through its various channels this position will be of interest. As the Cabinet, Assembly and Government Business Branch supports the highest levels of the ACT Government, including Ministers and Members of the Legislative Assembly, applicants must possess integrity, sound judgement and excellent communication skills and the ability to demonstrate resilience in a high-pressure environment. The role is responsible for managing, leading and motivating a team and providing appropriate support and guidance. The successful applicant will lead and supervise all things Cabinet and Assembly from coordinating Cabinet papers to working with directorates to meet timelines for government responses to Assembly Committee Reports, Petitions, Resolutions and Auditor-General Reports and the timely delivery of government business across government and into the Legislative Assembly.

To undertake this role successfully you will have demonstrated high level knowledge and understanding of machinery of government processes and procedures, applying your knowledge to support and advise on the development of Cabinet and Assembly business.

This is a diverse and interesting role as part of a high functioning branch, whose members willingly support each other in meeting critical timeframes.

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

**Notes:** This is a temporary position available for six months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill 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:** Applicants should submit:

A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description.

A current curriculum vitae with details of at least two referees.

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

Contact Officer: Sara Burns (02) 6205 5347 Sara.Burns@act.gov.au

## **Economic Development**

### **Business and Innovation**

#### **Investment Facilitation and Programs**

##### **Assistant Director Investment Facilitation and Programs**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50873)**

Gazetted: 12 March 2021

Closing Date: 30 March 2021

**Details:** Business and Innovation is seeking a dynamic and motivated person to support the design and implementation of programs to achieve the Governments' strategies around economic recovery, job creation and diversification of the ACT economy.

As the Assistant Director of the Investment Facilitation and Programs team, you will manage projects and provide advice to senior management on matters related to program delivery and related business and economic development policy.

**Eligibility/Other requirements:** Tertiary qualifications in Economics, Commerce or other relevant field is highly desirable with demonstrated experience in contributing to economic development program design and policy development in a challenging environment. You should also possess strong communication skills.

**Notes:** This is a temporary position available for a period of 12 months with the possibility of extension.

**How to Apply:** Applications should submit

A two-page pitch (maximum) outlining their suitability for the position in line with the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description.

A current curriculum vitae with details of at least two referees.

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

Contact Officer: Sean Kelly (02) 6205 8602 sean.kelly@act.gov.au

## **Community Services**

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

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

### **Executive Group Manager, Housing ACT**

**Temporary Vacancy (2 April 2021 to 30 April 2021)**

**Community Services Directorate**

**Housing ACT**

**Position: E270**

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

Circulated to: ACTPS Senior Executive List

Date circulated: 12 March 2021

An exciting opportunity exists for an experienced Executive to lead the functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours.

The role of the Executive Group Manager is to lead the delivery of housing services in the ACT and is responsible for the strategic leadership of Housing ACT, including the development of policy, planning, research and management of service delivery agreements, funding of specialist homelessness services and prevention and intervention services that will assist in reducing the likelihood of clients experiencing homelessness. The Executive

Group Manager is also responsible for providing leadership in the capital works portfolio, such as construction, procurement, business systems management that will deliver community needs and is expected to lead all functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours.

The Executive Group Manager is a member of the Community Service Directorate's Board of Management. The position has significant contact with Community Services Directorate Executives and the Minister's Office. The Executive Group Manager will have a proven record in management of complex relationships, financial acumen and effective leadership.

To apply: Please provide a one page expression of interest detailing your suitability for the role, along with your curriculum vitae and the names of two referees to Louise Gilding via email, [louise.gilding@act.gov.au](mailto:louise.gilding@act.gov.au) by COB Thursday 18 March 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$327,547 - \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

Contact Officer: Louise Gilding (02) 6207 1514 [louise.gilding@act.gov.au](mailto:louise.gilding@act.gov.au)

## **Housing ACT**

### **Client Services**

#### **Development and Support**

##### **Tribunal Advocate**

##### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 34519, several)**

Gazetted: 12 March 2021

Closing Date: 26 March 2021

**Details:** This is an exciting opportunity to be a part of a fast-paced team providing operational advice to Housing ACT staff about residential tenancies and the operation of the Public Rental Housing Assistance Program.

The Tribunal Advocate positions are responsible for representing the Social Housing Commissioner in tenancy matters before the ACT Civil and Administrative Tribunal. The advocates may also represent Housing ACT in minor matters in the ACT Magistrates Court. If you are seeking an interesting and challenging role that will draw upon your understanding of residential tenancy law and you have the capacity to communicate clearly, advocate and represent the Social Housing Commissioner in sometimes adversarial settings, this may be the role you are looking for. The successful applicants will be part of a small team of six. In addition to managing matters in the ACAT, you will also support the day-to-day operations of the Tenancy Early Intervention Review Panel which reviews tenancy matters that are intended to progress to the tribunal. The positions provide great opportunities to broaden your experience of residential tenancy matters and to develop your skills in dealing with complex matters and supporting vulnerable Canberrans.

**Eligibility/Other Requirements:** Legal qualifications are desirable.

**Notes:** There is one permanent full-time and one temporary full-time position available for six months with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Applicants should provide a written response to each of the selection criteria limiting their responses to a maximum of 350 words each. They should also provide a copy of their curriculum vitae and the names of at least two referees, including their current supervisor.

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

Contact Officer: Min McIntyre (02) 6205 1856 [Min.McIntyre@act.gov.au](mailto:Min.McIntyre@act.gov.au)

## **Housing ACT**

### **Client Services**

#### **Development and Support**

##### **Assistant Director, Tribunal Services**

##### **Senior Officer Grade C/Legal 1 \$67,893 - \$136,739, Canberra (PN: 36801)**

Gazetted: 12 March 2021

Closing Date: 26 March 2021

**Details:** This is an exciting opportunity to develop your leadership and management skills leading a fast-paced team providing operational advice to Housing ACT staff about residential tenancies and the operation of the Public Rental Housing Assistance Program.

The position manages the Tribunal Services team in Housing ACT, overseeing the internal review of matters recommended to progress to the ACT Civil and Administrative Tribunal and representing the Social Housing Commissioner in tenancy matters before the Tribunal. The team also oversees FOIs and subpoenas and supports the Government Solicitor's Office and the ACT Insurance Authority in litigation matters.

If you relish a challenge, are a good communicator and enjoy working closely with frontline support staff to support vulnerable Canberrans, this may be the job for you! The successful applicant will lead a team of six staff and report to the Senior Director, Development and Support. This is a great opportunity to be part of a motivated team. It will draw on your practical operational experience in tenancy management or tenancy law and will allow you to demonstrate and develop your leadership and management capabilities.

**Eligibility/Other Requirements:**

Legal qualifications are desirable for this position.

**Notes:** This position will be filled at either the SOGC or Legal 1 level dependent on experience and qualifications. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Your application should include a written response to each of the Selection Criteria with responses limited to 350 words or less. A copy of your curriculum vitae and the names of two referees, including your current supervisor, should also be included with your application.

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

Contact Officer: Min McIntyre (02) 6205 1856 Min.McIntyre@act.gov.au

## **Education**

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

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

### **Office for Schools**

#### **North Gungahlin**

#### **Black Mountain School**

#### **Deputy Principal**

#### **School Leader B \$147,337, Canberra (PN: 04051)**

Gazetted: 16 March 2021

Closing Date: 23 March 2021

Details:

Lead high aspirations in learning and inspire the same in students, staff, and parents

Create challenging roles, responsibilities and opportunities for the executive team that leverage and grow their talents

Embed a culture of continuous improvement, ensuring research, innovation and creativity are core characteristics of the school

Identify trends and influences that will have an impact upon the management of the school and plan for them

Develop a mutually supportive, collaborative and trusting relationship with the community

In the absence of the principal ensure all accountabilities are successfully acquitted to EDU expectations.

**Notes:** This is a temporary position available from 19 April 2021 until 26 January 2022 with the possibility of extension. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a brief supporting statement of approximately two pages along with a curriculum vitae.

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

Contact Officer: Kyrie Douch (02) 6207 9929 Kyrie.Douch@ed.act.edu.au

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

**Deputy Director-General  
School Improvement  
School Leadership  
Casual/Temporary School Principal Coach Mentor  
School Leader A 3 \$194,304, Canberra (PN: SLA3, several)**

Gazetted: 12 March 2021

Closing Date: 18 March 2021

**Details:** The ACT Education Directorate seeks enthusiastic, highly experienced, and suitable applicants to join our Principal Coach Mentor Casual/Temporary Employment Register.

If you are a recently retired principal who wishes to provide part-time support to Education Directorate school principals through coaching and mentoring as part of the Empowered Learning Professionals Leadership Plan, this may be your opportunity.

The Register will be accessed when principal coach mentors external to the Directorate are required.

The Directorate is committed to ensuring all school principals are effectively supported at all stages of their professional experience in leading ACT Public Schools. Support through principal coaching and mentoring ensures schools are led to deliver the Directorate's vision; that all young people in the ACT learn, thrive and are equipped with the skills to lead fulfilling, productive and responsible lives; are focussed on developing the capabilities of children and young people for citizenship, community engagement and successful labour market outcomes; and wish to ensure that young people are engaged in schooling for overall individual and social wellbeing.

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

**Note:** This is a casual/temporary employment register for a period of up to 12 months, weekly hours and working days may vary as required. Further enquiries can be made via email: [EGMSI@act.gov.au](mailto:EGMSI@act.gov.au) or by phoning (02) 6207 0174. For further information on the Directorate's Future of Education Strategy, Strategic Plan and teaching in ACT Public Schools, please see our website <https://www.education.act.gov.au/>. Selection may be based on application and referee reports only.

**How to Apply:** Complete an Expression of Interest in response to the Selection Criteria (no more than two pages) and include a curriculum vitae with the name of your most recent Director who may be called upon as referee.

The successful applicant must address the following criteria:

Demonstrated educational leadership that has resulted in impact on student outcomes

Demonstrated knowledge and capacity to facilitate the leadership development of colleagues

Demonstrated self-awareness of interpersonal qualities and reflective practices that support the growth of self and the learning of others

Demonstrated contribution to, and impact on the learning of others within ACT public education.

**Applications should be submitted to the Contact Officer.**

Contact Officer: Jo Padgham (02) 6207 0174 [EGMSI@act.gov.au](mailto:EGMSI@act.gov.au)

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

**School Performance and Improvement**

**Tuggeranong**

**Caroline Chisholm School**

**Executive Assistant and Enrolments Officer**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 41089)**

Gazetted: 12 March 2021

Closing Date: 19 March 2021

**Details:** Caroline Chisholm School is seeking a highly motivated person to fill the role of Executive Assistant and Enrolments Officer. The successful applicant will work effectively as part of a team. They require excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The role is required to maintain a high-level of confidentiality and discretion, exercise a

considerable degree of independence and consistently exercise sound judgement. This position involves close daily contact with students, staff, parents and the school community.

This role is responsible to –

manage the enrolment process for Preschool to year 10,

provide executive support to all staff, students and stakeholders along with managing calendars for executive staff,

provide assistance in the front office as well as providing first aid support.

The successful applicant will liaise closely with the Principal and Business Manager.

**Eligibility/Other Requirements:** Competent in the use of Microsoft Office 365, School Admin System (SAS) and Maze. This role requires a current first aid certificate. This role is a full time and permanent position and is required to work during stand down periods between school terms to undertake duties as directed by the Business Manager. This will be subject to negotiation with the Principal and/or the Business Manager prior to commencing in the role. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

**How to Apply:** Applicants are to address the Selection Criteria located within the Position Description (maximum of three pages) and provide a current curriculum vitae and the names and contact of two referees. A current referee report is required to be submitted with the application.

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

Contact Officer: Sonia Jamieson (02) 6142 3529 [sonia.jamieson@ed.act.edu.au](mailto:sonia.jamieson@ed.act.edu.au)

## Business Services

### People and Performance

#### Recruitment

#### Casual/Temporary Disability Education Classroom Teachers

#### Executive Level Classroom Teacher \$73,246 - \$109,641, Canberra (PN: EDUCT)

Gazetted: 15 March 2021

Closing Date: 30 April 2021

Details:

The ACT Education Directorate is seeking enthusiastic and suitable Disability Education applicants to join our Casual/Temporary Classroom Teacher Employment Register who are available at short notice and able to work across the ACT Public School system.

Our Disability Educators deliver programs across a wide range of settings from our four Specialist Schools to small group programs and mainstream classrooms in the primary, secondary and college sectors.

As a Disability Educator with the Directorate you will help in the creating and delivering of specialised learning programs for students who have a range of learning difficulties and disabilities, creating positive outcomes for students with a disability or with additional learning and support needs.

If you would like to be a part of the Directorate's vision, that all young people in the ACT learn, thrive and are equipped with the skills to lead fulfilling, productive and responsible lives; are focussed on developing the capabilities of children and young people for citizenship, community engagement and successful labour market outcomes; and wish to ensure that young people are engaged in schooling for overall individual and social wellbeing then this may be your opportunity.

For further information on the Directorate's Future of Education Strategy, Strategic Plan and teaching in ACT Public Schools, please see our website <https://www.education.act.gov.au/>.

Further enquiries can be made via email to: [eduhr@act.gov.au](mailto:eduhr@act.gov.au) or by phoning (02) 6205 5000.

**Eligibility/Other Requirements:**

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

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

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

**How to Apply:**

Please complete the "Application to Register as Classroom Teacher" package on the Directorate's website at [https://www.education.act.gov.au/working-with-us/recruitment/casual\\_employment/casual\\_teachers](https://www.education.act.gov.au/working-with-us/recruitment/casual_employment/casual_teachers) and return completed applications via email to: [eduhr@act.gov.au](mailto:eduhr@act.gov.au).

Contact Officer: Bec Nicholls 6205 5000 [eduhr@act.gov.au](mailto:eduhr@act.gov.au)

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

**ACT Schools**

**South Weston Network**

**Alfred Deakin High School**

**Executive Teacher**

**School Leader C \$126,542, Canberra (PN: 32594)**

Gazetted: 15 March 2021

Closing Date: 29 March 2021

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

In line with the Future of Education Strategy and ADHS strategic improvement planning, work within the Executive team and PLC context to lead whole school evidence based strategies to impact student outcomes

Provide leadership of curriculum and pedagogy in area of Science using evidence based and future focussed approaches

Lead whole school data planning processes

Develop and manage staff through supervising, mentoring and coaching

Assist Principal with other whole of school leadership and management functions based on school needs.

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

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

**Note:** This is a temporary position available from 19 April 2021 until 17 December 2021.

**How to Apply:** Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the Position Description (maximum five pages) and 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: David Briggs (02) 6142 3888 [david.briggs@ed.act.edu.au](mailto:david.briggs@ed.act.edu.au)

**School Performance and Improvement**

**Belconnen Network**

**Macquarie Primary School**

**Building Services Officer**

**Building Service Officer 3 \$70,534 - \$74,533, Canberra (PN: 44365)**

Gazetted: 15 March 2021

Closing Date: 26 March 2021

**Details:** Macquarie Primary School is looking for a proactive and energetic Building Services Officer (BSO). As BSO, you are responsible for the day to day maintenance and security of the school grounds, buildings, furniture, fittings and equipment. With initiative and self-motivation, you will identify and prioritise tasks and see them through to completion with minimal supervision. You will work closely with the Business Manager to coordinate and oversee maintenance programs and contractors. You will have good interpersonal skills and be able to communicate effectively with a wide range of stakeholders and have the ability to prioritise tasks under pressure.

**Eligibility/Other Requirements:**



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

Asbestos awareness card - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to:

[http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

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

An industry recognised trade qualification or equivalent work experience is highly desirable.

**Note:** This is a temporary position available immediately until 27 January 2022 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a copy of your current curriculum vitae and address the Selection Criteria located in the Position Description accordingly. Please also provide the name and contact details of two referees when submitting your application.

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

Contact Officer: Ann Walker (02) 6142 1550 [ann.walker@ed.act.edu.au](mailto:ann.walker@ed.act.edu.au)

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

## **School Improvement**

### **North/Gungahlin**

#### **Neville Bonner Primary School**

##### **Business Manager**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50872)**

Gazetted: 15 March 2021

Closing Date: 31 March 2021

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

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

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role. Neville Bonner Primary School opened in February 2013 to serve the community of Bonner in the fast-growing north Canberra region of Gungahlin. Since its opening, the school has expanded to also serve the suburb of Forde and has a current enrolment of over 900 students, 66 teaching staff and 22 support staff. Neville Bonner Primary school operates within a respectful relationships framework and is committed to deepening understanding of, and appreciation for Aboriginal and Torres Strait Islander histories and cultures.

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

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

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

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

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

Contact Officer: Fran Dawning (02) 6142 1201 [Fran.Dawning@ed.act.edu.au](mailto:Fran.Dawning@ed.act.edu.au)

#### **Business Services**

##### **People and Performance**

##### **Workplace Relations**

##### **Senior Advisor**

##### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 00087)**

Gazetted: 11 March 2021

Closing Date: 25 March 2021

**Details:** Do you have good writing skills and Human Resources experience? We are looking for a highly skilled, and innovative officer to join our Workplace Relations Team. This position offers an exciting opportunity for a proactive person with detailed knowledge of ACTPS Employment/Industrial Frameworks or person with the ability to transfer relevant knowledge and skills quickly. 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.

**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.

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

#### **School Improvement and Performance Division**

##### **South Weston**

##### **Mount Stromlo High School**

##### **STEAM Classroom Teacher**

##### **Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 08767)**

Gazetted: 16 March 2021

Closing Date: 1 April 2021

**Details:** Mount Stromlo High School is seeking a full time, temporary STEAM teacher to join our high school team. The position is full time however, part time hours may be considered. The role requires demonstrated skill, passion and innovation in the STEAM space. Specifically, candidates will demonstrate an ability to design and deliver rich student-centred learning experiences around Science, Technology, Engineering, Arts and Math. An ability to integrate robotics, coding, game design and/or Maker Space into programs is highly desirable. The successful applicant will work in a highly supportive teaching environment and have access to excellent teaching and learning spaces for their classes.

##### **Eligibility/Other Requirements:**

Qualifications and/or significant experience in teaching STEAM including the ability to design and develop rich student-centred programs and learning experiences.

Experience in successfully integrating robotics, coding, game design and/or Maker Space into High School programs.

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

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

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

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

**Note:** This is a temporary position available from 19 April 2021 up until 17 December 2021 with the possibility of permanency. For more information about the role please phone the contact officer.

**How to Apply:** Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

**The selection process:**

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

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

Contact Officer: Brian Downton (02) 6142 3444 [brian.downton@ed.act.edu.au](mailto:brian.downton@ed.act.edu.au)

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

**Business Services**

**Governance and Community Liaison**

**Information Access**

**Assistant Director, Information Access**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 17025)**

Gazetted: 17 March 2021

Closing Date: 24 March 2021

**Details:** Do you have what it takes to work with the good, the bad and the (sometimes) ugly of personal information?

Do you enjoy the challenge of all your tasks having individual nuances and issues that make them a bit similar but always different?

Are you eagle-eyed?

Can you juggle and land the balls in the right place at the right time?

An interesting and challenging opportunity exists in the Information Access team for an experienced and capable person to manage the Directorate's responses to subpoenas and requests for student records, as well as privacy obligations. The ideal candidate will have a very strong attention to detail, the ability to confidentially deal with challenging personal and sensitive information, high level communication and interpersonal skills, and sound judgment and decision making skills. The work involves delivering services under tight timeframes and concurrently handling multiple requests.

**Notes:** This is a temporary position available until 30 November 2021 with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a two-page pitch addressing the Selection Criteria in the attached Position Description. Please also submit a curriculum vitae.

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

Contact Officer: Paula Murray (02) 6205 9691 Paula.Murray@act.gov.au

## **Business Services**

### **Infrastructure and Capital Works**

#### **Asset Strategies**

#### **Assistant Director - Living Infrastructure and Water Resources**

#### **Infrastructure Officer 3 \$110,651 - \$121,464, Canberra (PN: 16813)**

Gazetted: 17 March 2021

Closing Date: 31 March 2021

Details: Are you keen to work in a fast-paced environment? The Infrastructure and Capital Works Branch of the Education Directorate (EDU) integrates sustainable performance objectives into infrastructure projects across the ACT public school portfolio. A key objective of the Directorate is to provide high quality and sustainable learning environments that enrich the student experience.

We are seeking a motivated team player to develop strategic plans and policy with a focus on living infrastructure and water resource management. The role will join a small team dedicated to enhancing the Directorate's sustainability performance against ACT Government and Directorate priorities, including the Canberra Living Infrastructure Plan, ACT Climate Change Strategy and internal design standards.

As the successful applicant, you will possess a well-rounded understanding of living infrastructure and water resource management and planning and have a proven ability to develop policy and plans to achieve long-term objectives.

This role supports the Director, Sustainability and Environment in the Asset Strategies section. Key to the role will be the ability to undertake stakeholder consultation, collaborate with colleagues and take direction to ensure integrated and consistent approaches across the branch.

You will also need to adhere to and promote the principles of the Respect Equity and Diversity Framework, Work Health and Safety, and the ACT Public Service Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

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

#### **Eligibility/Other Requirements:**

##### **Mandatory:**

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

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

##### **Desirable:**

Possession of a "White Card" or the willingness to obtain.

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

**Note:** This is a temporary position available until 12 November 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.

**How to Apply:** Applicants should submit a two-page pitch outlining their suitability for the role and a curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Beth Mitchell (02) 6207 8364 bethl.mitchell@act.gov.au

## **Business Services**

### **Logistics Coordinator**

#### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 46667)**

Gazetted: 17 March 2021

Closing Date: 24 March 2021

**Details:** The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated Logistics Coordinator to join the ACT Government Public Schools' cleaning workforce. The position will be based at our Fyshwick depot, with additional sites including a second depot at Mitchell and the School Cleaning Offices on Callam Street in Phillip. The Logistics Coordinator will typically be required to work full time shifts between the hours of 8am and 4pm on weekdays, but occasional work outside of these hours may be required.

If you are interested in joining a dynamic team with the important task of overseeing the equipment, consumables and car fleet used to keep our schools clean, safe and hygienic then we'd love to hear from you.

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 employment, 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 [Access Canberra](#).

A current Australian driver's licence.

**Note:** This is a full time temporary position available immediately until 30 June 2021 with the possibility of extension and/or permanency. Offers of temporary employment contracts for visa holders are issued to the extent of the current visas with the possibility of extension up to a maximum of five years. Australian visa holders with work rights are also encouraged to apply. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>. Selection may be based on application and referee reports only.

**How to Apply:** To apply, please provide a written response no longer than two pages, to the Selection Criteria (relevant Knowledge and relevant skills and abilities criteria) provided in the Position Description. Your response should outline your experience and how it relates to the knowledge, skills and abilities required for the job. You will also need to provide a copy of your curriculum vitae along with the names and contact numbers of two referees as part of your application. If you are selected for interview you will be required to provide at least one referee report from one of your nominated referees. The attached Position Description provides further details of the position and should be read before you submit your application.

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

Contact Officer: Andrea Diaz (02) 6207 2316 [andrea.diaz@act.gov.au](mailto:andrea.diaz@act.gov.au)

**Business Services**

**Rostering Manager**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 42237)**

Gazetted: 17 March 2021

Closing Date: 24 March 2021

**Details:** The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated Rostering Manager to join the ACT Government Public Schools' cleaning workforce. The position will be based at our School Cleaning Offices on Callam Street in Phillip.

The Rostering Manager will be responsible for assisting with the management of/the management of a large workforce of school cleaners. This includes managing daily absences and developing rosters to ensure all schools receive the resourcing levels required.

If you are interested in joining a dynamic team with the important task of overseeing the school cleaning workforce that keeps our schools clean, safe and hygienic then we'd love to hear from you.

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* maybe required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** This is a temporary position available immediately up until 30 June 2021 with the possibility of permanency. Offers of temporary employment contracts for visa holders are issued to the extent of the current visas with the possibility of extension up to a maximum of five years. Australian visa holders with work rights are also

encouraged to apply. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>. Selection may be based on application and referee reports only.

**How to Apply:** To apply, please provide a written response no longer than two pages, to the Selection Criteria (relevant Knowledge and relevant skills and abilities criteria) provided in the Position Description. Your response should outline your experience and how it relates to the knowledge, skills and abilities required for the job. You will also need to provide a copy of your curriculum vitae along with the names and contact numbers of two referees as part of your application. If you are selected for interview you will be required to provide at least one referee report from one of your nominated referees. The attached Position Description provides further details of the position and should be read before you submit your application.

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

Contact Officer: Brent Haley (02) 620 52022 [brent.haley@ed.act.edu.au](mailto:brent.haley@ed.act.edu.au)

## Business Services

### Workforce Manager

#### Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 46692)

Gazetted: 17 March 2021

Closing Date: 24 March 2021

**Details:** The Education Directorate School Cleaning Service is looking for an enthusiastic and dedicated Workforce Manager to join the ACT Government Public Schools' cleaning workforce. The position will be based at our School Cleaning Offices on Callam Street in Phillip.

The Workforce Manager will be responsible for assisting with the management of/the management of a large workforce of school cleaners. This includes monitoring cleaner attendance across a wide range of shifts, creating and managing shifts and entering leave and shift allowances.

If you are interested in joining a dynamic team with the important task of overseeing the school cleaning workforce that keeps our schools clean, safe and hygienic then we'd love to hear from you.

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* maybe required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** Australian visa holders with work rights are also encouraged to apply. Offers of temporary employment contracts for visa holders are issued to the extent of the current visas with the possibility of extension up to a maximum of five years. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>. Selection may be based on application and referee reports only.

**How to Apply:** To apply, please provide a written response no longer than three pages, to the Selection Criteria (relevant knowledge and relevant skills and abilities criteria) provided in the Position Description. Your response should outline your experience and how it relates to the knowledge, skills and abilities required for the job. The attached Position Description provides further details of the position and should be read before you submit your application. You will also need to provide a copy of your curriculum vitae along with the names and contact numbers of two referees as part of your application. If you are selected for interview you will be required to provide at least one referee report from one of your nominated referees.

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

Contact Officer: Brent Haley (02) 6207 9278 [brent.haley@act.gov.au](mailto:brent.haley@act.gov.au)

## Service Design and Delivery

### Learning Wellbeing Policy and Service Design

### Wellbeing and Inclusion Policy and Service Design

### Senior Policy Officer

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 34252)**

Gazetted: 17 March 2021

Closing Date: 24 March 2021

**Details:** The Learning Wellbeing Policy and Service Design Branch are looking for a flexible and highly experienced policy officer with experience in intergovernmental relations, project management, people and stakeholder management. The Senior Policy Officer will be required to manage discrete projects and initiatives, as well as working flexibly across the broader Inclusion and Wellbeing team to manage emerging work pressures.

**Eligibility/Other Requirements:**

**Highly Desirable:**

Relevant tertiary qualifications in Education, Policy or Human Services.

Previous experience working in ACT Government.

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

**How to Apply:** Please submit a two page response to the Selection Criteria along with a curriculum vitae and details for two referees.

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

Contact Officer: Bronwyn McNally (02) 6205 7619 Bronwyn.McNally@act.gov.au

**Service Design and Delivery**

**Universal School Support**

**Curriculum**

**Assistant Director**

**School Leader C \$126,542, Canberra (PN: 47172)**

Gazetted: 15 March 2021

Closing Date: 29 March 2021

**Details:** The Learning and Wellbeing Policy and Design Branch leads the innovative service design function for the Group, developing contemporary policy and programs across the different stages of schooling, using evidence-based practice to inform the universal, selected and targeted service offerings. They have a strong focus on quality assurance and evaluation of the programs and services in support of government and key stakeholders, ensuring the service meets the needs of students, families, schools and the wider community.

In accordance with Directorate policies:

Develop and implement Directorate policies and projects related to teaching policy and practice and contribute to the Branch and the Directorate strategic priorities.

Liaise with all internal and external stakeholders on matters relating to education policies and programs.

Have an outstanding understanding of the Australian Curriculum and teacher pedagogy and be able to write about teaching and learning in ACT schools.

Build capacity within schools and across the Directorate to develop, implement and evaluate curriculum aligned, in particular numeracy based, programs.

Develop high quality briefing papers, project plans, reports and written submissions.

Develop and deliver professional learning for school staff to support best practice in education. Collaborate with other Directorate branches where appropriate.

Consistently model and demonstrate the principles of the *ACTPS Respect, Equity and Diversity (RED) Framework 2010*, *ACTPS Code of Conduct 2012* (inc. Values and Signature Behaviours) and lead safe work practices that are in accordance with the Directorate's *Cultural Integrity Continuum* and *Health, Safety and Wellbeing Safety Management System Framework*.

**Eligibility/Other Requirements:** A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

**Mandatory:** Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued through Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

**Highly Desirable:** Qualifications and/or significant experience teaching numeracy with the capacity to develop their understanding across the school sectors.



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

Leading teaching and learning

Developing self and others

Leading improvement, innovation and change

Leading the management of the school

Engaging and working with the community

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

Contact Officer: Mandy Kalyvas (02) 6205 9350 Mandy.Kalyvas@act.gov.au

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

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

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

#### **Corporate Services and Operations Division**

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

##### **Culture and Capability**

##### **Senior Advisor, Inclusion and Diversity**

##### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50868)**

Gazetted: 17 March 2021

Closing Date: 2 April 2021

Details:

Do you have passion, drive and expertise in creating a diverse and inclusive workplace where all people can thrive? This role plays an important part in achieving our cultural aspirations, a workplace that celebrates diversity and creates an environment where our people feel a sense of belonging. Inclusion is more than just a diverse workforce and its more than just harmony - it's about mutual respect, understanding and creating an atmosphere where our people can be the best versions of their authentic selves.

We're seeking an experienced collaborator who can bring their creativity for universal design to the table. The position will support the development and implementation of organisational frameworks and strategies that positively transform and enrich our organisational culture to instil a sense of belonging for our people.

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

Notes: This is a temporary position available immediately until 3 January 2022 with the possibility of permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a current curriculum vitae and a pitch on how your skills and knowledge demonstrates your experience against the Selection Criteria.

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

Contact Officer: Rory Martin (02) 6207 9585 Rory.Martin@act.gov.au

#### **Environment**

##### **ACT Heritage**

##### **Project Manager, ACT Heritage Register Database and Website**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50910)**

Gazetted: 17 March 2021

Closing Date: 2 April 2021

**Details:** ACT Heritage is seeking an experienced senior project manager to develop and implement a highly functional spatial database and user interface for the new ACT Heritage Register database and website.

To be a strong contender for this role, you will need proven abilities in database and website development.



In this role, you will work with the ACT Heritage team and a Project Steering Committee to develop a new database and heritage register website in accordance with relevant legislation and Government information systems.

We are looking for a senior professional who has the capacity to deliver key Government projects within set, and sometimes short timeframes, and demonstrate an excellent record in project and financial management in the context of government priorities and policies.

You will have experience in managing procurement processes, to procure and manage necessary expert consultants to provide services and advice at relevant stages of the project as well as facilitating stakeholder engagement.

**Eligibility/Other Requirements:** Experience and/or tertiary qualifications in information technology and leadership/project management are preferred. Skills, experience, and qualifications in a heritage related field are not essential but would be beneficial.

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

**How to Apply:** Please provide a written response by addressing the Selection Criteria with maximum 350 words, as well as a curriculum vitae to be provided as a minimum. Other documents might be provided at the request of the Selection Advisory Committee, for example referee reports, copies of qualifications, licences etc.

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

Contact Officer: Edwina Jans (02) 6205 9237 [Edwina.Jans@act.gov.au](mailto:Edwina.Jans@act.gov.au)

## Environment

### Parks and Conservation Service

#### Parks and Partnerships - Urban Reserves

#### District Works Supervisor

#### General Service Officer Level 9 \$75,985 - \$85,873, Canberra (PN: 09886)

Gazetted: 16 March 2021

Closing Date: 23 March 2021

**Details:** This position supervises the Canberra Nature Park field officer team three GSO 5/6 staff. These field officers undertake works across Canberra Nature Park nature reserves and unleased territory land. These duties include bushfire fuel reduction slashing and grazing management, track and trail maintenance, fencing, visitor infrastructure maintenance and minor construction. Land management including planting, weed and pest animal control and erosion control works.

this position manages the inspection and public safety of contaminated land sites including asbestos and UXO sites. has primary oversight of depot facilities and management of fleet vehicles. Completes and maintains administrative records, including daily work records, weekly time dockets and cost records. Prepares works plans, request for quotes and reports as required.

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:

Ability to undertake after hours duties and incident management duties, including participation in fire standby, fire suppression and fire training;

C class drivers licence, preferably with 4wd experience;

Preparedness to wear a uniform;

Current Senior First Aid Certificate

##### Highly Desirable:

Demonstrated experience operating and maintaining plant and machinery

Tertiary qualifications in Conservation and Land Management or equivalent;

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

**How to Apply:** Please submit a written response to each Selection Criteria (maximum of 350 word per criteria). Please also submit a curriculum vitae and any relevant qualifications.

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

Contact Officer: Mark Sweaney 0427 745 420 Mark.Sweaney@act.gov.au

#### **Parks and Conservation Service**

##### **Projects Planning and Capital Works**

##### **Director Projects Planning and Capital Works**

##### **Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 25340)**

Gazetted: 16 March 2021

Closing Date: 13 April 2021

**Details:** We are seeking a person with the skills and aptitude to manage a small team of project managers in the delivery of the Parks and Conservation Service's capital works program. Projects include works to improve functionality and safety of park facilities and amenities including recreational infrastructure such as nature playgrounds, contaminated site remediation, establishment of environmental offset sites, and development of tracks and trails. The annual capital works program currently totals \$20 million.

You will be an integral member of the Parks and Conservation Services Senior Management Team and Environment Division Senior Management Team and provide strategic advice and apply critical thinking to ensure the branch and division meets its strategic objectives. You will sit on cross-directorate working groups and advisory groups and represent Parks and Conservation Services interest and broader objectives.

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:** Qualifications in environmental science, natural resource management, landscape architecture, project management or similar relevant field.

**Note:** 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 will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide written response to the Selection Criteria (200 words maximum for each criteria), a curriculum vitae and contact details for three referees from previous employers.

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

Contact Officer: Daniel Iglesias 0412 215 754 daniel.iglesias@act.gov.au

#### **Statutory Planning**

##### **Impact Assessment**

##### **Senior Director - Impact Assessment**

##### **Senior Officer Grade A \$151,002, Canberra (PN: 37840)**

Gazetted: 11 March 2021

Closing Date: 25 March 2021

**Details:** Are you a leader with experience working in planning and environmental assessment? Do you like a fast-paced work environment and critically analysing information to make decisions? Do you have strong written communication and leadership skills? Then Senior Director of Impact Assessment is the job for you!

The Statutory Planning Division is seeking a Senior Director who has experience managing a wide range of environmental, planning and/or development assessment processes.

In this role, the Senior Director will be responsible for managing a high functioning team undertaking environmental impact assessment and development assessment in accordance with the *Planning and Development Act 2007*. The role also involves some regulatory reform work and will require flexibility and adaptability to respond to a range of requests.

**Eligibility/Other Requirements:** Experience or qualifications in natural resource management, environmental sciences, local and regional planning, environmental law or government administration would be an advantage.

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

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

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

Contact Officer: Brett Phillips (02) 6207 3520 [brett.phillips@act.gov.au](mailto:brett.phillips@act.gov.au)

## **Justice and Community Safety**

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

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

### **ACT Corrective Services**

#### **Custodial Operations**

#### **Detainee Services**

#### **Chef**

#### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 36291)**

Gazetted: 17 March 2021

Closing Date: 31 March 2021

**Details:** ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious individuals to fill the position of Chef (ASO3) within Detainee Services at the Alexander Maconochie Centre (AMC). As a Chef you will work under the limited supervision of the AMC Head Chef to deliver a wide range of catering and food services to the AMC. The AMC kitchen is a fully equipped medium sized commercial kitchen that provides catering services to the AMC detainees as well as the staff cafeteria. In addition, you will supervise, coach, train, instruct and work with detainees within a commercial kitchen to develop work skills. Enhancing their post release employment opportunities, thereby potentially reducing the risk of reoffending. Further to this, you will effectively contribute to the day to day operations of the AMC kitchen including production, stock control and rotation and menu development. You will also maintain equipment by undertaking user serviceable repairs and maintenance, as well supervising service provision from external providers.

#### **Eligibility/Other Requirements:**

Certificate III or higher in commercial cookery or equivalent highly desirable.

Eligible candidates will be required to undergo a criminal history check.

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

Driver's licence Class C is essential.

This position may require a pre-employment medical.

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

**Notes:** This is a temporary position available for up to 12 months with the possibility of permanency.

**How to Apply:** applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

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

Contact Officer: Michael Wilding (02) 6207 0856 [Michael.Wilding@act.gov.au](mailto:Michael.Wilding@act.gov.au)

### **ACT Corrective Services**

#### **Custodial Operations**

#### **Detainee Services/ Industries**

#### **Bakery Supervisor**

**General Service Officer Level 8 \$70,534 - \$74,533, Canberra (PN: 39624)**

Gazetted: 16 March 2021

Closing Date: 30 March 2021

**Details:** ACT Corrective Services (ACTCS) is seeking applications from highly experienced and motivated individuals to fill the position of Bakery Supervisor within Detainee Services at the Alexander Maconochie Centre (AMC). The AMC Bakery is a fully equipped medium sized commercial Bakery, set up to mirror industry standards to ensure our workforce can gain industry ready experience. As part of this role, the Bakery Supervisor will work closely with detainees in providing supervision, training and mentoring in the full range of Bakery operations. The successful applicant will manage the day to day operations of the AMC Bakery, including production, ordering, stock control and rotation. You will also maintain equipment by undertaking user serviceable repairs and maintenance or by coordinating services with the AMC Facilities Maintenance team, or external providers. In addition, you will supervise, coach, train, instruct and work with detainees to develop work skills to enhance their post release employment opportunities. Further to this, you will positively contribute to the business unit operations through the delivery of work-related training, including the implementation of commercial industries. To be successful, you will have exceptional communication and interpersonal skills, in addition to demonstrating relevant experience working in a baking trade.

**Eligibility/Other Requirements:**

Certificate III or higher qualification in baking or similar trade experience.

Eligible candidates will be required to undergo a criminal history check.

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

Driver's licence class C is essential.

This position may require a pre-employment medical.

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

This position involves direct supervision of up to 10 detainees working in the AMC Bakery.

**Note:** This is temporary position available for up to two months, with the possibility of permanency.

**How to Apply:** To apply, applicants are required to submit four items: (1) a one to two page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); (3) a copy of your driver's licence; and (4) a copy of your Working with Vulnerable People card. Please ensure you submit all four items.

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

Contact Officer: Cameron Watling (02) 6205 1094 [cameron.watling@act.gov.au](mailto:cameron.watling@act.gov.au)

**ACT Emergency Services Agency**

**People, Culture and Training**

**Work, Health and Safety**

**Director, Work, Health and Safety**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50746)**

Gazetted: 15 March 2021

Closing Date: 24 March 2021

**Details:** Are you an experienced Work, Health and Safety professional who is willing to ensure the vital work of ACT Emergency Services Agency (ACTESA) remains safe for employees, first responders and the public? Are you driven to ensure workplace hazards are identified, safety risks are managed and compliance with legislation is maintained? The ACTESA is seeking applications from highly motivated, experienced, and suitable individuals to fill the position of Director Work, Health and Safety.

Under broad direction from the Executive Branch Manager People, Culture and Training; The Director Work Health and Safety will demonstrate leadership to achieve the Work, Health and Safety objectives. The position will also co-ordinate and deliver education programs to ESA employees, volunteers, and contractors on WHS matters and identify appropriate training modules for ACTESA employees.

In addition, you will prepare complex correspondence, briefs, and reports for the ACTESA Executive, as well as represent the ACTESA in committees and working groups.

**Eligibility/Other Requirements:**

Demonstrated experience in the application of the Work Health and Safety Act 2011, associated Regulations and Codes of Practice within a complex operational environment.

It would be highly desirable if you have tertiary qualifications in Work, Health and Safety.

It would be desirable if you are qualified with a lead auditor WHS Management Systems and Certificate IV in Training and Assessment (TAE400016).

You will be a strong collaborator, motivated and self-directed in achieving organisational objectives

Background / Security clearance checks will be conducted.

Class C Driver's licence is essential.

**Notes:** A Merit Pool will be established from this selection process and will be used to fill 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: Tina Cox tina.cox@act.gov.au Tina.Cox@act.gov.au

### **Emergency Services Agency**

#### **ACT Ambulance Service (ACTAS)**

#### **Clinical Governance Unit (CGU)**

#### **Consumer Liaison Officer**

#### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 24903)**

Gazetted: 11 March 2021

Closing Date: 25 March 2021

**Details:** ACT Ambulance Service (ACTAS) Clinical Governance Unit (CGU), has a vacancy for a Consumer Liaison Officer. This dynamic and challenging role leads the management of external feedback and liaison with patients who have complex and specific medical needs. As a subject matter expert, you will work collaboratively with a small team of energetic professionals to meet our commitment to patient centred, best-practice care and service delivery to the community.

You will take a lead role in the ACTAS response to major community education initiatives such as Re-Start a Heart Day, and the ESA Open Day, and provide advice to the Chief Officer on complex billing inquiries.

If you have experience in liaising with patients and their representatives to manage patient feedback would love to hear from you. Health care professionals with a background in acute care or the prehospital setting, and current registration with AHPRA, would be highly regarded.

#### **Eligibility/Other Requirements:**

Tertiary qualifications in a health care or a health-related field would be an advantage.

Current Australian Health Practitioner Regulation Agency (AHPRA) registration is highly desirable.

A current 'C' class drivers licence as a minimum, is essential.

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

**How to Apply:** 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: Carol Shipp (02) 6205 0734 carol.shipp@act.gov.au

### **ACT Courts and Tribunal**

#### **Corporate and Strategic Services**

#### **Property and Contracts**

#### **Disability Liaison Officer**

#### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 49158)**

Gazetted: 11 March 2021

Closing Date: 25 March 2021

Details: The Disability Liaison Officer role is a multi-disciplined role which is required to:

Provide assistance and support to court users who require assistance because of a disability, vulnerability, or other requirements, and assist ACT Courts and Tribunal (ACTCT) staff in providing the same.

Liaise and co-ordinate with other government and support agencies regarding disability assistance services provided by the ACTCT; and

Assist with the management of the witness suites for ACTCT

As such, the person needs to be customer oriented and focused, with strong coordination and liaison skills and be familiar with communications and technologies that are deployed within the courts and tribunal. The role will be exposed to confidential and sensitive materials and will require discretion as well as self-management against potential vicarious trauma. This position is part of the Court Services Support team and contributes to the overall effective operation of the ACT Law Courts by ensuring effective Court operation and ease of access for Court users as part of the broader Property and Contracts team.

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

#### **Eligibility/Other Requirements**

Security clearance checks may be conducted and will require Australian Citizenship.

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

**Note:** This is a temporary position available from 22 March 2021 for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Current and former ADF members are encouraged to apply.

**How to Apply:** Please submit a two page pitch addressing the Selection Criteria and position description, contact details of two referees and a current curriculum vitae.

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

Contact Officer: Sarah Taylor-Dayus (02) 6207 4593 [sarah.taylor-dayus@courts.act.gov.au](mailto:sarah.taylor-dayus@courts.act.gov.au)

### **Major Projects Canberra**

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

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

#### **CIT Campus-Woden Project**

##### **Director Delivery**

##### **Infrastructure Manager/Specialist 3 \$192,249, Canberra (PN: 50892)**

Gazetted: 17 March 2021

Closing Date: 31 March 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 ACT Government is investing around \$230 million in a purpose-built CIT campus and youth foyer and a further \$50 million in a new public transport interchange for Woden, stimulating the local economy and supporting the urban renewal of Canberra's southern hub.

CIT Campus – Woden Project will see 22,500sqm of educational, community and transport facilities built in a central, well-connected part of Woden.

The CIT Campus - Woden Project Team is responsible for the planning and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The project will also include development of a new transport interchange for buses and future light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and in Easty Street.

The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed "Smart Campus" with innovative environmentally sustainable design and digital learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide

students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community.

The project will also include a new smaller building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid.

The CIT Campus – Woden Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

The CIT Campus Woden Director Project Delivery is one of the key senior management roles within the CIT Campus Woden project team responsible, in liaison with the Chief Projects Officer and the Project Director, for the execution of construction deliverables across the project development and delivery.

The role requires building strategic relationships, working collaboratively with, and supporting the Chief Projects Officer and the Project Director in advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the CIT Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

The Director Project Delivery will support Major Projects Canberra Executive and the ACT Government in significant and complex negotiations, the evaluation of private sector project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. He/she will provide strategic, and technical leadership within a dynamic, high profile and high-pressure working environment.

Reporting to the Project Director, the Director Project Delivery will directly manage a team of personnel (staff and/or contractors).

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:** Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields Engineering, Architecture and Project Management. Please see the Position Description for further details.

**Desirable:** Experience in the delivery of education or other social infrastructure or building projects.

**Notes:** This is a temporary position available immediately for a period up to 4 years with the possibility of extension. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

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

Contact Officer: Wayne Ford (02) 6205 2048 wayne.forde@act.gov.au

**CIT Woden Project**

**Director, Commercial**

**Infrastructure Manager/Specialist 3 \$192,249, Canberra (PN: 50891)**

Gazetted: 11 March 2021

Closing Date: 25 March 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 ACT Government is investing around \$230 million in a purpose-built CIT campus and youth foyer and a further \$50 million in a new public transport interchange for Woden, stimulating the local economy and supporting the urban renewal of Canberra's southern hub.

CIT Campus – Woden Project will see 22,500sqm of educational, community and transport facilities built in a central, well-connected part of Woden. The CIT Campus - Woden Project Team is responsible for the planning and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The project will also include development of a new transport interchange for buses and light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and in Easty Street. The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed "Smart Campus" with innovative environmentally sustainable design and digital

learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community.

The project will also include a new smaller building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid.

The CIT Campus – Woden Project Team will lead the project planning, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

The CIT Campus Woden Project Director Commercial is one of the key roles within the CIT Woden project team responsible, in liaison with the Chief Projects Officer and the Project Director, for the execution of commercial management deliverables across the project development and delivery.

The role requires building strategic relationships, working collaboratively with, and supporting the Chief Projects Officer and the Project Director in advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the CIT Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

The Director Commercial will support Major Projects Canberra Executive and the ACT Government in significant and complex negotiations, the evaluation of private sector project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. He/she will provide strategic, and commercial leadership within a dynamic, high profile and high-pressure working environment.

Reporting to the Project Director, the Director Project Delivery will directly manage a team of personnel (staff and/or contractors).

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:**

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

**Engineering** – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

**Architecture** – a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

**Project Management** – either:

i) a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

ii) certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

iii) have a least 10 years relevant experience in Project Management.

##### **Desirable**

Experience in commercial management of Design and Construct and Construct only and related procurement methodologies and/or the General Contract 21 (GC21) forms of contract.

Public sector background or demonstrated understanding of policies, legislation and procurement processes.

**Notes:** This is a temporary position available for up to 4 years with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

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

**Contact Officer:** Wayne Ford (02) 6205 2048 [Wayne.Forde@act.gov.au](mailto:Wayne.Forde@act.gov.au)



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

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

#### **Transport Canberra and Business Services**

##### **Territory and Business Services**

##### **Domestic Animal Services**

##### **Kennel Hand**

**Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 43910, several)**

Gazetted: 17 March 2021

Closing Date: 24 March 2021

**Details:** Do you love dogs?? An exciting opportunity is available for suitably experienced people to join the Domestic Animal Services kennel team.

Domestic Animal Services (DAS) is a business unit within Territory and Business Services that administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership.

As a Kennel Hand you will be part of a small team, based at the Mugga Lane Animal Shelter in Symonston and will be responsible for the day to day welfare and health of the animals held within the DAS facility. This will involve cleaning the facility, conducting health checks, feeding and administering medication, attending to minor wounds and abrasions, exercise and preparing enrichment activities.

##### **Eligibility/Other Requirements:**

Animal Husbandry/Handling experience is desirable specifically dog handling

Current non restricted drivers licence

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

Be willing to participate in a 7-day roster.

**Note:** There are several permanent full time positions available, one of these positions is an Identified position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. This role is being readvertised due to corrected classification. Previous applicants need not reapply as previous applications will be automatically considered as part of this recruitment. An order of merit will be established from this selection process and may be used to fill any future identical vacancies over the next 12 months.

**How to Apply:** Applicants should provide a written response to each Selection Criteria in no more than three pages; as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Brian Butler Kemp (02) 6205 8216 [brian.butlerkemp@act.gov.au](mailto:brian.butlerkemp@act.gov.au)

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

#### **Territory and Business Services**

##### **Domestic Animal Services**

##### **Kennel Master**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 23681)**

Gazetted: 17 March 2021

Closing Date: 31 March 2021

**Details:** Do you love dogs?? An exciting opportunity is available for a suitably experienced person to lead the Domestic Animal Services kennel team and improve the lives of the dogs held at the Domestic Animal Services (DAS) Shelter. DAS is a business unit within Territory and Business Services that administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership. The Kennel Master will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for maintaining procedures to ensure animal health and welfare is maintained. This will involve cleaning the facility, conducting health checks, feeding and administering medication, attending to minor wounds and abrasions, preparing enrichment activities and ongoing training for the dogs suitable for adoption. This role involves the supervision of a small team of Kennel Hands and may be required to undertake behavioural assessments of dogs at DAS.

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

**Eligibility/Other Requirements:**

Certificate III in Dog Behaviour and Training or willingness to obtain. Current non restricted drivers licence. Animal Husbandry/Handling experience is desirable specifically dog handling.

**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 provide a written response to each Selection Criteria in no more than two pages; as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Brian Butler Kemp (02) 6205 8216 [Brian.ButlerKemp@act.gov.au](mailto:Brian.ButlerKemp@act.gov.au)

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

**Transport Canberra and Business Services**

**Strategic Policy and Customer**

**Senior Policy Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 01252)**

Gazetted: 16 March 2021

Closing Date: 30 March 2021

**Details:** The Road Safety and Transport Regulation team in the Strategic Policy and Customer Branch is responsible for a range of road safety and transport matters and reports to the Minister for Transport and City Services.

This position sits within the Transport Regulation part of team. The team develops and implements policy and legislation relating to road safety and transport regulation. The team reviews and implements reforms to the ACT's road transport laws and policy as well as preparing briefings for National Ministerial and Senior Officials meetings and participating in national working groups on road safety and transport reform.

The team is seeking a senior policy officer with an interest in road safety and transport regulation matters and an ability to work independently across a variety of matters in set timeframes within a busy work environment.

The successful candidate will be involved in working on a wide range of issues and types of projects, specifically the development of ACT specific road transport legislation (including regulations and instruments). This work includes assisting to develop innovative responses to issues; coordinating strategies that invoke a whole of government and community approach; and assisting to develop and implement policies that meet the needs of the community.

This position requires someone with strong written and verbal communication skills, with a proven ability to deliver quality products within set timeframes. It also requires someone with excellent research and analytical skills and attention to detail. Important functions of this position include being able to prepare a variety of materials to support the application of the ACT's road transport legislation, programs and awareness campaigns and successfully promote positive relationships with key stakeholders, write for different government and community audiences and manage priorities in a demanding work environment.

**Eligibility/Other Requirements:** Previous regulatory and/or legislative policy development experience or qualifications in a relevant field will be highly regarded.

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

**How to Apply:** Applicants should submit a supporting statement (no more than three pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities, a current curriculum vitae and the name and contact details of two referees.

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

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

## **Transport Canberra and Business Services**

### **Bus Operations**

#### **Fleet/Belconnen Workshop**

#### **Lube and Safety Inspector**

#### **TGSO 8.1 - TGSO 8.4 (ACTION) \$94,109 - \$98,915, Canberra (PN: NMW004)**

Gazetted: 16 March 2021

Closing Date: 30 March 2021

**Details:** Transport Canberra (TC) is seeking an experienced person to fill the role of Lube and Safety Inspector. Reporting to the North Region Maintenance Manager the focus of the position is the supervision of the Workshop Trade Assistants, monitoring workloads and allocating work to maintain and service TC's Fleet. The Lube and Safety Inspector is responsible for utilising and updating the workshop management system, carrying out roadworthy inspections, maintaining vehicle safety, serviceability, and roadworthiness. In addition, the Lube and Safety Inspector is required to provide technical advice to workshop staff and produce reports on Fleet (mechanical and accident) to a diverse range of TC staff.

To be successful in this position you will:

Have high level communication and interpersonal skills

Demonstrated understanding of fleet maintenance and safety and roadworthiness to comply with ACT roads and transport authority

Well-developed team leadership skills, that enhance broader team capability and effectiveness, whilst achieving organisations objectives

#### **Eligibility/Other Requirements:**

Security clearance checks will be conducted.

This position does require a pre-employment medical.

Drivers Licence (HR-class) is mandatory, or have the ability to obtain.

Relevant trade qualifications and or certificates are mandatory.

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

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

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

Contact Officer: Paul Mascord (02) 6205 8278 [paul.mascord@act.gov.au](mailto:paul.mascord@act.gov.au)

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

## **Transport Canberra**

### **Project Officer**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 35985, several)**

Gazetted: 16 March 2021

Closing Date: 30 March 2021

**Details:** Do you have well-developed organisational and time management skills? Are you experienced in providing project support, undertaking procurements and contract management to help deliver projects? And, do you have great initiative and judgement? We might have the job for you. Transport Canberra is seeking experienced Project Officers to join our team in 2021.

Transport Canberra will be delivering a number of major projects including the Woden Bus Depot Project, the Bus Delivery Project, Next Generation Ticketing Project, and the HASTUS Upgrade and Cloud Migration Project. We are seeking project officers who have experience in providing project management support, able to effectively plan

around multiple and competing priorities, well-developed verbal and written communication skills and be confident working both collaboratively and independently as required.

For projects such as the Next Generation Ticketing Project and HASTUS Upgrade and Cloud Migration Project we are seeking people who have experience in supporting IT projects.

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:** Project management experience or qualifications are highly-desirable.

**Note:** If you have experience in IT projects please identify this in your application. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is situated in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

**How to Apply:** Please attach your curriculum vitae and provide a two-page pitch demonstrating your Skills and Behaviour and Professional/Technical Skills and Knowledge against the capabilities listed in the 'What you Require' section of the Position Description.

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

Contact Officer: Tim Rampton (02) 6205 3053 tim.rampton@act.gov.au

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

## Transport Canberra and Business Services

### Transport Operations

#### Human Resources and Safety

##### HR Officer

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 35976)**

Gazetted: 15 March 2021

Closing Date: 29 March 2021

**Details:** Transport Canberra is seeking an experienced Human Resource (HR) practitioner who is ready to hit the ground running, highly motivated with high level attention to detail and able to work independently to fill the role of HR Officer.

Reporting to the Senior Director Transport Canberra HR Business Partner, the HR Officer will provide high-level advice and support to Fleet Services managers and supervisors. The HR Officer will be, experienced in interpreting and applying HR legislation and policies, managing all recruitment activities, onboarding and offboarding, escalation of payroll queries, position management, learning and development and general HR support to meet operational requirements.

To be successful in this position you will have:

Demonstrated experience in the delivery of contemporary HR practices.

The ability to review, interpret and apply legislation to provide sound HR advice.

High-level communication and interpersonal skills.

Highly developed organisation skills and be able to effectively plan around multiple and competing priorities.

#### **Eligibility/Other Requirements:**

Qualifications in Human Resource management or equivalent experience are highly desirable.

**Note:** This is a temporary position available from June 2021 until August 2022.

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

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

Contact Officer: Liz Aguilera (02) 6207 3190 liz.aguilera@act.gov.au

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

## Territory and Business Services

### Libraries ACT

#### Subscriptions Officer

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 17814)**

Gazetted: 11 March 2021

Closing Date: 25 March 2021

Details: Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. Libraries ACT provides public library services for the community over ten sites, online and through a range of programs.

Vibrant community hubs, libraries in the ACT enjoys high levels of use and support. They are dynamic places where the vision is *Literacy and learning for life*.

The Subscriptions Officer is a key member of the Collections team. As part of the day-to-day duties and responsibilities, the Subscriptions Officer utilises the library's integrated library management system to oversee and manage Libraries ACT's print and electronic subscriptions to meet customer requirements and expectations. We are looking for candidates who are innovative, interested in how collections and information technology can meet customer expectations, and enjoy the challenges of a fast-paced and busy environment. This position works collaboratively with all library staff.

**Eligibility/Other Requirements:**

Relevant tertiary (undergraduate and/or postgraduate) qualifications in library and information studies (as defined by ALIA) are desirable.

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

**Note:** This is a part-time position at 30 hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

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: Amy Chan (02) 6207 5446 amy.chan@act.gov.au

## **APPOINTMENTS**

### **ACT Health**

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

Amy Clark, Section 68(1), 16 March 2021

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

Purity Goj, Section 68(1), 16 March 2021

**Administrative Services Officer Class 2 \$58,230 - \$64,299**

Donald Smith, Section 68(1), 16 March 2021

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

Natalie Wheeler, Section 68(1), 15 March 2021

### **Canberra Health Services**

**Staff Specialist Band 1-5, \$180,732 - \$223,029**

John Robillard, Section 68(1), 18 March 2021

**Health Service Officer Level 3/4 \$53,168 - \$56,997**

Kyle Bartlett-Jurd, Section 68(1), 15 March 2021

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

Willkister Nyaboke Bico, Section 68(1), 18 March 2021

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

Amelia Crane, Section 68(1), 8 March 2021

**Health Service Officer Level 3/4 \$53,168 - \$56,997**

Samuel Kinnin, Section 68(1), 15 March 2021

**Health Professional Level 2 \$67,892 - \$93,203**

Hey Kweon, Section 68(1), 10 March 2021

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

Harvey Ligsay, Section 68(1), 17 February 2021

**Health Service Officer Level 3/4 \$53,168 - \$56,997**

Jake McKenna, Section 68(1), 15 March 2021

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

Nebojsa Mitikj, Section 68(1), 18 March 2021

**Health Service Officer Level 3/4 \$53,168 - \$56,997**

Maama Moala, Section 68(1), 15 March 2021

**Health Service Officer Level 3/4 \$53,168 - \$56,997**

Rey Saburao, Section 68(1), 11 March 2021

**Senior Officer Grade B \$130,018 - \$146,368**

Tehlia Vinton, Section 68(1), 16 March 2021

**Technical Officer Level 1 \$60,130 - \$63,043**

Yuan Yao, Section 68(1), 18 March 2021

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade B \$130,018 - \$146,368**

Shannon Eurrell, Section 68(1), 16 March 2021

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

Dominic Lavers, Section 68(1), 30 March 2021

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

Julie Garcia: Section 68(1), 18 March 2021

**Education**

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

Anthony McLauchlan, Section 68(1), 15 March 2021

**Environment, Planning and Sustainable Development**

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

Helen Barton, Section 68(1), 9 March 2021

**Justice and Community Safety**

**Senior Officer Grade B \$130,018 - \$146,368**

Kim Heidke, Section 68(1), 16 March 2021

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

Dean Miller, Section 68(1), 18 March 2021

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

Clement (William) Stuart, Section 68(1), 18 March 2021

**Transport Canberra and City Services**

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

Courtney Goltz, Section 68(1), 15 March 2021

**Worksafe ACT**

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

Michelle Robinson, Section 68(1), 15 March 2021

**TRANSFERS**

**Canberra Health Services**

**Reynaldo Enriquez**

From: Health Service Officer Level 3 \$53,168

Health

To: Health Service Officer Level 3 \$53,168 - \$54,896 (Retention Point CHS Only \$54,989)

Canberra Health Services, Canberra (PN. 23492) (Gazetted 5 March 2020)

**Cherry Sagge**

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 42567) (Gazetted 30 October 2020)

**Dharti Upadhyay**

From: Health Service Officer Level 3 \$53,168

Health

To: Health Service Officer Level 3 \$53,168 - \$54,896 (Retention Point CHS Only \$54,989)

Canberra Health Services, Canberra (PN. 39429) (Gazetted 20 March 2020)

**Community Services**

**Susan Little**

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

Justice and Community Safety

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

Community Services, Canberra (PN. 39213) (Gazetted 7 January 2021)

**Environment, Planning and Sustainable Development**

**Laura Marcantonio**

From: Senior Officer Grade A \$151,002

Environment, Planning and Sustainable Development

To: Senior Officer Grade A \$151,002

Environment, Planning and Sustainable Development, Canberra (PN. 50339) (Gazetted 6 January 2021)

**Suburban Land Agency**

**Antonia Harmer**

From: Senior Officer Grade B 146,368

Environment, Planning and Sustainable Development

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

Suburban Land Agency, Canberra (PN. 50176) (Gazetted 12 January 2021)

**PROMOTIONS**

**ACT Health**

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

**Health Protection Service**

**Environment Health Food**

**Arif Mirza**

From: Health Professional Level 2 \$67,892 - \$93,203

ACT Health

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

ACT Health, Canberra (PN. 29635) (Gazetted 14 September 2020)

**Canberra Health Services**

**Louise Hyndes**

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

Canberra Health Services

To: †Health Professional Level 4 \$110,397 - \$118,832

Canberra Health Services, Canberra (PN. 21734) (Gazetted 4 February 2021)

**Chief Operating Officer Clinical Services**

**Sanjo Jose**

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

Health

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 39850) (Gazetted 7 January 2021)

**Jordan Kennedy**

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17704) (Gazetted 9 October 2020)

**Clinical Services**

**Tessa Sealey**

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



Health

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

Canberra Health Services, Canberra (PN. 45525) (Gazetted 27 January 2021)

**Canberra Institute of Technology**

**Education and Training Service**

**Therese Silk**

From: Teacher Level 1 (EDS CIT) \$77,492 - \$103,397 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)

Canberra Institute of Technology

To: †Manager Education Level 1 \$128,012

Canberra Institute of Technology, Canberra (PN. 35111) (Gazetted 15 March 2021)

Clause 41.3 of the ACT Public Sector Institute of Technology (Teaching Staff) Enterprise Agreement provides an avenue for streamlining of staff after long term acting (higher duties).

**Chief Minister, Treasury and Economic Development**

**Whole of Government Communications and Engagement**

**Communications and Engagement**

**Stephen Bowgen**

From: Public Affairs Officer 1 \$75,492 - \$86,168

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38851) (Gazetted 22 November 2020)

**Commercial Services and Infrastructure Group**

**ACT Property Group**

**Customer and Tenancy Management**

**Robyn-Lee Burger**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 25308) (Gazetted 7 October 2020)

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

**Policy and Cabinet**

**Cabinet, Assembly and Government Business**

**Rachel Gilks**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 50364) (Gazetted 14 January 2021)

**Access Canberra**

**WorkSafe ACT**

**Leanne McLaughlan**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$151,002

Chief Minister, Treasury and Economic Development, Canberra (PN. 34376) (Gazetted 1 January 2000)

This promotion is made in accordance with The Public Sector Management Standards 2016, Section 20, Direct Promotion - General.

**Communications and Engagement**

**Emma Nikolic**

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

Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN:41355, several) (Gazetted 9/12/2020)

**Shared Services ICT**

**Service Assurance**

**Adnan Taj**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05159) (Gazetted 22 December 2020)

**Economic and Financial Group**

**Macroeconomic and Federal Financial Relations Branch**

**Macroeconomics**

**Wei Wang**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33079) (Gazetted 16 October 2020)

**Community Services**

**Housing ACT**

**Infrastructure and Contracts**

**Procurement**

**Katarzyna Czaplinski**

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

Community Services

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

Community Services, Canberra (PN. 11502) (Gazetted 19 February 2021)

**Education**

**School Improvement and Performance**

**North and Gungahlin Network**

**Campbell High School**

**Adam George**

From: School Leader C \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 50929) (Gazetted 11 November 2020)

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

**School Performance and Improvement**

**Belconnen Network**

**Cranleigh School**

**Laura Pardoe**

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

To: †School Leader C \$126,542

Education, Canberra (PN. 4859) (Gazetted 28 August 2020)

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

**Business Services Division**

**People and Performance**

**Sophie Selfe**

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

Justice and Community Safety

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

Education, Canberra (PN. 49963) (Gazetted 21 July 2020)

**School Improvement and Performance Division**

**South and Weston Network**

**The Woden School**

**Laura Simsen**

From: School Leader C \$126,542

Education

To: †School Leader B \$147,337

Education, Canberra (PN. 04063) (Gazetted 17 February 2021)

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

**Service Design and Delivery**

**Universal School Support**

**Careers, Transitions and VET**

**Peter Teo**

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

Chief Minister, Treasury and Economic Development

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

Education, Canberra (PN. 09455) (Gazetted 23 October 2020)

**Service Design and Delivery**

**Digital, Strategy, Services and Transformation**

**Shakir Tiruchi**

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

Chief Minister, Treasury and Economic Development

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

Education, Canberra (PN. 38267) (Gazetted 25 June 2020)

**Environment, Planning and Sustainable Development**

**Suburban Land Agency**

**Finance Valuations and Systems**

**Mathilde Castella**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 48237) (Gazetted 25 January 2021)

**Environment**

**ACT Parks and Conservation**

**Urban Reserves - Environmental Offsets**

**Mirjana Jambrecina**

From: Park Ranger 2 \$73,248 - \$79,310

Environment, Planning and Sustainable Development

To: Senior Park Ranger 3 \$81,407 - \$86,168

Environment, Planning and Sustainable Development, Canberra (PN. 39119) (Gazetted 30 July 2020)

**Justice and Community Safety**

**ACT Corrective Services**

**Custodial Operations**

**Cindy Botha**

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

Justice and Community Safety

To: Correctional Officer Class 2 \$83,391 - \$89,329

Justice and Community Safety, Canberra (PN. 11328) (Gazetted 8 January 2021)

**ACT Corrective Services**

**Custodial Operations**

**Martin Dundon**

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

Justice and Community Safety

To: Correctional Officer Class 2 \$83,391 - \$89,329

Justice and Community Safety, Canberra (PN. 35368) (Gazetted 8 January 2021)

**ACT Corrective Services**

**Custodial Operations**

**Warrick Manning**

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

Justice and Community Safety

To: Correctional Officer Class 2 \$83,391 - \$89,329

Justice and Community Safety, Canberra (PN. 35369) (Gazetted 8 January 2021)

**ACT Corrective Services**

**Custodial Operations**

**Gareth Peck**

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

Justice and Community Safety

To: Correctional Officer Class 2 \$83,391 - \$89,329

Justice and Community Safety, Canberra (PN. 11326) (Gazetted 8 January 2021)

**Major Projects Canberra**

**Infrastructure Delivery Partners**

**Commercial Project Management**

**Melissa Reynolds**

From: Infrastructure Officer 4 \$131,141 - \$148,993

Major Projects Canberra

To: †Infrastructure Manager/Specialist 1 \$168,218

Major Projects Canberra, Canberra (PN. 39798) (Gazetted 4 February 2021)

**Transport Canberra and City Services**

**Chief Operating Officer**

**Governance and Ministerial Services**

**Ministerial**

**Sarah Bourne**

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

Transport Canberra and City Services

To: †Senior Officer Grade A \$151,002

Transport Canberra and City Services, Canberra (PN. 32256) (Gazetted 19 August 2020)

**City Services**

**ACT NoWaste**

**Waste Education and Partnerships**

**Naomi Lee**

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

ACT Health

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

Transport Canberra and City Services, Canberra (PN. 36232) (Gazetted 2 February 2021)

**City Services**

**Development Coordination**

**City Operations**

**Xunyong Li**

From: Infrastructure Officer 2 \$87,822 - \$101,039

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$110,651 - \$121,464

Transport Canberra and City Services, Canberra (PN. 49700) (Gazetted 25 November 2020)

**CORRIGENDA**

**Canberra Health Services**

Michael Thwaites with incorrect start date in Gazette 11 March 2021