



ACT Government Gazette

Gazetted Notices for the week beginning 18 October 2018

VACANCIES

Calvary Health Care ACT (Public)

Medical and Planning Unit (MAPU)

Registered Nurse

Executive Level RN1 \$63,000 to \$84,888, Canberra (PN: Expected)

Gazetted: 23 October 2018

Closing Date: 28 October 2018

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

Reference Number 20421

Contact Officer: Kathryn Sliwinski kathryn.sliwinski@calvary-act.com.au Applications can be forwarded to:

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

Canberra Institute of Technology

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

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

Corporate Services

Training Initiatives

ACTFA Liaison Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 55191)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: Applications are invited to fill the position of Liaison Team Leader in a dynamic team with Canberra Institute of Technology (CIT) Training Initiatives Unit. Under guidance of the Training Initiative Unit Manager the Liaison Team Leader will manage and supervise staff, set priorities, monitor workflow, develop strategies, processes and work practices. The position requires working autonomously and collaboratively to achieve performance benchmarks and quality outcomes in accordance with relevant government compliance standards. Other duties include liaising with external and internal stakeholders at all levels relating to Australian Apprenticeships and other training initiatives funded in the ACT ensuring a high level of customer service is met. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available for a period of two years commencing on 29 December 2018 with the possibility of extension up to but not exceeding five years in total. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

Contact Officer: Rikki Norris (02) 6207 4877 rikki.norris@cit.edu.au

Health, Community and Science

Human Services

Teacher – Human Services Programs

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 32000, several)

Gazetted: 23 October 2018

Closing Date: 6 November 2018

Details: Two exciting opportunities have opened up for outstanding individuals who are interested in teaching in the Vocational Education and Training sector at Canberra Institute of Technology (CIT) Human Services

Department. The Department of Human Services delivers a range of programs from the National Training Packages in Community Services and Health Care. These include the Certificate III in Individual Support (Ageing, Disability and Home and Community), Certificate IV in Ageing and Disability and the Diploma in Nursing, as well as a range of non-accredited, industry specific programs for the continual education of industry professionals. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for Registered Training Organisations 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Teachers in the Diploma of Nursing Program are required to have a current registration with Australia Health Practitioner Regulation Agency (AHPRA) and a professional qualification relevant to teaching nursing at AQF Level 7 as per Australian Nursing and Midwifery Accreditation Council (ANMAC) requirements. Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. 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. Desirable: Relevant qualifications in the field/s of Aged Care, Disability and/or Nursing.

Note: There are several temporary positions available for a period of two years with the possibility of extension up to but not exceeding five years in total. The positions will be offered at 0.8 of a full time load initially, with the possibility of full time opportunity at a later stage. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.edu.au

CIT Corporate Services

Training Initiatives

Administration Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 37669, several)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: Applications are invited to fill several Administration Officer positions in a dynamic team within Canberra Institute of Technology (CIT) Training Initiatives Unit. The Administration Officer will carry out the administrative requirements of CIT systems and procedures within the Training Initiatives Unit to support the management of CIT's contestable funded programs. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service. The position requires accurate data entry into CIT and ACT Government systems. Other duties include liaising and communicating effectively with staff at all levels, students, employers and members of the public. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: There are several temporary positions available for either one or two years commencing on 1 January 2019 with the possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

Contact Officer: Rikki Norris (02) 6207 4877 rikki.norris@cit.edu.au

Education and Training Services

Education Services

Director, Education Services

Manager Education Level 2 \$138,031, Canberra (PN: 14848)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: About Canberra Institute of Technology (CIT): CIT has a 90 year history providing technical and further education in the ACT and surrounding area. Today, we train around 20,000 students each year, touching more lives post- secondary school than any other tertiary education institution in the ACT. As the largest Vocational Education and Training (VET) provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. We support our people to work and grow in a challenging environment through enlightened work practices and professional development. Our strategic planning ensures that CIT is operating effectively as a high performing organisation and our achievements are a reflection of our commitment to excellence in Vocational Education and Training and professionalism. About the role: The Director, Education Services will lead the provision of regulatory and education services to support CIT Colleges' delivery of quality education, meet regulatory requirements and contribute to CIT's Academic Governance. Responsibilities of the role include providing governance across a range of academic committees and driving innovative learning practices in line with the CIT Strategic Compass 2020 vision. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory qualifications: To be successful in this role the incumbent must have a Certificate IV in Training and Assessment and Advanced Diploma in Adult Learning and Development (or similar).

How to Apply: Please review the Position Description roles and responsibilities and provide a one page pitch outlining your skills and experience against the Selection Criteria.

Contact Officer: Rachal McKay (02) 6207 4873 rachal.mckay@cit.edu.au

Health Community and Science

Community Work

Senior Educator

Teacher Level 2 \$100,508, Canberra (PN: 35019, several)

Gazetted: 23 October 2018

Closing Date: 30 October 2018

Details: Canberra Institute of Technology (CIT) requires two experienced Vocational Education and Training (VET) teachers to work as Senior Educators in the Department of Community Work. Their role supports CIT's commitment to quality education through contextual and innovative approaches to competency-based learning and assessment. They involve the provision of advice and guidance to teaching staff in building capability in contemporary VET sector practice. This includes leadership in course design, facilitating skill development, compliance, quality assurance, eLearn, continuous improvement, evaluation and research, and mentoring and coaching of staff and students. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licencing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017, sub-clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Industry Experience: In accordance with sub-clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable Experience: Experience with students and staff of the Community Sector.

Note: There are several temporary positions available for a period of two years with the possibility of extension up to five years in total. Employment offered as a result of this advertisement may lead to permanency/promotion as

per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.’

Contact Officer: Veronique Gouneau (02) 6205 4724 veronique.gouneau@cit.edu.au

Trade Skills

Trade Skills Management

Senior Officer Quality Improvement

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41552)

Gazetted: 24 October 2018

Closing Date: 31 October 2018

Details: Are you a talented and enthusiastic administrator looking for a challenge in the Vocational Education and Training (VET) sector? Do you love process including enhancing existing processes and developing new ones? Do you like working with people and organising people to achieve outcomes? If so, this might be the role for you. Canberra Institute of Technology (CIT) Trade Skills is looking for an experienced administrator to support it to meet its financial and compliance goals through the management of multiple priorities and projects, and work collaboratively with the College's Heads of Department to achieve these goals. A focus of the role is on quality assurance and continuous improvement, and includes maintenance of the College's Work Health and Safety (WHS) register. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available as soon as possible until 31 December 2019. Selection may be based on application and referee reports only. A referees report must be included with the application.

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

Chief Minister, Treasury and Economic Development

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

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

Policy and Cabinet

Strategic Policy and Cabinet

Director, Social Policy and Commonwealth State Relations Branch

Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E1064)

Gazetted: 23 October 2018

Closing Date: 6 November 2018

Details: Applications are sought for the Director, Social Policy and Commonwealth State Relations Branch. This role has responsibility for implementing and coordinating key government and strategic policy initiatives in social policy areas. The Director is also responsible for providing advice to the Chief Minister in their role of Chair of Cabinet and the Head of Service as the Cabinet Secretary.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

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 long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

Workforce Capability and Governance

Public Sector Workplace Relations

Appeal Co-ordination Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 31000)

Gazetted: 23 October 2018

Closing Date: 6 November 2018

Details: The Directorate is looking for a highly motivated and well organised person with strong interpersonal skills to join the Public Sector Workplace Relations Group team. The successful applicant will co-ordinate misconduct and promotion appeals across the ACT Public Service and provide administrative support to the Convenor of Appeal Panels. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and with the capacity to maintain confidentiality and discretion. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 3 October 2019.

Contact Officer: Peter Gillin (02) 6205 0307 peter.gillin@act.gov.au

Economic Development

Events ACT and VisitCanberra

Sponsorship Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23589)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: As a Sponsorship Officer at VisitCanberra and Events ACT, we encourage you to play a leading role in the management and acquisition of event sponsors and to assist in the planning, coordination and delivery of a range of major and community events within Canberra and the Canberra Region. This position is responsible for enhancing both traditional and contemporary approaches to sponsorship to execute arrangements that contribute to growth in the organisation's events and sponsorship income streams. Your ability to manage and grow positive relationships with key stakeholders using your strong liaison and negotiation skills is key in this role. You will have demonstrated experience in negotiating commercial terms and service relationships and be proficient with managing competing demands and prioritising tasks to meet fixed timelines, while maintaining a high level of detail. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: If this sounds like you, please provide your Curriculum Vitae and an application. Applications should address the Selection Criteria and be no longer than three pages telling us why you are the right person for the job.

Contact Officer: Ross Triffitt (02) 6207 1383 ross.triffitt@act.gov.au

Shared Services ICT

Business Application Management

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 14378)

Gazetted: 19 October 2018

Closing Date: 2 November 2018

Details: Do you love connecting with people and building effective professional relationships while exploring Information and Communication Technology (ICT) business solutions and resolving ICT issues? Can you maintain a positive attitude under pressure, think outside the square in an environment that changes pace quickly? We are looking for someone to add to our great team that has a client focused approach to ensure a positive, engaging experience for the people we serve. A typical day will include: Contributing to and providing overall technical support, life cycle and business management for Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and Public Authorities and Territory Owned Corporations (PATOCS). Providing 1st and 2nd level ICT support for clients via email, phone and walk ins; assist with low profile projects that provide efficiencies to the Directorate; liaising with our corporate partners; great conversation and camaraderie in a supportive and empowering work environment. If you are passionate about delivering great customer service you need to apply. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for three months with the possibility of extension. This position is based in Civic.

How to Apply: Please submit a one page written response to support your application outlining your skills and experience, how you relate to this position and its requirements.

Contact officer: Shayne on shayne.pieterse@act.gov.au or (02) 620 76630

Access Canberra

Transport Licensing

Licensing and Registration - Document Management

Customer Service Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 03192)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: We are looking for resilient, capable and driven individuals to join our team to carry out records management tasks, driver licence and registration searches and other tasks associated with online driver licence renewals. This role requires teamwork, good judgment and communication skills and the ability to process high volumes of work efficiently and accurately. 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 a period of 12 months with the possibility of extension and/or permanency.

Contact Officer: Daniel Laundess (02) 6207 5770 daniel.laundess@act.gov.au

Shared Services ICT

Business Applications Management

Business Applications and Strategy

Manager Business Applications and Strategy

Senior Information Technology Officer Grade A \$137,415, Canberra (PN: 24121)

Gazetted: 24 October 2018

Closing Date: 31 October 2018

Details: This is an exciting opportunity to lead and introduce many digital services for whole of government use, requiring working across the organisation to bring forth enabling services under the Microsoft Office 365 suite (Power BI, Power Apps and Flow, and Dynamics 365), continue to develop and support critical Directorate business applications, and evolve a DevOps practice using contemporary technologies.

Note: This is a temporary position available from 5 November 2018 for three months with the possibility of extension and/or permanency.

Contact Officer: Dean Conway (02) 6205 2485 dean.conway@act.gov.au

Workplace Safety and Industrial Relations

Injury Management

Team Leader

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 25787)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

Details: The Injury Management and Safety team is seeking an enthusiastic and motivated individual to temporarily fill the position as Team Leader within a busy and challenging environment. Primarily, the focus of the role is on leading a small team of Case Managers, with the mutual aim of assisting Directorates to achieve successful return to work outcomes for injured ACT Public Service personnel. The successful applicant will have the ability to establish and maintain strong, professional relationships with internal and external stakeholders. They will also have strong interpersonal skills with an adaptive leadership style to support and lead the development of individuals and overall team performance. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this

commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Penny Shields (02) 6207 5229 penny.shields@act.gov.au

Shared Services ICT

Education ICT, Business Applications

Senior Business System Support Officer

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38758)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: Do you have strong knowledge of SQL Server, SharePoint and interactive websites? Can you work effectively with stakeholders and provide high level customer service within an ITIL framework? Are you driven to continually develop your technical skills in new and emerging technologies? Education ICT are seeking an energetic, results-driven person to fill the temporary position of Senior Business System Support Officer. The successful applicant will provide high-level technical support, fault diagnosis and remediation, and life-cycle management of infrastructure technologies and business services.

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

How to Apply: If you are interested in this position, you should review the Position Description for details about the role and associated responsibilities and provide: Curriculum Vitae, including the contact details of at least two referees; and a four page personal pitch, providing examples of your achievements and how they relate to this position and its requirements.

Contact Officer: Daniel Ruecroft (02) 6205 8473 daniel.ruecroft@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

Housing ACT

Business and Capital

Complaints, Investigations and Review

Senior Complaints Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40734)

Gazetted: 22 October 2018

Closing Date: 5 November 2018

Details: Are you customer focused, wanting to make a real difference and looking to try something new? Housing ACT has recently created an Administrative Services Officer Class 6 (ASO6) position in the Complaints, Investigations and Review Unit as a rotation position for six months at a time (with the possibility of extension for the right person). It's a great opportunity for a high performing officer to gain experience in coordinating complaints, working across all business units in Housing ACT and the directorate and contributing to continuous improvement in Housing ACT customer service and practices. The position offers valuable experience for an Administrative Services Officer Class 5 (ASO5) looking for promotion experience, or for an ASO6 who is interested in applying for the Directorate Liaison Officer role in future.

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

How to Apply: Please provide your Curriculum Vitae and one page pitch outlining why you are the best person for this role

Contact Officer: Matt Barry (02) 6205 4284 matt.barry@act.gov.au

Housing

Housing ACT

Tenant Experience

Housing Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 09058)

Gazetted: 23 October 2018

Closing Date: 6 November 2018

Details: Client Services currently has an opportunity within their Tenant Experience, Tenancy Operations unit for a Housing Manager. As a Housing Manager you will be responsible for managing a portfolio of public housing tenancies and providing advice and support to assist clients to maintain their tenancy. The duties of the position also include managing a range of tenancy related matters and working in partnership with clients and the community to maintain and improve social tenancy linkages. The successful applicant will have a demonstrated ability to provide high quality customer service to a diverse range of clients, have effective communication, interpersonal and problem solving skills, be self-motivated and well organised. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: A current driver's licence is essential, experience in using a range of Information Technology (IT) business and office applications. 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

Contact Officer: Kel Robinson (02) 6207 1393 kel.robinson@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

Office of the Coordinator- General for Family Safety

Family Safety Hub

Family Safety Hub Project Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40464)

Gazetted: 24 October 2018

Closing Date: 14 November 2018

Details: Are you seeking the right environment to put your innovation, design thinking, social impact evaluation or project skills into practice? Are you looking to work closely with the community to achieve lasting social change? We are offering a rare opportunity to play a critical role in implementing an innovation hub for ACT Government. We are an innovation hub with a purpose, and we are now excited and ready to build this team from the ground up! We need highly skilled, motivated people to help achieve outcomes for the Canberra community by helping solve the most challenging problems related to domestic and family violence. You will be part of a collaborative and multi-disciplinary team. The team will be built on trust, collaboration, authenticity, personal accountability, diversity and courage. The work will be dynamic, focused on people and outcomes, intensive and challenging at times, and truly rewarding. The team works hard, has each other's back, celebrates shared success and appreciates fun and the lighter side of work. We need people who: Genuinely love working collaboratively and have a passion for creating value through innovation and relationships, dedicated to and accept accountability for quality work and delivering on outcomes; are comfortable with and energised by ambiguity and changing priorities; are keen to find new ways to apply their technical skills so that the outcome makes sense for the community. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal or Torres Strait Islander people, People with disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Contact Officer: Steven Portelli (02) 6207 8702 steven.portelli@act.gov.au

Housing ACT

Strategy and Viability

**Housing and Homelessness, Strategy and Policy
Manager**

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 07952)

Gazetted: 24 October 2018

Closing Date: 31 October 2018

Details: The Strategy and Viability branch of Housing ACT is seeking a highly motivated Manager to join the Housing and Homelessness, Strategy and Policy Team. The Housing and Homelessness, Strategy and Policy teams' responsibilities include negotiating and liaising with the Commonwealth, States and Territories on national housing and homelessness outcomes and priorities; development of strategic advice on housing and homelessness policy and program matters; housing-related policy and program development. The Manager for Housing and Homelessness, Strategy and Policy Team is responsible for overseeing and leading a team and managing resources to achieve outcomes against business objectives. This position requires a committed and hardworking individual that has demonstrated experience leading and managing staff, providing high-level advice and the ability to coordinate and prepare complex policy advice.

Note: Selection may be based on written application and references only. The successful candidate will report to the Senior Manager.

Contact Officer: Deborah Foulcher (02) 6205 3884 deborah.foulcher@act.gov.au

Cultural Facilities Corporation

Corporate

Canberra Museum and Gallery

Front of House/Membership Manager

Administrative Officer Level 5 - Part-time 4 days per week \$74,081 - \$78,415, Canberra (PN: 023)

Gazetted: 22 October 2018

Closing Date: 29 October 2018

Details: Canberra Museum and Gallery is seeking Expressions of Interest from enthusiastic, suitably experienced individuals to work as Front of House/Membership Manager as part of the Visitor Services team. The Museum and Gallery is located in the heart of Canberra's CBD on the corner of London Circuit and Civic Square. The Visitor Services team is responsible for the front of house operations at CMAG, connecting the community with our exhibitions and events in addition to offering venue hire and a café open during the week.

Eligibility/Other Requirements: Available four days per week and must be prepared to work some weekends and evenings.

Note: This is a temporary vacancy commencing ASAP and ending in January 2019.

How to Apply: Applicants must provide a CV, a one page expression of interest addressing the Selection Criteria and an application coversheet. This position is part-time working four days per week. The full-time salary noted above will be paid pro rata.

Contact Officer: Sophie Chessell (02) 6207 9130 sophie.chessell@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Advisor, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Canberra Theatre Centre

Education

Training Coordinator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 3570)

Gazetted: 22 October 2018

Closing Date: 5 November 2018

Details: Are you passionate about the arts? Experienced in education, training and mentoring? Keen to put your education skills to good use outside a class environment? Canberra Theatre Centre is recruiting for a new Training Coordinator to sit within the Discovery and Learning Team. You will be highly organised and relish the opportunity to support the career and professional development of people across a range of ages and aspirations through the arts. Your communication, negotiation and planning skills are exceptional. You are confident in navigating

curriculum, unit programming and assessment and developing content to support your programs. Most of all, you love working in a dynamic team and supporting others to achieve their goals.

Note: This is a temporary position available for one year with the possibility of extension. This is a part-time position working three days per week. The full-time salary noted above will be paid pro rata.

How to Apply: Applications must address the Selection Criteria as per the attached Position Description.

Contact Officer: Karla Conway (02) 6243 5704 karla.conway@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@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

Business Service

Strategic Finance and Procurement

Strategic Procurement

Senior Procurement Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 26054)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

Details: The Strategic Finance and Procurement Branch in Education Directorate is looking for experienced and highly motivated professional to fill the role of Senior Procurement Officer. The successful applicant will be responsible for monitoring the establishment and ongoing contract and procurement services for the Directorate. This is a newly established unit and the successful applicant will need to demonstrate their ability to provide sound advice to senior officer on procurement principles, policies and regulations to effective delivery contract and procurement programs and projects. To be successful you will need to demonstrate excellent problem solving skills and an ability to engage with and influence stakeholders.

Eligibility/Other Requirements: Highly developed knowledge of and experience in ACT Government contracting/procurement processes.

Contact Officer: Kristie Perrin (02) 6205 0508 kristie.perrin@act.gov.au

School Performance and Improvement

North and Gungahlin

Amaroo School

Senior Administrative Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 33309)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: Amaroo School is seeking a highly motivated and organised person to fill this position. Amaroo is undergoing a restructure of the administrative team and this position will play a pivotal role in shaping the direction of the team. Please ensure to contact the school to make a time to talk with the Corporate Manager before you lodge your application. You will be required to send in two signed referee reports with your application.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 Mandatory Asbestos Awareness Training:

Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety.

Desirable: Working knowledge of the School Administration System Management (MAZE) management systems. A Current First Aid certificate or willingness to undertake appropriate training.

Contact Officer: Susan Aveyard (02) 6142 1254 susan.aveyard@ed.act.edu.au

School Improvement

Tuggeranong Network

Calwell High School

Executive Assistant/Staffing Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39527)

Gazetted: 23 October 2018

Closing Date: 30 October 2018

Details: This position is part of the front office administration team and offers executive support to the school Principal and Deputy. The position also involves staffing which requires early morning starts. This is a full-time position and includes school holidays.

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

Contact Officer: Elissa East (02) 6142 1932 elissa.east@ed.act.edu.au

Office for Schools

Belconnen

Evatt Primary School

School Secretary

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 39934)

Gazetted: 24 October 2018

Closing Date: 5 November 2018

Details: Evatt Primary school is a Primary to Year 6 (P – 6) school in North West Belconnen with a student population of 330. The school is searching for an administrative assistant to work in a busy school environment. The position requires the successful candidate to work both in a team and independently. A high level of interpersonal skills is required to support students, staff, parents and carers and internal and external stakeholders.

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.

The position requires a current First Aid certificate and a willingness to support students with complex physical needs.

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

Contact Officer: Jo Davies (02) 6142 1642 jo.davies@ed.act.edu.au

System Policy and Reform

Enrolments and Planning

Planning

Deputy Project Director

Senior Officer Grade A \$137,415, Canberra (PN: 41632)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: Education Directorate seeks a strong leader and manager as Deputy Project Director for our new Schools for Our Growing City Project. To respond to significant growth in student demand for government schools, the Project Team is responsible for the planning required to expand capacity in the sector across Canberra, focussing particularly on existing and future residential growth areas. The Team will work with partner areas within the Education Directorate and also across the ACT Government to deliver new and expanded schools. The Team is forging new approaches to schools planning and the Deputy Project Director must also relish innovation and working in an environment of change.

Eligibility/Other Requirements: Strong skills in collaboration are essential. Knowledge and experience in land and urban planning in the ACT are highly desirable.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Candidates will be concurrently considered for other positions, if desired. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Margaret Stewart (02) 6207 9334 margaret.stewart@act.gov.au

School Performance and Improvement

Belconnen Network

Belconnen High School

Deputy Principal

School Leader B \$136,828, Canberra (PN: 04125)

Gazetted: 19 October 2018

Closing Date: 9 November 2018

Details: Support the Principal to develop and achieve whole school strategic goals and implement the school Strategic Plan in conjunction with the School Board; assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students; provide high level leadership in curriculum and pedagogy, staff and student well-being, assessment and reporting and school improvement; develop and manage productive staff relationships through supervising and coaching of Executive Staff; in conjunction with the Principal, be responsible for the maintenance of positive parent, community and stakeholder relations. Deputise for the Principal as required.

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.

Contact Officer: David McCarthy (02) 6142 1690 david.mccarthy@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.

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

Climate Change and Sustainability

Sustainability Programs

Business Unit

Business Solar Program Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39356)

Gazetted: 24 October 2018

Closing Date: 16 November 2018

Details: The Directorate is seeking a technical officer to fill the position of Business Solar Program Officer in the Business Unit of the Climate Change and Sustainability Division. The successful applicant will be required to provide tailored information and advice to businesses regarding rooftop solar as part of the delivery of the Actsmart Business Energy and Water program.

Eligibility/Other Requirements: This position will be required to occasionally work after hours and on weekends. A current driver's licence is required.

Note: This is a temporary position available as soon as possible for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Lara Lloyd (02) 6205 1093 lara.lloyd@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

ACT Corrective Services Canberra

Executive

Intelligence Unit

Senior Intelligence Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 19600)

Gazetted: 19 October 2018

Closing Date: 5 November 2018

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Senior Intelligence Analyst in the Intelligence and Integrity Unit. The successful applicant will support an intelligence-led, risk-based intelligence capability for ACTCS and be responsible for collecting, collating and evaluating information to produce intelligence. You will prepare written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements and use, maintain and monitor various ACTCS databases and systems (i.e. prisoner telephone system, offender management system, iBase) to identify patterns, trends or potential threats. In addition, you will assist in the delivery of intelligence specific training to employees across ACTCS and maintain contemporary knowledge of intelligence concepts and best practice in the criminal justice system and correctional environment. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: The position holder must obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. The successful candidate may be required to undergo a criminal record check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current Curriculum Vitae; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Merryn King (02) 6207 5533 merryn.king@act.gov.au

Emergency Services Agency

ACT Rural Fire Service

Learning and Development Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 07270)

Gazetted: 24 October 2018

Closing Date: 14 November 2018

Details: Applications are being sought from suitably experienced and qualified people who are interested in working in a key role in the ACT Rural Fire Service (ACTRFS). This key role is responsible for the day to day delivery and management of learning and development for the ACTRFS staff and volunteers. The position coordinates and delivers learning and development activities for volunteers and staff of the ACTRFS. Significant experience and skill to vocational training as part of an enterprise Registered Training Organisation (RTO) will be key to success in this role. Your success will be founded on training and assessment qualifications and your capacity to effectively support a volunteer workforce. Under the limited direction of the Manager Membership, the successful candidate will undertake the following roles and responsibilities: Lead and manage the Learning and Development (L and D) Coordinator; work with stakeholders to develop programs that address the learning and development needs of volunteers; establish alliances with industry groups, government agencies and external providers to deliver training and development programs; develop and prepare proposals for training and development initiatives and programs to enhance learning within the organisation; provide a range of learning and development services to

the ACTRFS volunteers including: Facilitate and coordinate training programs for ACTRFS volunteers; develop training skills of ACTRFS volunteers; oversee training records; and attend and provide secretariat support to the ACTRFS Training Officers Group; contribute to the delivery of the Strategic Bushfire Management Plan; assist with and contribute to internal auditing processes of L and D records. The successful officer will work at the Emergency Services Agency (ESA) Headquarters located at Fairbairn and will be entitled to the conditions within the ACT Public Sector ACT Administrative and Related Classifications Enterprise Agreement 2013-2017.

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. A certificate IV in Training and Assessment; relevant qualifications and competencies in training and education; a well-developed knowledge and experience to support a volunteer workforce and a current driver's licence is highly desirable.

Note: This position requires the successful officer to undertake duties outside of normal business hours and on weekends.

How to Apply: Applications should be sent to the ACT Shared Services and include: Curriculum Vitae that provides a summary of work history and qualifications (no longer than two pages); a three page statement of achievement outlining your capability to fulfil the five selection criteria listed in the Position Description for Learning and Development Coordinator for the ACT Rural Fire Service.

Contact Officer: Joe Murphy (02) 6205 1316 katherine.mackenzie@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Corporate Information and Systems - ICMS Project and Support Team

Business Analyst and Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38042)

Gazetted: 23 October 2018

Closing Date: 30 October 2018

Details: The ACT Courts and Tribunal is seeking a self-motivated person with a strong focus on providing high level client service, well developed communication skills, an ability to work well within a dynamic environment, and the capacity to work with people from diverse backgrounds to undertake the role of Business Analyst and Support Officer. As Business Analyst and Support Officer, you will actively participate and drive: process evaluation and procedures in relation to system operations, identify gaps and documenting requirements for implementation, specific to the ACT Courts and Tribunal Integrated Case Management System (ICMS); design business solutions; and managing effective help desk operations for users of Court and Tribunal technological and business systems.

How to Apply: Please submit a written application, of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current Curriculum Vitae and names and contact details of two referees.

Note: This is a temporary position available for up to 12 months. Selection may be based on application and referee reports only. For information on the ACT Law Courts and Tribunal please visit: www.courts.act.gov.au

Contact Officer: Mary Aslanidis (02) 6205 0749 mary.aslanidis@courts.act.gov.au

ACT Corrective Services

Corporate Services

Business Services Unit

Finance Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 44667)

Gazetted: 24 October 2018

Closing Date: 8 November 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated person to fill the position of Finance Officer, Budget and Reporting, in the Business Services Unit (BSU). The successful applicant will be required to assist in the preparation of accrual based financial management reports in the preparation and analysis of financial and non-financial information, including monthly accrual accounting and monthly journals. In addition, you will manage and report on the Accounts Payable and Receivable, assist with

financial reporting as required and assist in the preparation and collection of accurate financial data and information for audit requirements. Further to this, you will manage and collate petty cash vouchers and cab charges, respond to all telephone enquiries from suppliers and ACT Government Units and contribute to projects, including transitioning the department to an automated accounts payable system. To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication time management skills. You will also possess excellence time management skills and a demonstrated ability to manage personal work priorities. How to Apply: Applicants are required to submit four times: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current Curriculum Vitae; and (4) the names and contract details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Shanez De Silva (02) 6205 5341 shanez.desilva@act.gov.au

Corporate

People and Workplace Strategy

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 12142)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

Details: People and Workplace Strategy are looking for a motivated and highly organised person to fill the role of Executive Assistant to the Chief Human Resources Officer (CHRO). The successful applicant will have demonstrated experience in the provision of high-level administrative support, including diary management and the arrangement of a daily schedule and have proficiency in the Microsoft Office Suite and Records Management Systems. Knowledge of Executive recruitment would be an advantage. As the first point of contact for the CHRO, the successful applicant will be required to liaise with a range of stakeholders whilst maintaining a high level of confidentiality and discretion.

How to Apply: Applicants should provide a pitch in response to the following questions. (1) Provide detail your recent experience working in an Executive Assistant role (maximum 250 words); (2) Provide details of how you manage competing priorities in your day to day working environment (maximum of 250 words). Applicants should also provide a completed Application Coversheet with their pitch and a current Curriculum Vitae including the details of two referees.

Contact Officer: Donna Burns (02) 6205 3831 donna.burns@act.gov.au

ACT Courts and Tribunal

Registry Operations

Civil Section

Senior Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 43618)

Gazetted: 24 October 2018

Closing Date: 31 October 2018

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

- performing administrative functions and working collaboratively across the Law Courts.
- providing procedural advice to clients and relevant agencies and proactively seeking assistance when required.
- undertaking computer based tasks with a high level of accuracy and work output.
- working within defined policy, legislation and guidelines.
- receiving, invoicing and acquitting monies. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, to apply.

Note: This is a temporary position available for a period up to six months. Selection may be based on written application and referee reports only. Interviews may not be held.

How to Apply: Applicants are required to submit a Curriculum Vitae, provide contact details of two referees and a covering letter (maximum one page) telling us how your skills, experience and ability makes you the best person for this job opportunity. Highlight any specific examples or achievements that will demonstrate your ability to perform the role and try not to duplicate information that can already be found in your CV. An order of merit may be established from this process and used to fill other temporary vacancies at level in the next 12 months. Applications should be sent to the Contact Officer.

Contact Officer: Michelle Gibbs (02) 6207 1409 michelle.gibbs@courts.act.gov.au

ACT Corrective Services

Custodial Operations

Correctional Officer Trainee

Correctional Officer Trainee \$44,421, Canberra (PN: 43682, several)

Gazetted: 19 October 2018

Closing Date: 16 November 2018

Details: PN: 43682, Several Title: Trainee Correctional Officer (upon successful completion of training a Correctional Officer Grade 1 or Casual employment with conditions prescribed as above) Class: Trainee Correctional Officer (after successful completion of training a Correctional Officer Grade 1) Salary: \$44,421 (Trainee Salary) \$60,694 - \$72,377 (salary only after successful completion of Training) ACT Corrective Services, Canberra, is looking for people with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become Correctional Officers. An interest in community safety, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds, is essential. We are keen to hear from women and from Aboriginal and Torres Strait Islander people. Successful applicants will receive a training salary for the first nine weeks (\$44,421). The starting salary following this training period will range between \$60,694 and \$72,377 per annum, plus superannuation and the potential for allowances. The initial training will provide you with the knowledge and skills to prepare you for the role of a Correctional Officer. The training program is a combination of classroom based theory, challenging practical activities/scenarios and on the job placements. You will complete the training with a genuine sense of accomplishment and confidence. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice during your first 12 months. Full time and casual opportunities available. All vacancies are located in Canberra.

ACT Corrective Services will be hosting two information evenings for people interested in learning more about these opportunities. Senior ACT Correctives Services staff will team up with current Correctional Officers and staff from Community Corrections to talk about what it is like to work in a correctional environment. There will be plenty of opportunities to ask lots of questions. There will also be discreet opportunities to learn more about careers in corrections for women, young people and people from diverse backgrounds, as well as details about the training. NORTHSIDE: 18:00pm – 19:30pm, Thursday 1 November 2018, Canberra Labor Club, Belconnen. SOUTHSIDE: 18:00pm – 19:30pm, Wednesday 7 November 2018, Hellenic Club, Woden. REGISTRATION: You must register to attend one of the information evenings. Please telephone (02) 6205 1754 or email BSWDT@act.gov.au. For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

Applications close 16 November 2018.

Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the Selection Criteria; (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of your driver's licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. The recruitment process takes approximately three months. You will be notified if you do not progress from one stage to the next. There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the Training Course. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months. Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process, including psychometric assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external

candidates, assessed at each stage. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement. A current driver's licence is also required.

Contact Officer: Alison Clarke (02) 6205 1393 bswdt@act.gov.au

ACT Corrective Services

Custodial Operations

Head of Accommodation

Senior Officer Grade A \$137,415, Canberra (PN: 39808)

Gazetted: 22 October 2018

Closing Date: 5 November 2018

Details: A career opportunity has arisen in ACT Corrective Services for an experienced, highly motivated, career-oriented Head of Accommodation, at the Alexander Maconochie Centre (AMC). As the Head of Accommodation you will be responsible for providing leadership and management across the majority of accommodation within the AMC and accountable for maintaining a high standard of detainee welfare and general living conditions across the centre. You will also be responsible for the oversight of safe custody strategies, including the induction of new detainees, and continual improvement in the delivery of a structured day and incentive based regimes within the AMC. In addition, you will contribute and implement the function objectives as defined in both the Organisation's and establishment's business plans and work collaboratively with all stakeholders to reduce re-offending. Further to this, you will be required to Chair the Prisoner Delegates Committee and have strong operational oversight over the High Risk Assessment Team. To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities.

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 and have a current driver's licence. Relevant tertiary qualifications or equivalent experience would be desirable.

The successful candidate may be required to undergo a criminal record check.

Note: The Head of Accommodation is a functional manager role within the AMC and as such may be redeployed to any other functional manager role within the AMC at the same level as operational needs require (currently Head of Security and Head of Detainee Services).

How to apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Corinne Justason (02) 6205 9788 corinne.justason@act.gov.au

ACT Corrective Services

Community Correction and Release Planning

Programs and Reintegration

Head of Programs and Reintegration

Senior Officer Grade A \$137,415, Canberra (PN: 39828)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person, to fill the role of Head of Programs and Reintegration (SOGA). As the Head of Programs and Reintegration you will be responsible for the provision of strong, ethical and highly visible leadership to a unit focussed on the delivery of key interventions aimed at reducing reoffending both within custody and the community. You will also be responsible for overseeing the key operational areas of offender programs, Extended Throughcare and the Transitional Release Program. In addition, you will contribute to the development and delivery of both the Alexander Maconochie Centre (AMC) and the Community Corrections medium to long term strategic and operational plan, with overall responsibility for implementation of tasked items related to the reducing reoffending function. Further to this, you will be required to develop and implement strategies to enhance opportunities for detainee employment upon release and establish strong external partnerships to encourage and attract service providers to support ACTCS reintegrative work. To be successful you will possess

exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities.

Eligibility/Other Requirements: Undergraduate qualifications in psychology, social work or a related discipline would be highly desirable, but not essential. The successful candidate may be required to undergo a criminal record check. 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. Current driver's licence.

How to Apply: To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Ashan Ponniah (02) 6205 2969 ashan.ponniah@act.gov.au

Emergency Services Agency

ACT Rural Fire Service

Manager Operations

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41600)

Gazetted: 18 October 2018

Closing Date: 5 November 2018

Details: Applications are being sought from suitably experienced and qualified people who are interested in working in a key leadership role in the ACT Rural Fire Service (ACTRFS). This key role is responsible for the day to day leadership and management of the team that delivers the operational functions for the ACTRFS staff and volunteers. A capacity to oversee the management of programs, policies and administrative systems to deliver operational and administrative activities is key for success in this role. The position provides strategic advice to the Chief Officer of ACTRFS on operational matters. This includes the management of human, financial and capital resources; service delivery; engagement with other ACT Government Directorates and emergency management agencies from other jurisdictions and the management and support of an extensive volunteer workforce. Under the broad direction of the Chief Officer of the ACTRFS, the successful candidate will undertake the following roles and responsibilities: Lead and manage the ACTRFS operational functions; manage projects related to improving the capability of the ACTRFS; contribute to the delivery of the Strategic Bushfire Management Plan; develop and implement programs, policies, and administrative systems to enable ACT RFS operational and administrative activities; develop and contribute to organisational change management programs; prepare complex correspondence, reports and briefing material; represent the ACTRFS and the Emergency Services Agency on local and national level forums, committees and working groups. The successful officer will work at the Emergency Services Agency (ESA) Headquarters located at Fairbairn and will be entitled to the conditions within the *ACT Public Sector ACT Administrative and Related Classifications Enterprise Agreement 2013-2017*.

Eligibility/Other Requirements: This position requires the successful officer to undertake duties outside of normal business hours and on weekends. Mandatory: 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 Desirable: Relevant tertiary qualifications and competencies in Emergency Management; a sound knowledge and experience of bushfire behaviour, incident management/control, bushfire prevention and mitigation strategies; a current C class driver's licence.

How to Apply: Applications should be sent to the ACT Shared Services and include: (1) Curriculum Vitae that provides a summary of work history and qualifications (no longer than two pages). (2) A three page statement of achievement outlining your capability to fulfil the six Selection Criteria listed in the Position Description for Manager Operations for the ACT Rural Fire Service.

Contact Officer: Joe Murphy (02) 6205 1316 joe.murphy@act.gov.au

Emergency Services Agency

ACT Rural Fire Service

Manager Membership

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 07995)

Gazetted: 23 October 2018

Closing Date: 15 November 2018

Details: Applications are being sought from suitably experienced and qualified people who are interested in working in a key leadership role in the ACT Rural Fire Service (ACTRFS). This key role is responsible for the day to day leadership and management of the team that provides enabling functions that deliver training and volunteer support for the ACTRFS staff and volunteers. The position provides strategic advice to the Chief Officer of ACTRFS on training development and volunteer management. A capacity to oversee the management of training programs, volunteer management and recruitment will be key for success in this role. You will have a deft hand at interpreting policy and have a creative flair for developing new ways of attracting and retaining volunteers. Under the broad direction of the Chief Officer of the ACTRFS, the successful candidate will undertake the following roles and responsibilities: Lead and manage the Learning and Development Coordinator; lead and manage the Membership Support Officer; manage membership related activities; contribute to the delivery of the Strategic Bushfire Management Plan; monitor and report to the ACTRFS Chief Officer on the achievement of ACTRFS learning and development; manage all information systems that relate to ACTRFS learning and development; manage all information systems that relate to ACTRFS member welfare; provide advice to stakeholders and volunteer members on further education, career development and study assistance options; provide reports and make recommendations to address stakeholder concerns and to continuously improve ACTRFS learning and development. The successful officer will work at the Emergency Services Agency (ESA) Headquarters located at Fairbairn and will be entitled to the conditions within the ACT Public Sector ACT Administrative and Related Classifications Enterprise Agreement 2013-2017.

Eligibility/Other Requirements: This position requires the successful officer to undertake duties outside of normal business hours and on weekends. Mandatory: 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. Desirable: Relevant qualifications and competencies in Training and Education; well-developed knowledge and experience to support a volunteer workforce; a current C class driver's licence.

How to Apply: Applications should be sent to the ACT Shared Services and include: (1) Curriculum Vitae that provides a summary of work history and qualifications (no longer than two pages). (2) A three page statement of achievement outlining your capability to fulfil the six Selection Criteria listed in the Position Description for Manager Membership for the ACT Rural Fire Service.

Contact Officer: Joe Murphy (02) 6205 1316 katherine.mackenzie@act.gov.au

Office of the Legislative Assembly

Business Support

Information and Digital Services

Archival Officer

Administrative Services Officer Class 3/4 (\$60,039 - \$72,175), Canberra (PN: 355)

Gazetted: 22 October 2018

Closing Date: 5 November 2018

Details: The Office of the Legislative Assembly is undertaking an archive preservation project and requires the services of an individual with excellent attention to detail, to assist with project activities. Duties will include assessing the Assembly's archived collection, removing contaminants from these records, repackaging records and digitising any records that require it.

Note: It is anticipated the term of employment will be approximately 12 months on a part-time basis, with the hours to be negotiated with the selected candidate. This position will be filled at either the Administrative services Officer Level 3 or Administrative Services Officer Level 4, dependant on the skills and experience of the successful applicant.

Contact Officer: Michele Walters (02) 6205 2088 michele.walters@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra

Director Infrastructure Delivery

Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E840)

Gazetted: 23 October 2018

Closing Date: 13 November 2018

Details: This Director position is responsible for leading a large and diverse workforce responsible for the strategic planning, design and management of programs to deliver infrastructure and open spaces across Canberra in-line with government policies and initiatives. To succeed in this challenging and rewarding role, you will need exceptional leadership, executive management and negotiation skills across a range of portfolio areas including capital works, civil infrastructure and public parks, policy, financial management, human resources, and interaction with the wider community and business.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

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 long-term engagements are tabled in the ACT Legislative Assembly.

To Apply: Interested applicants should submit an application addressing their suitability and availability for the role and a current curriculum vitae including the contact details of two referees to jobs@act.gov.au.

Contact Officer: Damon Hall (02) 6207 0058 damon.hall@act.gov.au

City Services

Business Development Unit

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 23944)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex challenges and co-designing innovative solutions then a role in the Business Development Unit (BDU) of City Services could be for you. As a Project Officer in the Business Development Unit you will be highly motivated and goal orientated with a proven ability to be across multiple projects and deadlines, undertake research and assist with project-based work, including writing policy documents and briefs. In addition to organising and coordinating engagement and consultation activities, and managing the BDU's work program, this role will be required to actively participate in delivering these activities. We need someone who is a team player and who is enthusiastic about learning new skills and delivering better services for the community. This is a varied role that will include administrative and secretariat roles, as well as policy and brief writing and participating in research and problem solving. The successful candidate will be an active member of a positive and high-performing team, and will be able to contribute to generating ideas and thinking innovatively about solving complex problems.

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

Contact Officer: Kirra Cox (02) 6205 3407 kirra.cox@act.gov.au

City Services

ACT NoWaste

Industry and Community Engagement, Education

Communications Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38655)

Gazetted: 19 October 2018

Closing Date: 5 November 2018

Details: Transport Canberra and City Services (TCCS) delivers a range of services that Canberrans rely on every day. These include collecting recycling, rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs around 2000 staff. ACT NoWaste has an ambitious goal of achieving full resource recovery by 2025. ACT was the first government in the world to set such a target. To help meet this goal, we undertake a comprehensive program of education, community outreach and behaviour change activities to inform ACT residents of correct recycling practices and promote reuse opportunities. A few examples of the practical activities we engage in include: Managing tours at the Recycling Discovery Hub for school and community groups; participating in the National Garage Sale Trail, National Recycling Week and other community events, including the Multicultural Festival; undertaking campaigns to encourage waste avoidance, including reducing food waste; manage communication to support new services, such as the introduction of the Container Deposit Scheme, and the green waste bin service. In addition, ACT NoWaste manages contracts and service agreements for a range of waste and recycling services, with a strong focus on maximising resource recovery. The Communication Officer is an exciting position. We are looking for someone who wants to contribute to our efforts to help the Canberra community avoid waste and recycle well. It is also an opportunity to develop your experience in education and behaviour change programs. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply. Primary Duties and Responsibilities: The primary responsibilities for this position include: Develop marketing and communication plans to promote better waste management and recycling practices; develop a range of communication material including signage, brochures and information products; co-ordinate ACT NoWaste participation in a range of events, including the National Garage Sale Trail and National Recycling Week; co-ordinate ACT NoWaste's website content; co-ordinate participation in public events and community engagement activities, and evaluation; co-ordinate responses to media enquiries, and prepare proactive media approaches; assist develop and implement campaigns and behaviour change programs on waste avoidance; support the broader ACT NoWaste team to improve our approach to positive behavioural change. We are looking for someone who has a passion for thinking outside the box and is looking for an opportunity to further develop their career in communication or public affairs. The successful person will be able to work on multiple projects simultaneously, have excellent writing skills, and familiarity with media and social media engagement. Eligibility/Other Requirements: Experience using design software is desirable, but not essential. Essential: A qualification in a relevant field and/or relevant work experience in Communication, Public Affairs, Sustainability or Environment Sector; minimum two years' experience in a similar role. Desirable but not essential: Government campaign experience; ability to undertake occasional weekend and evening work to attend events, although this is minimal: a current driver's licence.

Note: This is a temporary position available from 9 November 2018 until 21 January 2022.

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: Cathie Kennedy (02) 6205 8755 cathie.kennedy@act.gov.au

City Services

ACT NoWaste

Waste Regulation

Compliance Monitoring and Reporting Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39235)

Gazetted: 18 October 2018

Closing Date: 28 October 2018

Details: Do you want to work in a new team, dealing with new legislation, and playing a key role in delivering a program overseeing all aspects of waste activities in the ACT? If you answered yes, the Waste Regulation Team would like to hear from you. We regulate all waste activities in the ACT; including waste facilities, transportation of waste, the Container Deposit Scheme, and how the community and commercial sector manage waste materials (green/red/yellow bins). We aim to reduce waste generation, increase recycling and reuse, and to encourage investment, innovation and best practice in the waste sector. Integral to our role as the Territory's waste regulator is to fully understand how the waste sector operates and performs against targets outlined in the ACT Waste

Management Strategy 2011-2025. We will do this through a comprehensive reporting framework of all waste activities conducted in the ACT. We are looking for a Compliance Monitoring and Reporting Officer, who will support the collection and analysis of reported waste activity data, and to drive regulatory processes in response to non-compliance. Please call the Contact Officer for more information.

Eligibility/Other Requirements: As a Regulatory Officer, the successful applicant must meet minimum standards for qualifications, experience and personal character.

Note: This position is based in Dickson. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Alex Taylor 0435969792 alex.taylor@act.gov.au

City Services

Libraries ACT

Home Library Service Coordinator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 34404)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

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 nine sites, online and through a range of programs. The Home Library Service Coordinator is a position in the Libraries ACT Operations team. The position reports to the Belconnen Branch Coordinator, Libraries ACT. This role works to develop and deliver an excellent Home Library Service and coordinate the ongoing development of the program that is responsive to the changing needs of the community. The successful applicant will need to coordinate the decentralised selection process across all branches. Deliver training in Home Library Service functions to branch staff and promote Home Library and Outreach Services to the community as required. Participate as a team member in branch procedural, operational, information services and collection management matters.

Eligibility/Other Requirements: This role requires a full drivers licence; this position works on a fortnightly roster, a weekend shift is included in this positions working hours and is performed in branch as Officer in Charge; fortnightly roster; 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

Contact Officer: Penny Davies (02) 6207 5721 penny.davies@act.gov.au

City Services

Libraries ACT

Family Literacy Coordinator

Professional Officer Class 1 \$56,359 - \$78,145, Canberra (PN: 36206)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: Applications are sought for an experienced, highly motivated and well organised permanent Professional Officer 1 Family Literacy Coordinator position within the Lifelong Learning Team at Libraries ACT. 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 nine sites, online and through a range of programs. The applicant will possess proven experience and skills in community development and engagement. The position requires the ability to work collaboratively with library staff and key stakeholders to develop and implement enriching literacy and learning programs which meet the needs of the community, and in particular, families.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Speech Pathology, Early Education or similar are essential. Libraries ACT provides a service seven days a week and requires staff to provide quality library services based on this principle. This includes the ability and willingness to work weekday and weekend shifts, and ability to meet physical requirements of the job. 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

This position works to an attendance rosters and works a weekend day on a fortnightly basis.

Contact Officer: Karen York 62075156 karen.york@act.gov.au

City Operations

Roads and Infrastructure

Traffic Management and Safety

Manager, Traffic Investigation and Programmes

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 46701)

Gazetted: 23 October 2018

Closing Date: 22 November 2018

Details: The Traffic Management and Safety (TMS) unit is seeking a motivated and experienced traffic engineering manager to lead the Traffic Investigations team and to develop and expand the Territory's traffic management capabilities. To succeed in this role you will need to be a skilled organiser, a practised communicator with excellent customer management skills and have a broad knowledge and experience in traffic engineering. The successful candidate will lead a dynamic team of engineering staff who provide a range of traffic engineering services and advice to internal and external clients. The successful candidate may also be invited to represent the Territory on Austroads and Standards Australia working groups and committees. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Contact Officer: Benjamin Hubbard (02) 6207 6616 benjamin.hubbard@act.gov.au

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

City Services

ACT NOWaste

Strategic Coordination and Planning

Waste Infrastructure Officer

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 41430)

Gazetted: 24 October 2018

Closing Date: 7 November 2018

Details: The Strategic Coordination and Planning team (SCP) is an integral component of ACT NoWaste's commitment to driving innovation and performance in the management of waste and recycling services, as the Territory strives towards a sustainable Canberra. The SCP team is responsible for the management of Territory assets at ACT NoWaste sites, and consistently evaluates waste processes to provide an effective waste management solution for the Territory's customers. The Waste Infrastructure Officer will report to, and support the Senior Manager of the SCP in the planning and implementation of waste and recycling initiatives. The role provides high level advice, draws on procurement, quality assurance, contract management and strategic planning experience and demonstrates rigour and expertise in the management of contracts, service quality and contributes to the development and implementation of best practice in the field. The role undertakes general and complex procurement activities, works across both blue and white collar environments and manages a number of projects and systems at any one time. The role requires attention to detail and excellent communication and organisational skills (oral, written, interpersonal and negotiation) and the ability to problem solve complex issues within the delivery of waste management services and civil works. As well as technical skills in contract management and engineering, the role requires a person who has a strong customer service focus, exceptional communication skills and the ability to think and work strategically.

Note: This is a temporary position available from 5 November 2018 until 3 November 2023.

Contact Officer: Anthony Haraldson (02) 6207 5345 anthony.haraldson@act.gov.au

Transport Canberra

Commercial

Manager, Commercial

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39448)

Gazetted: 22 October 2018

Closing Date: 30 October 2018

Details: Transport Canberra Commercial division plays a significant role in ensuring the ACT Government meets its objectives for public transportation in Canberra. Those objectives are to be met in a manner which provides modern, reliable public transportation choices to the ACT community in a financially sustainable manner. The Manager – Commercial will work under the broad direction of the Deputy Director – Commercial, Transport Canberra Commercial providing support for the planning, co-ordination and delivery of sensitive projects that impact on and align with strategic or operational outcomes for Transport Canberra. The primary responsibility for this position is to provide analytical advice and expertise and support the Deputy Director - Commercial in conducting divisional business and policy activities.

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

How to Apply: Please address the Selection Criteria with no more than 300 words per criteria.

Contact Officer: Vanessa Barnett (02) 6207 0166 vanessa.barnett@act.gov.au

Chief Operating Officer Group

Innovation and Customer Experience

Systems and Information Management Team

Digital Service Delivery Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11885)

Gazetted: 24 October 2018

Closing Date: 14 November 2018

Details: Are you able to manage a multi-disciplinary team of system and data professionals in order to achieve digital outcomes that achieve business objectives? Can you manage multiple business as usual activities, ongoing programs as well as standalone projects to get it all done without breaking a sweat? The Systems and Information Management Team are responsible for numerous core business systems that facilitate information dissemination to support those who make the city run. A high performing team with a dedicated work program, stimulating project work and a core business as usual component is what you will be responsible for with a high level of autonomy in order to keep everything ticking along. Ideally you will have a strong background in Project Management with numerous methodologies in your arsenal in order to cater for the varying components in the overall work program. Knowledge in regard to Information Technology business applications, spatial systems, and overall data management will be highly regarded and provide a solid foundation in order to provide exceptional customer outcomes for our internal stakeholders. Business analysis, business process mapping, system integration, business intelligence, system administration, locational intelligence are all buzzwords that should also be in your vocabulary and your skillset in order to be able to speak our language. If you are considering a yes to most or all of this then we would like to hear from you! If you would like to know more then please get in touch with the Contact Officer.

Contact Officer: James Downing (02) 6205 2106 james.downing@act.gov.au

Canberra Cemeteries

Deputy Chief Executive Officer, (Project Manager)

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 31382)

Gazetted: 23 October 2018

Closing Date: 17 November 2018

Details: The ACT Public Cemeteries Authority (the Authority) is an independent statutory authority established, under the *Cemeteries and Crematoria Act 2003*, to effectively and efficiently manage public cemeteries and crematoria. An exciting opportunity for an experienced Project Manager and leader to join the Authority awaits the right candidate. This is a busy and friendly environment that will suit an organised person with a great eye for detail and plenty of team spirit with an emphasis on your ability to undertake and meet the duties of the position. Reporting to and when required, deputising for the Chief Executive Officer you will also at times be presenting directly to the Authority Board and committees and be adept at managing and overseeing multiple projects. You will have extensive experience in Project Management methodologies and technologies, and project lifecycle reporting. The Project Manager will help to minimise cost and implementation risks, and provide the required liaison, documentation and everyday management of projects and procurement, while ensuring that all projects, products and services are risk managed, budgeted effectively and delivered in a timely manner. In the absence of the Chief Executive Officer (CEO) the successful applicant will be required to stand-in for the CEO at Board

meetings and represent the organisation at public and Act Government events. It is expected that the position will have a high-level understanding of the operations of the Authority. Your responsibilities will include a strong emphasis on: Planning, executing, monitoring and closing projects; performing quality assurance and risk management; managing project team members; project budget and scheduling estimation and management; engaging with stakeholders and managing internal, external and third party relationships; conducting status review meetings with team members and clients ; providing reports and documentation on project stage and progress; managing the Authorities relationship with customers, contractors and other parties, by acting as the central point of contact.

Eligibility/Other Requirements: You will need: Leadership skills; at least three years' experience in a Project Management role in either the public or private sector; Project Management qualification or recognition of a professional body; experience in vendor sourcing and management; high level of competence in using the Microsoft Suite of products; solid stakeholder management skills with a consultative approach to engaging with clients; ability to manage projects of up to 24 months duration, and with multiple suppliers.

Note: Please refer to Position Description for full details.

Contact Officer: Shane Kelly (02) 6204 0207 shane.kelly@act.gov.au

City Renewal Authority

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

Business Operations

Board support Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35190)

Gazetted: 23 October 2018

Closing Date: 8 November 2018

Details: Do you know the difference between governance and administration? Do you enjoy the challenge of recording the outcomes and 'flavour' of a long board or committee meeting? Do you want to design and implement good practice governance as the core of an organisation's operations? If you (really, truly) answered 'yes', then have we got the job for you. The City Renewal Authority is only 15 months old. Our governance systems are still developing, and our support to the Board is constantly being refined. So, we need someone to prepare our Board and committee meetings, attend the meetings and prepare the minutes, and support our Board members. Between meetings, the same person will ensure that we meet our legislated reporting requirements, and provide the information requested from us by the Government and the Legislative Assembly. It will be a busy job, sometimes with competing demands and multiple high priority tasks. If you love this kind of work, it will be very rewarding. But, if that wasn't enough, the 'icing on the cake' will be you helping the Authority to achieve its vision to make central Canberra the vital heart of a dynamic and internationally competitive city, cherished by its people.

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

Contact Officer: Kaylene Schroeder (02) 6207 6663 kaylene.schroeder@act.gov.au

Canberra Health Services

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

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

Canberra Hospital and Health Services

University of Canberra Hospital

Centre for Rehabilitation

Physiotherapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 40175)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery, and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra, and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration, and integrity. Overview of the work area and position: The RACC Physiotherapy service is a dynamic team of physiotherapists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage clients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries and the elderly. There are a wide variety of working environments across this service including the hospital setting, community health centres, and transitional therapy and rehabilitation units. Initially this position will be working within the Brindabella Day and Ambulatory Services at the University of Canberra Hospital, but successful applicants will be required to work across CHHS locations as part of the rotation program.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Physiotherapy; registered (or eligible for registration) with the Physiotherapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA); current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This position may be required to participate in overtime, on call, and/or rotation roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Tegan Reid (02) 5124 0079 tegan.reid@act.gov.au

Canberra Health Services

Surgery and Oral Health

Medical Staff

Orthopaedics

Career Medical Officer 1/2 \$122,913 - \$183,145 (\$122,913 - \$148,507 CMO1, \$154,221 - \$183,145 CMO2),

Canberra (PN: 41638)

Gazetted: 25 October 2018

Closing Date:

Overview of the work area and position: Currently the Orthopaedic service at Canberra Hospital is provided by 10 on-call VMO's who supervise a team of 6 accredited and 6 unaccredited registrars. Orthopaedic trauma is a large part of the trauma load and accounts for over 10 hours of non-elective operating time each day. The primary roles of this appointment are to support: Provision of adult and paediatric Orthopaedic Fracture Clinic services at the Canberra Hospital using patient centred and standardised methods to manage acute fractures and soft tissue injuries. Participate in the unaccredited registrar roster when required. Assist in orthopaedic trauma surgeries when required. Clinical Responsibilities. The CMO will primarily work in the adult and paediatric Fracture Clinics through the Orthopaedic Surgery Unit at the Canberra Hospital. Currently there is no formal surgical component to this role but the CMO may be required to assist in orthopaedic surgeries if needed. Participation in the unaccredited orthopaedic registrar roster may also be required. Academic Responsibilities. The CMO will be expected to contribute to the teaching of Australian National University medical students, and to assist in

Postgraduate training of interns and JMOs. The successful applicant will be expected to both attend and participate in the Department's regular audits, and unit meetings.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Currency in an Advanced Life Support Course to be attained within three months of commencement with annual refreshers. Desirable: Post graduate experience as an Orthopaedic Registrar for at least 5 years. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate form OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Contact Officer: Melanie Applebee (02) 6244 3207 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Deputy Director General
Cancer, Ambulatory and Community Health Support
Cancer Nursing
Nurse Practitioner (Rapid Assessment Unit)
Registered Nurse Level 4.2 \$122,486, Canberra (PN: 41367)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. The Cancer Rapid Assessment Unit provides an alternative to presentation at the emergency department (ED) for eligible patients seeking urgent attention for cancer or cancer treatment related symptoms.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Melissa O'Brien (02) 6174 8557 melissa.o'brien@act.gov.au

Deputy Director General
Medical
Medicine
Acute Stroke Nurse
Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 38239, several)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Acute Stroke Team aims to provide a multidisciplinary service to acute stroke patients presenting to the Emergency Department or in inpatient areas through Canberra Hospital. The team also facilitates the co-ordination of hyperacute therapies for patients referred from peripheral hospitals. The team works closely with the emergency department and medical imaging to ensure patients receive the most appropriate treatment in a safe and efficient way. The Acute Stroke Nurse (ASN) will support the medical staff in providing such care. This will involve working alongside the stroke fellow and neurology consultants in the Emergency Department (ED) or inpatient areas of Canberra Hospital, taking responsibility for organising the safe and efficient flow of patients to medical imaging for investigations and intervention and into the stroke unit. Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Post graduate studies relevant to the speciality field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Brett Jones (02) 6244 2535 brett.jones@act.gov.au

Deputy Director General

Medicine

Acute Support Services Physiotherapy

Physiotherapist (Neurosciences)

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25526)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The Canberra Hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. The Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital and Centenary Hospital for Women and Children. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: At least three years' work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of eight months until 30 June 2019. The successful applicant will be required to participate in an overtime roster. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Kerry Boyd (02) 6244 2670 kerry.boyd@act.gov.au

Deputy Director General

Medicine

Acute Support Services Physiotherapy

Physiotherapist (Paediatrics)

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17272)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital and Centenary Hospital for Women and Children. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Desirable: At least three years' work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a part-time permanent position available at 25.72 hours per week and the full-time salary noted above will be paid pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months. The successful applicant will be required to participate in an overtime and/or restricted on-call roster.

Contact Officer: Kathy Terrell (02) 6244 2154 kathy.terrell@act.gov.au

Deputy Director General

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health

Senior Social Worker

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 22974)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers 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 outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: Mandatory: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); minimum of three years (ideal five years) post qualification. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the Working with Vulnerable People (Background Checking) Act 2011; comply with ACT Health credentialing requirements for allied health professionals; comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Deputy Director General

Pathology

Pathology Admin

Safety Officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 35188)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner

in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: The Executive Administration of ACT Pathology is responsible for the strategic and operational management of the Pathology branch of Canberra Hospital and Health Services, ensuring the effective and efficient operation of ACT Pathology. Under direction you will be required to work in consultation with ACT Pathology management, Chief Scientists and staff to assist with the development and coordinate implementation of a consistent ACT Pathology approach to Work, Health and Safety, fire safety, hazard identification and safety risk management to ensure compliance with the requirements of National and ACT legislation and provide a safe work environment.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in science and a current driver's licence. Desirable: A certificate IV or higher in Work Health and Safety. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Tracey Farrar (02) 6244 2893 tracey.farrar@act.gov.au

Deputy Director General

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health Services

Mental Health Social Worker

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26875)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support and harm minimisation. Individual and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Rehabilitation and Specialty Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services (AAMHS) provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their carer's and other key clinical and support services. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs. This is a part time position (0.8FTE) within Adult Acute Mental Health Services and the successful applicant will be required to work across both the emergency department and the general hospital wards, with the support of the multi-disciplinary team, to provide complex mental health assessments and provide high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The successful applicant is expected to provide high quality interventions and achieve sound outcomes for individuals under minimal supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team and support the team in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies. All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute

to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); minimum of three years (ideal five years) post qualification. Desirable: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 30:00 hours per week and the full-time salary noted above will be paid pro-rata. In negotiation with your manager the position will operate 09:00 to 15:30, 5 days per week (Mon-Fri) or 08:30 to 16:30, 4 days per week (Mon–Thurs

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

Deputy Director General

Mental Health, Justice Health and Alcohol and Drug Services

Opioid Treatment Service

Aboriginal and Torres Strait Islander Counsellor

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38438)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with The Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and collaboratively with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Person and carer participation is encouraged in all aspects of service planning and delivery. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings, including peoples home. These services include: Alcohol and Drug Services; Adult Acute Mental Health Services; Rehabilitation and Speciality Mental Health Services; Adult Community Mental Health Services; Child and Adolescent Mental Health Services; Justice Health Services and Dhulwa Mental Health Unit. Overview of the work area and position: The Alcohol and Drug Service is a multidisciplinary service within ACT Health providing a range of specialist services for people affected by alcohol and other drug use. The Police and Court Drug Diversion Service, is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation. This is a free outpatient government service that provides counselling and a range of psycho- educational and therapeutic groups to Aboriginal and Torres Strait Islander people seeking assistance with hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders. Clinicians work in a client centred and collaborative way with people that respects their experience, expertise, perceptions, goals and cultural background. Client centred care appreciates that people have the right to set their own goals, draw their own conclusions and make their own choices about treatment.

Eligibility/Other Requirements: Mandatory: For Social Work: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); be registered under the *Working for Vulnerable People Act 2011*; applicants must have a minimum of three years (ideal five years) post qualification experience. For Psychology; be registered or be eligible for general registration with Psychology Board of Australia; applicants must have a minimum of three years (ideal five years) post qualification experience. Desirable for Psychology: Approved or eligible for approval as a Psychology Board of Australia Supervisor. For Counselling: Eligible qualification pathways: Pathway 1: Minimum four-year full-time (or part-time equivalent) sequence of study made up of: a minimum three-year Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant) AND minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course OR three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. Pathway 2: Minimum three-year Bachelor of Counselling degree via a Psychotherapy and Counselling Federation of Australia (PACFA) or ACA accredited course. AND minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course. OR three-year part-time ANZAP training in the Conversational Model. For both pathways: Demonstrated evidence of eligibility for listing on Australian Register for Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3; minimum of 12 months paid professionally relevant workplace experience; experience and/or training in providing supervision. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of eight months until 30 June 2019 with the possibility of extension. This is a designated position and is only open to Aboriginal and/or Torres Strait Islander people, in accordance with s42, Discrimination Act 1991. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. This position may be required to participate in an overtime, on call and/or rotation roster.

Contact Officer: Daniel Panozzo (02) 6174 8349 daniel.panozzo@act.gov.au

Deputy Director General

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health

Senior Psychologist (Forensic Mental Health Service)

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25987, several)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers 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 outreach and court settings. FMHS is one united service with five distinguishable yet integrated service components as follows: FMHS Community Outreach Service (FCOS); FMHS Court Assessment and Liaison (FCAL); FMHS at Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC); Fixed Threat Assessment Team (FTAT). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, with minimal supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations,

court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for general registration with Psychology Board of Australia. Minimum of three years (ideal five years) post qualification. Desirable: Current driver's licence; approved or eligible for approval as a Psychology Board of Australia Supervisor for 4+2 interns and/or Higher Degree Students. Please note 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 police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There are several positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Justice Health Services

Registered Nurse Level 1 (Justice Health Services, Primary Health)

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 17290)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Justice Health Primary Health Team is part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Justice Health Services Primary Health Team is part of Mental Health Justice Health and Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre and Bimberi Youth Justice Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as Registered Nurse with the Australian Health Practitioner Regulation Authority; current driver's licence; at least 12 months post registration experience as a Registered Nurse. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Rory Maguire (02) 6207 2841 rory.maguire@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Nursing Administration

Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 25585, several)

Gazetted: 25 October 2018

Closing Date:

About us: Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. We are seeking a range of highly trained Registered Midwives to fill positions within the Women's and Children's Hospital. Under broad direction, you will play an instrumental role in providing day to day quality patient care to the ACT and surrounding communities. The Canberra Hospital is seeking Registered Nurses with experience in the following areas: Medical, Surgical, Perioperative, Critical Care, Mental Health, Community, Paediatrics, Midwifery, Oncology and Aged Care and Rehabilitation. Canberra Hospital offers; A supportive orientation period of up to three months, ongoing training and education through Staff Development Unit (SDU), Clinical Development Nurse (CDN) Support and Rotating Rosters.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check and provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Note: These positions are temporary from three months to 12 months with the possibility of extension.

Contact Officer: Chris Mead (02) 6244 2915 chris.mead@act.gov.au

Deputy Director General

Pathology

Cytogenetics

Scientist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 28948)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Cytogenetics Department provides a diagnostic constitutional and oncology service to Canberra and the surrounding region. Our multi-disciplinary team is comprised of two Health Professionals Level 3 (HP3) and 4 Health Professionals Level 2 (HP2). Services provided include culturing and harvesting of a variety of tissue types including blood, bone marrow and solid tissues to perform conventional karyotyping and Fluorescence in Situ Hybridisation (FISH). Instrumentation includes the MetaSystem Metafer and MetaCyte slide scanning platforms. This position offers an opportunity under the direction of the Chief Scientist of Cytogenetics and supervising scientists to be part of a dynamic team that provides a comprehensive Cytogenetic service.

Eligibility/Other Requirements: Mandatory: A degree in medical laboratory science or equivalent relevant qualifications and a minimum 12 months relevant medical laboratory experience. Desirable: Previous cytogenetic experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: The laboratory operates Monday to Friday, 8:30 - 17:30. On-call and weekend rostered duty is required

Contact Officer: Fiona Webb (02) 6244 3449 fiona.webb@act.gov.au

Deputy Director General

Cancer, Ambulatory and Community Health Support

Cancer Stream Administration

Social Worker

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 32058)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Cancer, Ambulatory and Community Health Division is responsible for the care and support of patients who have cancer. Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 4A and Ward 14B at the Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre. Patient-centred care is provided by teams working in an integrative and collaborative manner across services to support patients, carers and families with safe and high quality services. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). Working closely with other disciplines, the service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services. Under the direction of the Manager, Cancer Psychosocial Service, the Social Worker is responsible for promoting positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team. The Social Worker is required to have an understanding of issues relating to oncology and the impact of cancer on a person and their family/carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling and will demonstrate a commitment to working within an Interprofessional environment.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work; be registered (or be eligible for registration) with the Australian Association of Social Workers (AASW); minimum one year post graduate experience post degree qualification in Social Work. Desirable: Previous experience in an Oncology and/or Hospital based social work practice. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases and comply with ACT Health credentialing and scope of clinical practice requirements for allied health.

Note: This is a temporary position available for a period of 11 months until 17 September 2019. This is a part-time position available at 29.24 hours per week and the full-time salary noted above will be paid pro-rata. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Brian Lawless (02) 6174 8540 brian.lawless@act.gov.au

Deputy Director General

Mental Health Justice Health Alcohol Drug Services

Adult and Community Mental Health Services

Office Manager

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 19405)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department (ED) and The Canberra Hospital (TCH). MHSSU is a six bed inpatient unit for people experiencing moderate to severe mental illness. MHSSU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a six bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. The Office Manager reports to the Assistant Director of Nursing (ADON), and provides administrative assistance to the Mental Health Short Stay Unit. This position includes the provision of high quality customer service to the people who access or engage with the team. Eligibility/Other Requirements: Mandatory: Knowledge and experience in the use of relevant medical terminology; understanding in dealing with persons affected with a Mental Illness. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Note: Selection may be based on written application and referee reports only. Contact Officer: Tessa Sealey (02) 6174 5404 tessa.sealey@act.gov.au

**University of Canberra Hospital
Centre for Rehabilitation
Speech Pathology**

Speech Pathologist (New Graduate)

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 29616, several)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for CHHS is to ensure the delivery of ACT Health's Territory Wides Services Framework, the ACT Health Quality Strategy and government priorities. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. ACT Health Speech Pathology provides a range of services to individuals with swallowing and communication disorders. This includes acute and rehabilitation services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students. Overview of the work area and position: Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient swallowing and communication services to rehabilitation, aged care, medical, surgical and neonatal/paediatric areas of the Canberra Hospital, the University of Canberra Hospital and the surrounding

region. The new graduate Speech Pathology positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Mandatory: A Degree in Speech Pathology from a recognised tertiary institution; eligibility for practicing membership of Speech Pathology Australia and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are two temporary positions available for a period of 12 months. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Rachel Heatley (02) 5124 0068 rachel.heatley@act.gov.au

Deputy Director General

Logistic Support Services

Sterilising Services

Lazer Marking Technician

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 29386)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Services; Medical Physics and Radiation Engineering. Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks; e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services): Pharmacy; Food Services; Domestic and Environmental Services; Sterilising Services; Supply. Overview of the work area and position: ACT Health Sterilising Services provides sterilising services to Canberra and Calvary Hospitals and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of reusable medical devices. Sterilising Services provides reprocessing of reusable medical devices, purchasing, instrument repairs, individual instrument laser marking and maintenance. Sterilising Services is organised into the following functional areas: Mitchell Sterilising Services, including management and administration; Pre-Rinse Sterilising Unit (PRSU) at Canberra Hospital; Pre-Rinse Sterilising Unit (PRSU) at Calvary Public Hospital Bruce; Central Reprocessing Unit at the Gastroenterology and Hepatology unit at the Canberra Hospital. Under the direction of the Sterilising Services Business/ Quality Manager, the Technical Officer will be responsible for the laser marking equipment to laser mark a variety of Reusable Medical Devices (RMDs) in accordance with operational requirements in addition to AS/NZS 4187:2014, Infection Control guidelines, the Quality Management System, Workplace Safety (WPS) and ACT Health policy and procedures.

Eligibility/Other Requirements: Desirable: Previous experience working in a sterilising services department. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Kavitha Kugathas (02) 6213 3299 kavitha.kugathas@act.gov.au

Deputy Director General

Mental Health, Justice Health and Alcohol and Drug Services

Withdrawal Services

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 16030)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Alcohol and Drug Services (ADS) incorporates six areas including the Opioid Treatment Service, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); three years recent nursing experience in an Alcohol and Drug facility, and Sound understanding of Alcohol and Other Drugs. Desirable: Approved tertiary qualifications or equivalent in Nursing; Post Graduate Qualification in Alcohol and Other Drug (AOD) Nursing or working towards such; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Sally Billington (02) 6174 7966 sally.billington@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>

Population Health

Health Protection Service

Immunisation Unit

Vaccine Management Unit Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41507)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Overview of the work area and position: Applications are sought from suitably qualified and experienced candidates to fill an Administrative Services Officer Class 6 position within the Communicable Disease Control Section of Health Protection Service. The position is responsible for the administration of the Vaccine Management Inventory System (VIMS). The position is also responsible for duties related to a range of financial monitoring and reporting functions related to vaccines and the Immunisation Unit, vaccine store management and vaccine ordering. This position is a crucial position in the effective and efficient management of the ACT Vaccine Management Unit which is responsible for the management, ordering, storing and delivery of government funded vaccines in the ACT. The successful applicant must possess highly developed communication skills, both written and verbal, have strong liaison skills and demonstrate a proven ability to establish priorities to effectively achieve outcomes.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Experience in managing databases; demonstrated experience in Microsoft Excel and other Microsoft Office applications; experience in public sector procurement and finance processes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available until 30 November 2018 with a possibility of extension and/or permanency.

Contact Officer: Carolyn Banks (02) 6205 8702 carolyn.banks@act.gov.au

Population Health

Health Protection Services

Communicable Disease Control

Immunisation Program Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 34442)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Applications are sought from suitably qualified and experienced candidates to fill an Administrative Services Officer Class 6 position within the Communicable Disease Control Section of Health Protection Service. The role is responsible for a wide range of duties required to support the immunisation program, including working with unit staff and stakeholders on immunisation promotions and updating forms, website and other information, as well as provide high level administrative support to the Immunisation Project/Policy Coordinator and other members of the Immunisation Management Team. This is an important position for facilitating the quality and currency of immunisation information in the ACT. The successful applicant must possess highly developed communication skills, both written and verbal, have strong liaison skills and demonstrate a proven ability to establish priorities to effectively achieve outcomes.

Eligibility/Other Requirements: Desirable: Demonstrated experience in the production of high quality, accurate work within tight deadlines and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a full-time temporary position available until 30 November 2018 with a possibility of extension and/or permanency.

Contact Officer: Carolyn Banks (02) 6205 8702 carolyn.banks@act.gov.au

APPOINTMENTS

ACT Long Service Leave Authority

Administrative Services Officer Class 5 \$74,081 - \$78,415

Victoria Bull: 85860615, Section 68 (1), 25 October 2018

Canberra Institute of Technology

Teacher Level 2 \$100,508

Anna-Lys Ceraolo 821-01242, Section 68(1), 25 October 2018

This appointment is to a non-advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 14, Direct Appointment of Employee-General. An appointment under this section is not appellable.

Teacher Level 1 \$70,519 - \$94,094

Michelle McKell 858-58128, Section 68(1), 22 October 2018

Professional Officer Class 2 \$79,824 - \$91,356

Catherine Vaughan-Turnbull 836-16379, Section 68(1), 23 October 2018

Chief Minister, Treasury and Economic Development

Information Technology Officer Class 1 \$64,616 - \$73,554

Shafaqat Ahmed 858-56042, Section 68(1), 23 October 2018

Administration Service Officer Class 1 \$47,088 - \$51,800

Caitlin Soxsmith 858-59841, Section 68(1), 19 October 2018

Administration Service Officer Class 1 \$47,088 - \$51,800

Sujay Krishnamoorthi 858-59833, Section 68(1), 21 September 2018

Administration Service Officer Class 1 \$47,088 - \$51,800

Sam Djordjieski 858-59112, Section 68(1), 19 October 2018

Community Services

Administrative Services Officer Class 5 \$74,081 - \$78,415

Kelly McGrath 853-79098, Section 68(1), 25 October 2018

Senior Officer Grade A \$137,415

Steven James Portelli 853-81921, Section 68(1), 20 October 2018

Administrative Services Officer Class 4 \$66,656 - \$72,175

Kara Stapleton 858-60471, Section 68(1), 22 October 2018

Administration Service Officer Class 2 \$52,991 - \$58,513

Rebecca Fraser 858-59120, Section 68(1), 19 October 2018

Administration Service Officer Class 2 \$52,991 - \$58,513

Adrian Davidson 858-59868, Section 68(1), 19 October 2018

Education

Senior Officer Grade C \$100,462 - \$108,140

Ellen Mary Ingold 858-17908, Section 68(1), 19 October 2018

School Assistant 2 \$45,058 - \$49,757

Anthony Molyneux 843-51819, Section 68(1), 22 October 2018

School Assistant 3 \$51,053 - \$54,947

Veronica Richards 827-30364, Section 68(1), 18 October 2018

Justice and Community Safety

Graduate Paramedic Intern \$67,706 plus penalties

Sally Anstess 858-58785, Section 68(1), 29 January 2019

Graduate Paramedic Intern \$67,706 plus penalties

Lauren Cuthbert 858-58881, Section 68(1), 12 March 2019

Graduate Paramedic Intern \$67,706 plus penalties

Alexander Dudley 858-58830, Section 68(1), 12 March 2019

Graduate Paramedic Intern \$67,706 plus penalties

Lucy Goldsmith 858-58806, Section 68(1), 29 January 2019

Graduate Paramedic Intern \$67,706 plus penalties

Richard Heyward 858-58865, Section 68(1), 12 March 2019

Graduate Paramedic Intern \$67,706 plus penalties

Murray MacCormack 858-58822, Section 68(1), 29 January 2019

Graduate Paramedic Intern \$67,706 plus penalties

Anna Rutherford 857-43654, Section 68(1), 12 March 2019

Graduate Paramedic Intern \$67,706 plus penalties

Luke Simms 858-58814, Section 68(1), 29 January 2019

Graduate Paramedic Intern \$67,706 plus penalties

Liam Tidd 858-58793, Section 68(1), 29 January 2019

Graduate Paramedic Intern \$67,706 plus penalties

Justin Whalley 858-58857, Section 68(1), 12 March 2019

Administration Service Officer Class 2 \$52,991 - \$58,513

Grace Bailey 858-59091, Section 68(1), 18 October 2018

Transport Canberra and City Services

Administration Service Officer Class 1 \$47,088 - \$51,800

Matthew Quinlan 858-59147, Section 68(1), 19 October 2018

Bus Operator - Training \$66,212

Brendon D'Aquino 858-58734, Section 68(1), 19 October 2018

Bus Operator - Training \$66,212

Belal Deeb 858-58427, Section 68(1), 19 October 2018

Bus Operator - Training \$66,212

Paul Grech 858-58435, Section 68(1), 19 October 2018

Bus Operator - Training \$66,212

Jason Honchera 858-58478, Section 68(1), 19 October 2018

Administrative Services Officer Class 6 \$79,824 - \$91,356

Sarah Little 848-83161, Section 68(1), 4 March 2019

Bus Operator - Training \$66,212

Frank Maiuto 858-58486, Section 68(1), 19 October 2018

Bus Operator - Training \$66,212

Edmund Vandermee 858-58507, Section 68(1), 19 October 2018

Bus Operator - Training \$66,212

Glen Yaldren 858-58451, Section 68(1), 19 October 2018

Canberra Health Services

Registered Nurse Level 1 \$63,548 - \$84,888

Danielle Duong 859-52106, Section 68(1), 22 October 2018

Allied Health Assistant 2 \$50,040 - \$57,369

Bettina Griffiths 858-59411, Section 68(1), 24 October 2018

Registered Nurse Level 1 \$63,548 - \$84,888

Bindu Kavanal Paul 845-01522, Section 68(1), 1 November 2018

Registered Nurse Level 1 \$63,548 - \$84,888

Vanessa Long 857-93387, Section 68(1), 15 October 2018

Registered Nurse Level 1 \$63,548 - \$84,888

Ma Bianca Montiel 853-64259, Section 68(1), 17 October 2018

Radiation Therapist Grade 2 \$64,391 - \$88,998

Praneesha Ramritu 859-52827, Section 68(1), 19 October 2018

Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Ruth Roath 838-51694, Section 68(1), 15 October 2018

Administrative Services Officer Class 6 \$79,824 - \$91,356

Sheree Seibold 857-44585, Section 68(1), 15 October 2018

Senior Officer Grade B \$118,319 - \$133,197

Jutta Thwaites 858-59446, Section 68(1), 22 October 2018

Health Professional Level 2 \$61,784 - \$84,816

Emma Veldre 848-81131, Section 68(1), 29 October 2018

Senior Officer Grade C \$100,462 - \$108,140

Asif Zaidi 858-59390, Section 68(1), 22 October 2018

Administrative Services Officer Class 1 \$47,088 - \$51,800

Joshua Thomas 858-59083, Section 68(1), 18 October 2018

Administrative Services Officer Class 2 \$52,991 - \$58,513

Caroline Elliott 847-02324, Section 68(1), 27 October 2018

Health Professional Level 2 \$61,784 - \$84,816

Cliford Joel 858-58048, Section 68(1), 22 October 2018

Specialist Level 1- 5 \$164,470 - \$202,960

Jaclyn May Moss, 847 -11431, Section 68(1), 16 October 2018

TRANSFERS

Education

Kathleen Woods: 775-68737

From: \$150,276 - \$180,443

Education Directorate
To: School Leader A \$150,276 - \$180,443
Education, Canberra (PN. 40571) (Gazetted 5 June 2018)

Environment, Planning and Sustainable Development

Sharzreena Ali: 795-6517

From: Senior Officer Grade C \$100,462 - \$108,140
Environment, Planning and Sustainable Development
To: Senior Officer Grade C \$100,462 - \$108,140
Environment, Planning and Sustainable Development, Canberra (PN. 15486) (Gazetted 12 July 2018)

Lalanka Sameera Amarasiri Mestiyage Don: 836-04802

From: Senior Officer Grade C \$100,462 - \$108,140
Environment, Planning and Sustainable Development
To: Senior Officer Grade C \$100,462 - \$108,140
Environment, Planning and Sustainable Development, Canberra (PN. 03048) (Gazetted 12 July 2018)

Health

Leanne Williams: 260-97357

From: Enrolled Nurse Level 1 \$57,635 - \$61,578
Health
To: Enrolled Nurse Level 1 \$57,635 - \$61,578
Health, Canberra (PN. 04453) (Gazetted 24 July 2018)

Kristine Wright: 828-67168

From: Registered Nurse Level 2 \$88,249 - \$93,533
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 28376) (Gazetted 21 June 2018)

Canberra Health Services

Julie Allan: 813-00493

From: Registered Nurse Level 1 \$88,249 - \$93,533
Canberra Health Services
To: Registered Nurse Level 2 \$88,249 - \$93,533
Canberra Health Services, Canberra (PN. 12461) (Gazetted 19 September 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Access Canberra

Customer Coordination

Complaints Management Team

Liana Brozic: 848-77175

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development, Canberra (PN. 24826) (Gazetted 10 September 2018)

Access Canberra

Regulatory Solutions and Compliance

Business Engagement, Education and Compliance

Andrew Nicholas: 836-05717

From: Administrative Services Officer Class 3 \$60,039 - \$64,616

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development, Canberra (PN. 00398) (Gazetted 16 July 2018)

Shared Services

Finance and Payroll Services

Payroll Services

Nichole Skillen: 261-28897

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 41599) (Gazetted 14 August 2018)

Access Canberra

Customer Coordination

Complaints Management Team

Anna Smolicic: 848-75903

From: Administrative Services Officer Class 3 \$60,039 - \$64,616

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development, Canberra (PN. 42577) (Gazetted 10 September 2018)

Education

School Performance and Improvement

Business Services Unit

Deputy Director-General's Office

Kirsty Brown: 779-16455

From: School Assistant 2 \$45,058 - \$49,757

Education Directorate

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Education, Canberra (PN. 36287) (Gazetted 17 April 2018)

School Improvement and Performance

Student Engagement

Gillian Eshman: 820-8321

From: Senior Officer Grade C \$100,462 - \$108,140

Community Services

To: †Senior Officer Grade B \$118,319 - \$133,197

Education, Canberra (PN. 35252) (Gazetted 1 August 2018)

School Performance and Improvement

North/Gunghalin Network

Harrison School

Juliet Moody: 779-24682

From: \$64,411 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 25398) (Gazetted 15 June 2018)

Canberra Health Services

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community Mental Health Services**

Kristen Franks: 856-73561

From: Registered Nurse Level 1 \$63,548 - \$84,888

Canberra Health Services

To: Registered Nurse Level 2 \$88,249 - \$93,533

Canberra Health Services, Canberra (PN. 40848) (Gazetted 30 August 2018)

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Community Health Centres**

Geraldine Kelly: 817-47877

From: Administrative Services Officer Class 3 \$60,039 - \$64,616

Canberra Health Services

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Canberra Health Services, Canberra (PN. 24273) (Gazetted 30 August 2018)

**Canberra Hospital and Health Services
Clinical Support Services
Clinical Records**

Erin Smith: 816-86891

From: Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Canberra Health Services

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Canberra Health Services, Canberra (PN. 28570) (Gazetted 13 September 2018)

**Canberra Hospital and Health Services
Deputy Director General
Imaging**

Maree Wright: 835-63553

From: Health Professional Level 2 \$61,784 - \$84,816

Canberra Health Services

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 28505) (Gazetted 6 September 2018)

RETIREMENTS AND DISMISSALS

Education Directorate

Section 123 of the *Public Sector Management Act 1994*, Alison Maree Dumbleton – AGS 498-42023
10 September 2018

Section 123 of the *Public Sector Management Act 1994*, Josephine Dunbar – AGS 824-52288
10 September 2018