



ACT Government Gazette

Gazetted Notices for the week beginning 12 September 2019

VACANCIES

Calvary Health Care ACT (Public)

Medical

Obstetrics and Gynaecology

Senior Registrar

SNR REGISTRAR \$138,667, Canberra (PN: LP6710)

Gazetted: 18 September 2019

Closing Date: 29 September 2019

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

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

Reference Number: 10419

Contact Officer: Nicole McCosker 02 6201 6438 nicole.mccosker@calvary-act.com.au

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

Medical

SNAP

Health Professional

Health Professional 3.1 - 3.3 \$92,103 - \$97,049, Canberra (PN: LP6890)

Gazetted: 18 September 2019

Closing Date: 22 September 2019

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

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

Reference Number: 10574

Contact Officer: Toni Paterson 02 6201 6281 toni.paterson@calvary-act.com.au

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

Medical

Critical Care

ICU/CCU

Registered Nurse 2

RN 2.1-2.4 \$93,151-\$98,728, Canberra (PN: LP7046)

Gazetted: 18 September 2019

Closing Date: 6 October 2019

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

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

Reference Number: 10629

Contact Officer: Amanda O'Donnell 02 6201 6600 amanda.odonnell@calvary-act.com.au

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

ACT Health Directorate

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, Partnerships and Programs

Health Policy and Strategy

Assistant Director, LGBTIQ+ Scoping Study

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45005)

Gazette Date: 13 September 2019

Closing Date: 27 September 2019

Details: The ACT Government has committed to ensuring that Canberra is the most LGBTIQ+ welcoming and inclusive city in the country. For our part, the ACT Health Directorate is seeking an Assistant Director, LGBTIQ+ Scoping Study to undertake a scoping study that will consider health priorities in-line with the Whole of Government LGBTIQ+ Strategy and consider what best practice healthcare looks like for LGBTIQ+ communities in Canberra. The scoping study will include a gap analysis, identify priority areas of focus for the health service, consider and undertake implementation planning, consult with stakeholders, and ultimately produce a report which will guide health services across the health system. This position will suit someone who can bring together their project, policy, analysis, and consultations skills together and make a difference for the LGBTIQ+ communities in Canberra.

Note: This is a temporary part-time position available at (18.25) hours per week and the full-time salary noted above will be pro-rata. Consideration will be given to people who would like to work in the position full-time for six months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Sloane (02) 5124 9811 kate.sloane@act.gov.au

Policy, Partnerships and Programs

Health Policy and Strategy

Senior Policy Officer, Royal Commission into Institutional Responses to Child Sexual Abuse

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45004, several)

Gazette Date: 16 September 2019

Closing Date: 30 September 2019

Details: The ACT Health Directorate is looking for two extraordinary people to fulfil the roles of Senior Policy Officer, Royal Commission into Institutional Responses to Child Sexual Abuse. The officers will work towards implementing the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse. This is a significant task which will include reviewing international responses to establishing a child safe organisation, writing a child safe framework for the health service, working with specialists in child wellbeing, and implementing the Health related recommendations. If you are interested in this work you will need excellent skills in analysis, policy development, and consultation. Please note, due to the subject matter, this work can sometimes be confronting. The team you will be working in are familiar with this work and are supportive. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit a two-page response to the Selection Criteria and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Sloane (02) 5124 9811 kate.sloane@act.gov.au

Canberra Institute of Technology

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

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

Trade Skills

Construction

Plastering Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 51289)

Gazetted: 13 September 2019

Closing Date: 20 September 2019

Details: Canberra Institute of Technology (CIT) is seeking fulltime teacher for the Plastering program within the Trades Skills Construction Department located at its Bruce Campus. Candidates will need a strong background in plastering and hold the Certificate III in Wall and Ceiling Lining/ Solid plastering. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set) and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 with Vocational Education and Training (VET) responsibilities must: hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021 all employees at Teacher Level 1 are required to have relevant industry experience and vocational qualifications equal to that being taught such as: Certificate III in Solid Plastering and Certificate III in Wall and Ceiling Lining or equivalent or as specified in the applicable training package or accredited curriculum specifications.

Desirable: Knowledge of the Australian Apprenticeship System. Computer Literacy, with an ability to learn new programs.

How to Apply: Please submit a two-page pitch on why you think you are the best person for the job. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role. Please provide two Referee Reports along with copies of qualifications and Trade Certificates with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

Trade Skills

Construction

Cabinet Making Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 51371)

Gazetted: 13 September 2019

Closing Date: 20 September 2019

Details: Canberra Institute of Technology (CIT) is seeking fulltime teacher for the Cabinetmaking program within the Trades Skills Construction Department located at its Bruce Campus. Candidates will need a strong background in cabinetmaking and hold the Certificate III in Cabinetmaking. Knowledge of the Australian Apprenticeship system and a high level of computer literacy is desirable. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment,

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

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set) and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 with Vocational Education and Training (VET) responsibilities must: hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021 all employees at Teacher Level 1 are required to have relevant industry experience and vocational qualifications equal to that being taught such as: Certificate III in Cabinetmaking – or equivalent or as specified in the applicable training package or accredited curriculum specifications.

Desirable: Knowledge of the Australian Apprenticeship System. Computer Literacy, with an ability to learn new programs.

How to Apply: Please submit a two-page pitch on why you think you are the best person for the job. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role. Please provide two Referee Reports along with copies of qualifications and Trade Certificates with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

Trade Skills

Construction

Glass and Glazing Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 01427)

Gazetted: 13 September 2019

Closing Date: 20 September 2019

Details: Canberra Institute of Technology (CIT) is seeking fulltime teacher for the Glass and Glazing program within the Trades Skills Construction Department located at its Bruce Campus. Candidates will need a strong background in glazing, hold the Certificate III in Glass and Glazing and hold the Certificate IV in Training and Assessment. Knowledge of the Australian Apprenticeship system and a high level of computer literacy is desirable. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory Qualifications and/or Registrations/Licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set) and complete the full qualification within 18 months of engagement and be supervised by a suitably

qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 with Vocational Education and Training (VET) responsibilities must: hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021 all employees at Teacher Level 1 are required to have relevant industry experience and vocational qualifications equal to that being taught such as: Certificate III in Glass and Glazing or equivalent or as specified in the applicable training package or accredited curriculum specifications.

Desirable: Knowledge of the Australian Apprenticeship System. Computer Literacy, with an ability to learn new programs.

How to Apply: Please submit a two-page pitch on why you think you are the best person for the job. Your suitability will be assessed based on your skills and knowledge in relation to the duties/responsibilities of the role. Please provide two Referee Reports along with copies of qualifications and Trade Certificates with your application.

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

Industry Engagement and Strategic Relations

Strategic Growth

Director, Strategic Growth and Transformation

Senior Officer Grade A \$145,048, Canberra (PN: 55563)

Gazetted: 16 September 2019

Closing Date: 30 September 2019

Details: The successful applicant will be responsible for building and maintaining partnerships and key relationships with a range of external stakeholders including CBR Innovation Network, other tertiary providers, growth sectors and industry bodies. Whilst the position sits within the Industry Engagement and Strategic Relations Division, the successful applicant will provide services and high-level strategic advice directly to the CEO and the Executive team and play a major role in promoting innovation and collaboration across Canberra Institute of Technology (CIT) aligned with CIT's strategic vision. The role will drive the work required to establish 'future' program growth, which may be in the following areas: renewables, innovation, entrepreneurship, cyber, health, agrifood, health, space and Information and Communications Technology (ICT) related fields. CIT supports workforce diversity and is committed to creating an inclusive workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cheryl Steff (02) 6205 0647 cheryl.steff@act.gov.au

CIT Student and Academic Services

CIT Library and Learning Services

Manager Licensing and Copyright

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 18045)

Gazetted: 17 September 2019

Closing Date: 24 September 2019

Details: An opportunity exists for a Manager, Licensing and Copyright at the Canberra Institute of Technology (CIT). You will be responsible for managing license agreements in relation to the procurement of CIT learning resources and CIT's copyright and Intellectual Property (IP) compliance including permissions and associated metadata. As the Manager, Licensing and Copyright you will

provide leadership and professional advice on licensing, copyright and IP to CIT staff, represent CIT as required on local, national or industry bodies including as the CIT representative on the Copyright Advisory Group (CAG TAFE) and monitor and advice on legislative developments affecting CIT in relation to copyright. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A degree and relevant experience, or an equivalent combination of relevant experience and/or education.

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

How to Apply: Please submit a written application that outlines your suitability for the position addressing the Selection Criteria in a one-page pitch, current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jaci Ganendran (02) 6205 9782 jaci.ganendran@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

Shared Services

Commercial Services

Record Services

Governance and Quality Manager

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 17722)

Gazetted: 18 September 2019

Closing Date: 25 September 2019

Details: Record Services is currently seeking a highly motivated person with a broad range of experience and skills for the role of Governance and Quality Manager (GQM). The successful applicant will have demonstrated extensive experience and knowledge in records management. The GQM is responsible for developing and implementing a range of business improvement and governance activities across Record Services. This includes developing, implementing and maintaining a training and quality management framework, legacy records program, record services' procedures, training, system governance and reporting. The position also provides support and advice in managing the storage of files and other materials for the ACT Government.

Eligibility/Other Requirements: Knowledge of ACT Records environment, including legislation and policy frameworks is highly desirable. This position requires the ability to work in a manual handling environment.

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

How to Apply: Applicants will be required to submit a one - two page personal pitch with the job skills and capabilities in mind.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daren Stinson (02) 6207 1195 Daren.Stinson@act.gov.au

Shared Services

Partnership Services Group

Service Desk

Service Delivery Officer

Information Technology Officer Class 2 \$84,257 - \$96,430, Canberra (PN: 14348)

Gazetted: 16 September 2019

Closing Date: 2 October 2019

Details: Shared Services Partnership Services Group is currently looking for a highly motivated individual with experience in providing first level technical support, mentoring, as well as experience in providing on-site support. You will be responsible for providing and coordinating support to a number of ACT Government Directorates. You will have a strong customer service and team focus including dedication to staff skills development. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory. Driver's license C is essential.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please review the Position Description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. Please take note of the compliance requirements/qualifications to confirm your eligibility for the role. Please submit a written application of no more than two pages, contact details for at least two referees and a current curriculum vitae. The two page response must be written in the form of a pitch, indicating your capacity to perform the duties and responsibilities (what you will do and what you require). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hingston (02) 6205 1269 david.hingston@act.gov.au

Revenue Management Group

Support

Policy and Objections

Objections Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 56035)

Gazetted: 13 September 2019

Closing Date: 27 September 2019

Details: Do you have good judgment, well developed interpersonal, time management and administrative skills? If so, this could be the role for you. The ACT Revenue Office is seeking a capable individual to contribute to the outcome of objections and appeals and to participate in research, policy and legislative development. To succeed in this role, you will have the ability to interpret and apply legislation, undertake critical analysis and exercise flexibility, tact 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 for 12 months with a possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please apply with your curriculum vitae and a one-page pitch showing your capabilities against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brett Wilesmith (02) 6205 0202 brett.wilesmith@act.gov.au

Revenue Management Group

Operations

Customer Service Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 05766)

Gazetted: 17 September 2019

Closing Date: 24 September 2019

Details: An opportunity exists in the ACT Revenue Office Operations team for a motivated individual to fill the role of Customer Service Officer.

You will perform a range of customer account maintenance tasks and process applications from customers by verifying their eligibility for concessions against established criteria. The position would suit someone who enjoys working in a very busy environment and who can adjust quickly to changing priorities of the day. You will need to be able to quickly and accurately process large volumes of work. Note: This is a temporary position available for 12 months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Selection may be based on application and referee reports only. Applicants should provide a current CV as well as a statement outlining their skills and experience against the professional/Technical Skills and Behavioural Capabilities Capabilities listed in the position description provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stan Callaghan (02) 6207 4344 stan.callaghan@act.gov.au

Strategic Finance

Business Improvement

EDRMS, Finance and Systems Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 35813)

Gazetted: 16 September 2019

Closing Date: 23 September 2019

Details: Chief Minister, Treasury and Economic Development (CMTEDD) Strategic Finance has a temporary role to assist with transitioning the Division's filing practices into an approved Electronic Document Management and Reporting System and to help the Division get ready for moving to an activity based working environment. Over time the occupant of this position may get involved with systems and/or financial administration tasks. This role supports a team responsible for the preparation of financial reports, budget documents and a range of other accounting and financial administration activities. The position is required to work with large quantities of data, have good attention to detail, and the ability to complete multiple tasks in a timely manner in collaboration with various stakeholders including members of the CMTEDD Strategic Finance team.

The occupant of this position will have:

strong administrative, organisational, IT and records management skills, in particular, a demonstrated ability to plan, prioritise, co-ordinate responses and manage workflows, manage multiple projects, and work with the team to meet deadlines and achieve results;

proven experience in working with EDRMS tools and ability to extract, analyse and present financial data, including use of Microsoft Excel and Word;

an understanding of accrual accounting, budgeting and financial reporting;

effective communication skills and ability to communicate financial information to business units and senior management; and

an understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal

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

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting or progress towards an accounting degree are required. Previous experience working with record management and finance systems would be an advantage, in particular: TM1, Oracle, TRIM and WIRE or Objective.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension up to less than 12 months and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: To apply for the position, please provide a curriculum vitae and submit an application of no greater than two pages that addresses the Selection Criteria generally and why you feel you are a suitable candidate for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Morgan (02) 6207 6367 david.morgan@act.gov.au

Access Canberra

Licence and Registration/Infringements

Infringement Office

Customer Service Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 25954, several)

Gazetted: 13 September 2019

Closing Date: 20 September 2019

Details: The Infringement Office is responsible for a variety of functions in relation to traffic and parking infringement notices. This includes infringement review, traffic camera adjudication and the infringement plan office. The successful applicant will be responsible for reviewing and making decisions on a variety of applications and enquiries in relation to parking and traffic infringement notices. We believe this is a serious business that impacts on road safety and the daily lives of Canberra's. We acknowledge that our customers will sometimes be frustrated and emotional with our decisions. With this in mind maintain a supportive, friendly and collaborative workplace. We are honest and open with our customers and willing to explain our decisions and the options available should a dispute arise. 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: These are temporary positions available immediately for six months with a possibility of an extension up to less than 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a one page written response addressing the Selection Criteria along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Radika Kumar (02) 6201 7217 radika.kumar@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.

Shared Services ICT

Technology Services Branch

Networks, Communications and ICT Facilities

Senior Director Networks, Communications and ICT Facilities

Senior Officer Grade A \$145,048, Canberra (PN: 17026)

Gazetted: 17 September 2019

Closing Date: 10 October 2019

Details: Technology Services Branch, Shared Services Information and Communications Technology (SSICT) are looking for a self-motivated people manager with technical experience and leadership skills in ICT Networks and Communications. Someone who is dynamic, possesses strong writing, financial planning and negotiation skills to lead a large team of network, communication, voice and data connectivity experts who manage and support the ACT Government's data and voice networks. 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.

How to Apply: Applicants must submit a written response (of no more than two pages) addressing suitability, including examples of Experience and Skills, to perform the role. A current curriculum vitae and details of a current referee should accompany the submission.

Applications should be submitted via the Apply Now button below.

Contact Officer: Johnathan Owen on johnathan.owen@act.gov.au or [\(02\) 6207 3531](tel:0262073531)

Commercial Services and Infrastructure

Property and Venues

Venues Canberra

Director Commercial Services

Senior Officer Grade A \$145,048, Canberra (PN: 41549)

Gazetted: 16 September 2019

Closing Date: 23 September 2019

Details: Venues Canberra manages the Territory's major venues - GIO Stadium, Manuka Oval, Stromlo Forest Park and Exhibition Park in Canberra. We are seeking a dynamic Director of Commercial Services to manage the marketing, sales and social media and content at our venues. Experience managing budgets and commercial contracts and agreements and managing relationships with major hirers and commercial partners is vital. Key attributes of the successful applicant will be the ability to negotiate, influence, identify and value key market commercial assets. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A degree in Business/Finance is desirable.

Note: Availability to travel interstate, work after hours and weekends as required. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to supply a current curriculum vitae and responses to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Clarke (02) 6207 2294 liz.clarke@act.gov.au

Access Canberra

Projects, Governance and Support

Policy and Coordination

Director Government Business and Coordination

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 15323)

Gazetted: 17 September 2019

Closing Date: 1 October 2019

Details: Are you a dedicated leader who uses their initiative and leads their team to solve problems and find new ways of doing things? Do you enjoy the challenges of coordinating people, documents and responses - always ensuring that the agency meets timelines and is responsive to Government

requirements? Are you easily able to change focus from making sure that the 'T's are crossed and the 'I's are dotted' to looking at whole of agency solutions? If the answer to these questions is 'yes', you could be the person we are looking for. The Government Business and Coordination Team provides support across Access Canberra on whole of government matters and issues with a whole of Access Canberra impact. The team is responsible for managing all government business and processes around Cabinet and Assembly as well as the processes and handling of delegations and Administrative Arrangements amongst others. The team also provides Secretariat services to the Gambling and Racing Commission Board and Motor Vehicle Repair Industry Advisory Committee. 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 full time role, however, flexible working arrangements are encouraged at Access Canberra, and we are open to having this discussion with the right applicant. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a current curriculum vitae and the contact details of at least two referees one of whom should be someone you have previously supervised. Please submit a written application of no more than two pages. The two page response should be written in the form of a pitch and should detail your greatest achievements in the last five years and how they relate to this position and its duties. You should also demonstrate your abilities, ingenuity, experience and qualifications that make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Vaile (02) 6207 1915 jodie.vaile@act.gov.au

Enterprise Canberra

Innovate Canberra

Investment and Enterprise Development

Director

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 34430)

Gazetted: 16 September 2019

Closing Date: 30 September 2019

Details: The Economic Development Division is seeking an experienced candidate for the position of Director within Innovation, Industry and Investment. The successful applicant will have strong networks within the Innovation and Trade Community as well as an in-depth understanding of the ACT Government Economic Development priorities. As a Director, you will need to have excellent leadership and communication skills and have a demonstrated ability to manage competing priorities, working with people across different levels. 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 application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Nangle (02) 6207 1304 elizabeth.nangle@act.gov.au

Enterprise Canberra

Innovate Canberra

Strategy and Policy

Assistant Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 15587, several)

Gazetted: 16 September 2019

Closing Date: 30 September 2019

Details: The Economic Development Division is seeking highly capable candidates for the position of Assistant Director within Innovation, Industry and Investment. In this position you will contribute to the delivery of a range of ACT business programs through conception, implementation and review. As an Assistant Director you will need to have excellent communication skills, be highly organised and have a demonstrated ability to work with people across different levels. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. Numerous positions may be filled from this recruitment process and a merit pool will be established to fill future similar vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Nangle (02) 6207 1304 elizabeth.nangle@act.gov.au

Community Services

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

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

Executive Assistant / Administration Officer

Administrative Services Officer Class 4/5 \$70,359 - \$82,771, Canberra (PN: 11422)

Gazetted: 17 September 2019

Closing Date: 8 October 2019

* Executive Assistants and Administration Officer (Indigenous Identified)

* Multiple positions - permanent and temporary

* Work in your local community

Who are we? 3 Emus Recruitment is a Canberra based Indigenous-owned recruitment agency. Our client, the ACT Government's Community Services Directorate, is seeking Executive Assistants and Administration Officers for both current and future vacancies across the directorate in the next 12 months. A merit pool will be created from this process to fill these vacancies.

Why choose the Community Services Directorate? Working within the Community Services Directorate (CSD) represents a fantastic opportunity to do meaningful work and have a positive impact in the local Canberra community. As well as striving to be an 'Employer of Choice', CSD is an adaptive and inclusive organisation, driven to support the community through delivering excellent client centred services. These services include Aboriginal and Torres Strait Islander Affairs, public and community housing,

homelessness, women, children, youth and family support services and policy, community recovery, older people, multicultural affairs and the ACT Office for Disability.

The directorate supports Indigenous candidates throughout the recruitment process and provides an inclusive, respectful and culturally safe environment. This support continues into the induction and onboarding stages and then throughout your career, where you will be provided with many ongoing learning and development opportunities.

Eligibility/Other Requirements: These are designated positions in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: The Community Services Directorate has an inclusive culture and many dynamic working environments. The following capabilities are required to perform the duties and responsibilities of these positions. Applicants are required to address these in a pitch that is no longer than two pages.

Your cover letter should clearly outline examples of your capabilities, skills and experience in these areas:

1. Demonstrated strong organisational and administrative skills including the ability to prioritise workloads and meet deadlines within a complex and multi-disciplinary work environment.
2. Ability to consistently display commitment to the independent provision of high-quality customer service principles, practices and attributes.
3. Sound written and oral communication skills and the ability to liaise with a broad range of stakeholders.

Please provide the pitch with your resume (including 2 referee contacts). If you would like any assistance with the application process or general information on the positions please feel free to contact Frank Bakoles on 0411 514 453, or email info@3emus.com.au

For more about 3 Emus Recruitment services please find us at www.3emus.com.au

Contact Officer: Frank Bakoles (02) 6207 4165 info@3emus.com.au

Housing

Executive Government and Engagement

Directorate Liaison Officer

Senior Officer Grade C/Senior Officer Grade B \$106,043 - \$140,596, Canberra (PN: 22000)

Gazetted: 13 September 2019

Closing Date: 27 September 2019

Details: Are you looking for an exciting opportunity to gain firsthand experience in the workings of the government. Housing ACT, within the Community Services Directorate (CSD), is looking to recruit a Directorate Liaison Officer (DLO) to take up the post in October 2019 and to remain in the position through until the October 2020 election. As the Housing DLO, you will sit in the Minister for Housing and Suburban Development's office and play a key role as the liaison point between Ministers' offices and the Division. You will attend meetings between Ministers and the CSD Executive, ensure the efficient flow of written materials between Ministers' offices and the Division and liaise with members of the public who contact the Ministers' office. The role is also currently providing liaison support for the smaller Ministerial portfolio areas of Women, the Prevention of Domestic and Family Violence and Veterans and Seniors. If you enjoy interesting and fulfilling work, can juggle lots of competing priorities then this is a great opportunity to use your skills in a role where no two days are the same! If this sounds like an opportunity you would be interested in, we would love to hear from you. 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: Experience working on Cabinet, Ministerial and Government business, specifically in the ACT Government and excellent knowledge of Housing ACT and its role in supporting the Canberra community would be highly regarded.

Note: This is a temporary position available for 12 months and may be filled at either the Senior Officer Grade C or Senior Officer Grade B level depending on experience. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Boljkovac (02) 6207 5105 kate.boljkovac@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

System Policy and Reform Division

Enrolments and Planning

Spatial Information Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 44360)

Gazetted: 17 September 2019

Closing Date: 15 October 2019

Details: The Spatial Information Officer supports the business of the Enrolment Policy unit in a variety of ways, including under limited direction providing technical advice and support on geospatial matters.

Eligibility/Other Requirements: This is a designated position in accordance with s49, *Discrimination Act 1991 (ACT)* and is only open to persons with disability.

How to Apply: Please respond to the Selection Criteria in a written response, including a current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Ryan (02) 6207 0587 denise.ryan@act.gov.au

Business Services

People and Performance

Workplace Relations

Workplace Relations Senior Advisor

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45200, several)

Gazetted: 13 September 2019

Closing Date: 27 September 2019

Details: The Workplace Relations Team sits within People and Performance Branch and is responsible for Enterprise Bargaining and implementing ACT Public Service Enterprise Agreements for employees of the Education Directorate. The successful applicant will support Enterprise Agreement implementation activities with a focus on development of Human Resources policy, guidelines, advices and associated correspondence in relation to the Directorate's Enterprise Agreements and the broader ACT Public Service Employment Framework. The successful applicant will also be responsible for responding to/providing high level advice and recommendations on employment matters to staff, managers and executive.

Eligibility/Other Requirements: A solid understanding of the HR context or relevant qualifications/experience in a similar role would be highly advantageous.

Note: There is one permanent vacancy and one temporary vacancy available immediately up to 30 June 2020, with the possibility of extension and/or permanency.

How to Apply: Please submit a written response, two page maximum, addressing the Professional and Technical Skills, and Knowledge and Behavioural Capabilities, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Tranda (02) 6205 7390 michelle.tranda@act.gov.au

Business Services

Governance and Community Liaison

Non-government Education

Home Education Liaison Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 41833)

Gazetted: 16 September 2019

Closing Date: 29 September 2019

Details: The Non-government Education section of the Education Directorate wishes to recruit an experienced educator with great communication and liaison skills to the role of Home Education Liaison Officer (HELO). The HELO will work with home educating parents to support them to: demonstrate their compliance with the legislated conditions of home education registration; and provide a high-quality home education that will meet the learning needs and styles of individual children and young people.

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

Eligibility/Other Requirements: Previous experience working in ACT Government and in an Education context. Relevant tertiary qualifications in Education. Experience in delivering the Australian Curriculum, using data bases and Customer Relationship management tools. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available from the 25 November 2019 up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical (full-time and/or part-time) vacancies over the next 12 months. Applicants interested in filling this position in a part-time capacity are encouraged to apply as job-share arrangements will be considered and the full-time salary noted above will be pro-rata. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Interested applicants are strongly encouraged to ring the contact officer prior to lodging their written application. A written application will consist of:

A pitch (two pages or less) which describes your suitability for this role and its responsibilities and demonstrates your high level written communication skills.

Your current curriculum vitae (two pages or less)

The names and contact details of two professional referees, one of whom must be your current or immediate past supervisor.

If relevant, please specify your interest in any job-share/part-time employment arrangements in your pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Booth (02) 6205 8427 helen.booth@act.gov.au

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

School Performance and Improvement

Enrolments and Planning

Administration Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 04073)

Gazetted: 18 September 2019

Closing Date: 9 October 2019

Details: The Administration Officer reports to the Director, Enrolment Policy. The position involves supporting the business of the Enrolment Policy unit in a variety of ways, including preparing correspondence and records management duties. A large part of the role involves responding to enquiries from both schools and the community about enrolment processes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit a written response to the Selection Criteria, together with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Ryan (02) 6207 0587 denise.ryan@act.gov.au

School Performance and Improvement

Belconnen Network

Macquarie Primary School

School Assistant

School Assistant 2/3 \$47,563 - \$57,998, Canberra (PN: 30795)

Gazetted: 18 September 2019

Closing Date: 2 October 2019

Details: Macquarie Primary school is seeking applications from experienced Administrative Assistants. The successful applicant will play an integral role in creating a welcoming environment for our school community. They will be required to provide high level administration support to complete such duties as newsletter, excursions, website maintenance, general reception duties, attendance recording, first aid and supporting other members of the administration team in their roles. The occupant is expected to be proactive, exercise judgement and work with limited supervision.

Eligibility/Other Requirements: A current First Aid certificate or willingness to gain one is desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People

Notes: This is a temporary position available from the 14 October 2019 for a period of six months with the possibility of permanency.

How to Apply: Applications should include a supporting statement of no more than four pages outlining experience and/or ability relating to the Selection Criteria located in the Position Description, and provide a current curriculum vitae of no more than two pages and the names and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ann Walker (02) 6142 1550 ann.walker@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Wanniassa School

Deputy Principal

School Leader B \$143,046, Canberra (PN: 04103)

Gazetted: 18 September 2019

Closing Date: 29 September 2019

Details: Wanniasa School is seeking a dynamic and flexible Deputy Principal to lead Student Services 7-10, Disability Education programs P-10 and provide strategic and operational leadership across the School. The successful applicant will have experience leading multidisciplinary teams who support students displaying complex and challenging behaviours, leading Learning Support units (LSC, LSU and LSUA) and Professional Learning Teams; including the delivery of whole school professional learning focused on classroom management and engaging pedagogy.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility to obtain). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Accreditation as a Highly Accomplished/Lead Teacher and/or HALT Assessor would be highly desirable.

How to Apply: If you are interested in this position please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the Position Description (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Marshall (02) 6142 1870 kate.marshall@ed.act.edu.au

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

School Performance and Improvement

South and Weston Network

Charles Weston School Coombs

Deputy Principal

School Leader B \$143,046, Canberra (PN: 35783)

Gazetted: 12 September 2019

Closing Date: 17 September 2019

Details: Charles Weston School Coombs is seeking a dynamic, forward thinking and community focused School Leader B to help our leadership team meet the diverse needs of our evolving school community. The successful applicant will; lead whole school curriculum planning with an emphasis on inquiry and inclusion; lead collaborative planning Preschool – Year six demonstrating commitment to using an evidence based approach and PLC model to ensure staff are responding to the academic, social and emotional wellbeing of all students. They will support the embedding of our whole school Positive Behaviours for Learning approach; establish strong practice for authentic student agency; ensure staff wellbeing and capacity building is a key priority; lead our student support resource team; and demonstrate outstanding skills in connecting with the whole school community.

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.

How to Apply: If you are interested in leading this Canberra Public School please send your curriculum vitae (two pages) and statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and two referees. For more information about this opportunity, please contact the Contact Officer. In your application, we want to learn about the impact

your leadership has had on improving outcomes for students, and what makes you the best person to be the next deputy principal of Charles Weston School Coombs.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Nicholson (02) 6142 0404 nicole.nicholson@ed.act.edu.au

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

School Performance and Improvement

South and Weston Network

Duffy Primary School

Executive Teacher P-2

School Leader C \$122,856, Canberra (PN: 27167)

Gazetted: 17 September 2019

Closing Date: 1 October 2019

Details: As a member of the Executive team, you will contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. You will manage a team and resources to achieve optimal social and educational outcomes with ongoing support for all students.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised School Teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages) along with the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cindie Deeker (02) 6142 2510 cindie.deeker@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

Sustainability and the Built Environment

Urban Renewal

Strategic Projects and Infrastructure

Project Officer

Infrastructure Officer 2 \$84,359 - \$97,055, Canberra (PN: 45270)

Gazetted: 17 September 2019

Closing Date: 24 September 2019

Details: Do you have a passion for cities and Sustainable Urban Renewal and want to play a role in how our city is shaped into the future? The Urban Renewal Division of the Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking applications for an Infrastructure Officer to join our team of highly skilled and dedicated team of planners, project managers, designers and policy experts. The Infrastructure officer position will contribute to the planning and delivery for significant urban renewal and revitalisation projects across the ACT and we are looking for someone who is enthusiastic, flexible and knowledgeable about project delivery for Planning and Urban Renewal projects. Applicants should have demonstrated Project Management skills in relation to Planning and Land Development issues.

Eligibility/Other Requirements: Qualifications in project management, planning, architecture, economics or landscape architecture would be highly valued.

Notes: This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lea Durie (02) 6205 0477 lea.durie@act.gov.au

Environment

Business Manager Environment, Senior Director

Senior Officer Grade A \$145,048, Canberra (PN: 45238)

Gazetted: 18 September 2019

Closing Date: 4 October 2019

Details: Do you have exceptional business acumen are good with numbers, systems and collaborating with people from a range of diverse backgrounds? We need you - a committed enthusiastic person who leads and partners with the community to support the Environment team that conserves and enhance ACT's natural and cultural values, the foundation of Canberra's wellbeing. The role of Business Manager supports the Executive Group Manager and staff of the Environment Portfolio. A key function of the business manager is to empower staff to lead and manage the effective delivery of work priorities and lead a culture that is success focused. This will be achieved by the design and development of systems, processes and tools to support operational delivery. This position translates and applies the policies developed in Environment, Planning and Sustainable Development (EPSDD) to enable effective delivery by operational staff. The Business Manager leads the development of the annual business plan and compliance with EPSDD risk register.

Eligibility/Other Requirements: An awareness of the ACT Government's activities and strategic direction in relation to the natural environment, heritage and environmental policy and regulation would be advantageous. Tertiary qualifications in business management or other relevant discipline is a requirement for this position. Cultural competencies including the provision of a culturally safe workplace are required for this role.

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

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Walker (02) 6205 9027 ians.walker@act.gov.au

Environment

Resilient Landscapes

Senior Director - Resilient Landscapes

Senior Officer Grade A \$145,048, Canberra (PN: 45237)

Gazetted: 16 September 2019

Closing Date: 2 October 2019

Details: We are looking for a committed, enthusiastic person who leads and partners with the community to protect, conserve and enhance ACT's natural, agricultural and cultural values, the foundation of Canberra's wellbeing. If you understand the interrelationship between of our natural, social, human, financial and physical capital and proactively support the aspirations of the Ngunnawal peoples, the Traditional Custodians of the ACT, then this role provides you the opportunity to innovate

and connect people with nature. The Senior Director Resilient Landscapes delivers operational services at a landscape scale building ecological and community resilience. The position works with the community to deliver:

Biosecurity Services – adopting risk-based approaches to mitigate impacts on the economy, environment and the community from pests and diseases.

Natural Resource Management (NRM) – in partnership with the Australian government,

Catchment Management – providing support for Landcare and catchment groups to deliver catchment restoration and conservation projects including Frogwatch and Waterwatch,

Healthy Waterways – a range of water infrastructure projects and education projects including H2OK,

Rural and Agricultural Services – including licencing, land management agreements and veterinary services.

The Senior Director Resilient Landscapes is part of the Senior Management Team in the Environment Group operating collegiately and collaboratively with colleagues within the group and across the directorate and government.

This position leads the engagement with the Commonwealth Government on the delivery of natural resource management and investment as one of the 56 NRM bodies across the Australia.

Eligibility/Other Requirements: Tertiary qualifications in natural resource management, environmental management or other relevant discipline is a requirement for this position. Cultural competencies including the provision of a culturally safe workplace are required for this role. An awareness the Australian government environment programs including NRM would be advantageous.

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

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Walker (02) 6205 9027 ians.walker@act.gov.au

Environment

Planning Policy

Senior Director Planning Policy – Conservation and Water

Senior Officer Grade A \$145,048, Canberra (PN: 45235)

Gazetted: 16 September 2019

Closing Date: 2 October 2019

Details: We are looking for a collaborative, strategic planning and policy professional, committed to delivering articulate and innovative plans and policies to protect conserve and enhance the natural and cultural values of the ACT, while also enabling nature-based tourism, health and education opportunities.

We are seeking a leader in the establishment of a planning and policy framework that engages community and staff to effectively and efficiently deliver outcomes.

If you understand the interrelationship between our natural, social, human, financial and physical capitals and proactively support the aspirations of the Ngunnawal peoples the Traditional Custodians of the ACT, then this role provides you the opportunity to innovate and connect people with nature.

The Senior Director Planning and Policy (Conservation and Water) delivers a suite of policies, plans and strategies to enable and support operational delivery. This includes:

Parks and Conservation Services – supporting the service through the delivery of plans and policies to enable the management of 70% of the ACT together with the community Biosecurity services– adopting risk-based approaches to mitigate impacts on the economy, environment and the community from pests and diseases.

Natural Resource Management – whole of Territory plans and policies for Natural resources Management in partnership with the Australian government

Catchment Management – providing support for Landcare and catchment groups to deliver catchment restoration and conservation projects including Frogwatch and Waterwatch

Rural and Agricultural Services – involving licencing, land management agreements and veterinary services.

Water Management – ensuring a security of ACT’s water supply and its quality.

The Senior Director Planning and Policy is part of the Senior Management Team in the Environment Group operating collegiately and collaboratively with colleagues within the group and across the directorate and government.

The Senior Director Planning and Policy also supports a range of Ministerial committees including Agricultural Ministers, Murray Darling Basin Ministers and Environment Ministers.

Eligibility/Other Requirements: Tertiary qualifications in natural resource management, environmental management or other relevant discipline is a requirement for this position. Cultural competencies including the provision of a culturally safe workplace are required for this role.

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

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: IanS Walker (02) 6205 9027 ians.walker@act.gov.au

Planning, Land and Building Policy

Strategic Planning

Assistant Director

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45274)

Gazetted: 17 September 2019

Closing Date: 3 October 2019

Details: An exciting opportunity exists in the Strategic Planning and Policy branch for a motivated self-starter to fill the role of Assistant Director. The successful applicant will work in a dynamic multi-disciplinary team undertaking strategic planning and policy projects including the implementation of the ACT Planning Strategy 2018. This will require an individual with a demonstrated understanding of contemporary best-practice approaches to planning including their application in a Canberra context; demonstrated aptitude for research and analysis; well-developed oral and written communication skills; and the ability to meet deadlines, manage competing priorities, and support strong working relationships with internal and external stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in Urban Planning or another relevant professional areas are highly desired.

Notes: This is a temporary position available immediately up to 12 months with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Moore (02) 6207 2693 alisonm.moore@act.gov.au

Environment

Parks and Conservation Service

Urban Reserves

Sanctuary Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 37640)

Gazetted: 17 September 2019

Closing Date: 3 October 2019

Details: This exciting position has been established under an innovative partnership arrangement between the Woodlands and Wetlands Trust and the Parks and Conservation Service. The Sanctuary Manager will be responsible for the day to day management of the Mulligans Flat Woodland Sanctuary and surrounding nature reserves. This includes the Mulligans Flat and Goorooyarroo Nature Reserves and associated environmental offset areas. The Mulligans Flat Woodland Sanctuary is managed in partnership by the Environment Division within the Environment, Planning and Sustainable Development Directorate and the Woodlands and Wetlands Trust. This position will take a lead role in fostering this strategic partnership. While the position will be an ACT Government employee, it will work closely with the Woodlands and Wetlands Trust. Further information on the Trust and Sanctuary can be seen at: <https://woodlandsandwetlands.org.au/>

Eligibility/Other Requirements: Applicants must be willing to work outside of core hours as programs require and be physically capable to undertake some work in a field environment.

Note: This position is available from the 20 December 2019. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Jeffress (02) 6207 8082 stuart.jeffress@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

Ministerial Support Unit

Senior Policy Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 11227)

Gazetted: 17 September 2019

Closing Date: 1 October 2019

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Senior Policy Officer in the Ministerial Support Unit. The successful applicant will interpret and analyse legislation, policy and practices to create insightful and intelligible documents suited to the audience at a high-level. Display critical thinking to analyse issues pertinent to Corrective Services and make governmental linkages to provide well rounded advice to the Executive and Minister. Develop and maintain networks across government and other stakeholders to elicit support, involvement and knowledges relevant to and impacting corrective services. The successful applicant should have a good knowledge of the functions of the ACT Government and be able to write to a high standard. You should also possess well developed organisational skills, a demonstrated ability to turn work around quickly and be willing to work as part of a team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable. Relevant tertiary qualifications in a relevant field, e.g. Law, Criminology, Social Sciences, or working towards such a qualification, would be an advantage. The successful candidate may be required to undergo a National Police Check and medical check.

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

How to Apply: Applicants are required to submit three items: (1) statement of claims against specified Selection Criteria; (2) a current curriculum vitae; and (3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

Contact Officer: Nathan Costigan (02) 6205 3602 nathan.costigan@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Sentence Management

Sentence Management Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 35794)

Gazetted: 16 September 2019

Closing Date: 30 September 2019

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Sentence Management Officer. Sentence Management Officers (SMO) are responsible for the 'end-to-end' integrated management of detainees from induction into custody through to release. SMO's work directly with detainees to identify and address the causes of criminal conduct. You will also provide professional advice and services as required, including written reports to the Courts, releasing authorities and other statutory bodies in relation to offender management, risk and intervention outcomes. As a SMO you will facilitate offender programs to maximise rehabilitative opportunities so that the likelihood of reoffending is reduced, promote and apply the principles of contemporary best practices in relation to offender management. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a National Police check. A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment. A current driver's licence, and a willingness/ability to drive within ACT, is essential.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny West (02) 6205 3478 jenny.west@act.gov.au

ACT Corrective Services

Detainee Services

Indigenous Liaison Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 14914)

Gazetted: 16 September 2019

Closing Date: 2 October 2019

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Indigenous Liaison Officer. This position is based at the Alexander Maconochie Centre (AMC) and is responsible for providing a high level of culturally appropriate welfare services to Aboriginal and Torres Strait Islander detainees with respect to issues being experienced both within and outside of the custodial environment. You will also support comprehensive case management services to Aboriginal and Torres Strait Islander detainees. The successful applicant will be required to contribute to the implementation of the recommendations of the Royal Commission into Aboriginal Deaths in Custody. You will also provide crisis counselling to Aboriginal and Torres Strait Islander detainees when required and assist the detainees in custody to access legal and welfare services in the community. Further to this, you will maintain close working relationships with all internal and external stakeholders, undertake consultation and negotiation with Aboriginal and Torres Strait Islander detainees and liaison with their families and assist case managers in developing, monitoring and reviewing detainee case plans. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Tertiary qualifications in Social/Behavioural Sciences or Welfare are highly desirable. Relevant experience working with Aboriginal and Torres Strait Islander people is a key requirement of this position. The successful candidate will be required to undergo a National Police check. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. 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 three items: (1) statement of claims against specified Selection Criteria; (2) a current curriculum vitae; and (3) the names and contact details of two referees. Please ensure you submit all three items. One of the referees should be a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Witham (02) 6207 5911 david.witham@act.gov.au

Courts and Tribunal

Corporate and Strategic Services

Operational Support Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 12976)

Gazetted: 18 September 2019

Closing Date: 2 October 2019

Details: The ACT Courts and Tribunal (ACTCT) is seeking a highly motivated and suitably experienced candidate to fill the position of Operational Support Officer. As the Operational Support Officer within the Property and Contracts team you will be responsible for the management of the witness suites in the ACT Courts and Tribunal, including the recording and editing of witness evidence and providing assistance to courts users with a disability, vulnerability or requirement for an interpreter. The role also provides support to the Manager, Property and Contracts in the ongoing management of ACTCT technology services. The ACTCT is looking for a person who has a passion for delivering exceptional

customer service, has demonstrated coordination and liaison skills and is familiar in the use of editing, communications and audio/visual equipment. The role will be exposed to confidential and sensitive materials and will require discretion as well as self-management against potential vicarious trauma. How to Apply: Applicants should provide a maximum two page pitch in response to the professional and behavioural capabilities along with a current curriculum vitae including the details of two referees. The pitch should specifically make reference to the following:

Provide an example of a time you provided outstanding customer service

Provide an example of your experience in following protocols or task specific instructions to achieve a task.

Applications should be submitted via the Apply Now button below.

Contact Officer: Drani Sarkozi (02) 6205 8769 drani.sarkozi@courts.act.gov.au

ACT Government Solicitor

Senior Finance Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 47272, several)

Gazetted: 13 September 2019

Closing Date: 27 September 2019

Details: The ACT Government Solicitor (ACTGS), within the Justice and Community Safety Directorate, is looking for Senior Finance Officers who can bring a blend of accounting and financial application administration and reporting skills. The successful applicant will join a small team undertaking a variety of work including assisting in the preparation of data for reporting and budgets, responding to account inquiries from ACTGS staff, vendors and debtors and undertaking financial analysis. The successful candidate will show initiative, motivation and be required to liaise with creditors and solicitors. They will have good attention to detail and the ability to manage and complete multiple tasks in a timely manner. We are a responsive and supportive team, actively encouraging professional development, and providing flexible work arrangement opportunities. If you are committed to excellence and delivery and have a strong desire to contribute to the diverse activities of the Territory, a career with ACTGS should be considered.

Eligibility/Other Requirements: Experience in processing accounts receivable and accounts payable is essential. Experience in the use of Oracle financial system and/or Open Practice is highly desirable.

Note: An order of merit may be established for filling identical vacancies within the next 12 months from this process. Selection may be based on application and referee reports only.

How to Apply: Applicants should address the following questions, detail relevant experience and outline profession/technical skills and knowledge relevant to the advertised position. Your response should be no more than two pages and applications should include a current curriculum vitae. 1. Provide examples of your organisational skills, including the ability to effectively manage multiple tasks, determine team and own priorities, and effectively meet strict deadlines in high pressure situations. 2. Provide detail of your interpersonal, communication and liaison skills and demonstrated ability to maintain productive working relationships with team members, employees and stakeholders.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Batzogiannis (02) 6205 3734 maria.batzogiannis@act.gov.au

Emergency Services Agency

Governance and Logistics

Fleet and Logistics

Director, Fleet and Logistics

Senior Officer Grade A \$145,048, Canberra (PN: 14946)

Gazetted: 13 September 2019

Closing Date: 3 October 2019

Details: ACT Emergency Services Agency (ESA) is looking for a Director who is comfortable with change and has a track record of providing a high level of customer service. This position provides significant

support in the delivery and implementation of ESA's key objectives as well as performing in an operational capacity to facilitate logistical support in the event of an emergency incident. The ESA is about improving community safety for Canberrans whilst the city expands and the population grows. Governance & Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT. The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory. The Agency has four operational services; •ACT Ambulance Service (including SouthCare Aeromedical Rescue Service); •ACT Fire and Rescue; •ACT Rural Fire Service; and •ACT State Emergency Service Applications are sought for the position of Director, Fleet & Logistics. A collaborative, solutions-focused leader with excellent management, communication and organisational skills is required. The successful applicant will report directly to the Executive Branch Manager, Governance & Logistics and has responsibility for the leadership of the Fleet & Logistics portfolio including ESA's Resource Centre and Workshop capabilities. Eligibility/Other requirements: Demonstrated management experience in fleet and logistical related service delivery is desirable. This position may require a pre-employment medical and a Working with Vulnerable People Check. Note: Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the position description. This is a permanent position. An order of merit may be established to fill future vacancies at level. How to apply: If you're interested in the role, please send through a two page pitch with your curriculum vitae and contact details of at least two referees to jobs.act.gov.au. The two page response should be written in the form of a pitch and should not specifically address the selection criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievements in the last five years and how they relate to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Robyn White (02) 6207 5279 robyn.white@act.gov.au

ACT Corrective Services

Corporate Services

Information and Business Solutions Unit

Business Systems and Transition Manager

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 41762)

Gazetted: 13 September 2019

Closing Date: 6 October 2019

Details: ACT Corrective Services (ACTCS) is offering an exciting opportunity for a highly experienced and enthusiastic person to fill the role of Business Systems and Transitional Manager within Corporate Services. Under the broad direction of the Head of Information and Communications Technology (ICT), the successful applicant will provide leadership for business transformation to automated processes and systems, and coordinate the implementation of existing and new initiatives at ACT Corrective Services. This includes a new case management system, intelligence systems, training system, roster system, intranet and internet infrastructure and content, information, reporting and related business system projects. The Business Systems and Transition Manager will be responsible, on behalf of the Head of ICT, for defining programme or project benefits for business systems, assessing progress towards realisation and achieving measured improvements in ACTCS' business operations. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Relevant tertiary qualifications in Business and Information Systems management; Change Management or Communication Management is highly desirable. Certification in ADKAR/PROSCI or similar is highly desirable. Experience in Corrective Services is desirable. Current full driver's licence. Prior to commencing this role, a current registration issued under the *Working with*

Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

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

Notes: A merit list may be established and may be used to fill future identical vacancies within a 12 month period.

How to Apply: To apply, applicants are required to submit four items: (1) A statement of claims against specified selection criteria; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) copy of current driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@act.gov.au

ACT Corrective Services

Custodial Operations

Detainee Services

Women and Children Services Coordinator

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 39536)

Gazetted: 13 September 2019

Closing Date: 4 October 2019

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Women and Children Services Coordinator in Custodial Operations. The successful applicant will be responsible for providing high level support and advocacy for Women detainees within the Alexander Maconochie Centre and providing leadership and support for staff within the Women's unit. You will also support family ties for all offenders, specifically with regard to children, to recognise the impact of parental imprisonment on children and to identify strategies to mitigate these impacts within a custodial setting. Further to this you will be responsible for coordinating and enhancing the delivery of gender specific programs and services for women detainees in custody including reintegration activities and outreach and working with case managers to ensure sentence management plans are gender specific and that appropriate services and programs are accessible. In addition, you will lead and participate in research development, evaluations and quality assurance work programs that impact Women detainees and child visitors, manage new projects and ongoing initiatives and provide high quality reports, submissions, high level briefs and correspondence on a number of complex issues. To be successful, you will demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Demonstrated experience and/or willingness to work with detainees is essential. The successful candidate may be required to undergo a National Police check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply: To apply, applicants are required to submit four items: (1) A statement of claims against specified Selection Criteria; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of their driver's licence. Please ensure you submit all four items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

Major Projects Canberra

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

SPIRE Project

Health Facility Planner

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 19997)

Gazette Date: 16 September 2019

Closing Date: 23 September 2019

Weeks to Close: 1

Details: Do you want to be a part of a multidisciplinary team that delivers a multi-million-dollar health infrastructure project? The SPIRE Project Team is looking for an experienced Health Facility Planner who will undertake health facility and service planning on the project to deliver a new emergency, surgical and critical care facility on the Canberra Hospital campus. The SPIRE project will deliver state-of-the-art facilities, including a 114-bed emergency department, 60-bed intensive care unit, 22 theatres (including hybrid theatres and interventional radiology suites), a 24-bed coronary care unit, cardiac catheterisation and electrophysiology laboratories, and a 64-bed inpatient unit. The SPIRE Project Team works alongside Canberra Health Services and the clinicians at Canberra Hospital to plan, procure and deliver this ambitious project. It operates within Major Projects Canberra, but functions as a dedicated team with the single objective of successfully delivering the SPIRE project through planning and procurement, decanting and enabling works, and the construction and commissioning stages. The successful applicant will have experience in project works associated with health services development and delivery, as well as the ability to multi-task the complex and challenging aspects of health facility planning (including dealing with specialist stakeholder groups). This is a significant and important role that engages with stakeholders across the clinical and consumer community and provides the opportunity to truly make a difference for the ACT and surrounding region. If this sounds like you, the SPIRE Project Team would love to hear from you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of up to five years with the possibility of extension. A merit pool will be established from this process and could be used to fill similar vacancies which may arise over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than three pages addressing the capabilities that form the Selection Criteria. In a separate document, please also provide a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: George Stellios (02) 6207 8705 george.stellios@act.gov.au

Executive Assistant, Chief Projects Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430 , Canberra (PN: 45255)

Gazette Date: 13 September 2019

Closing Date: 04 October 2019

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

Major Projects Canberra (MPC) delivers the infrastructure that makes Canberra the world's most liveable city. This includes extending light rail from Gungahlin to Woden, delivering world class hospital infrastructure, and working with other areas of the ACT Government to deliver the ACT Government's infrastructure program. Other functions of MPC include contractor pre-qualification and Industrial

Relations and Employment (IRE) Certification, project management and reporting, and Work Health and Safety (WHS) Active Certification. The MPC team is a diverse workforce comprising the full breadth of knowledge and experience required to deliver significant and complex infrastructure projects. The Executive Assistant is responsible for providing high-level executive and administrative support to the Chief Projects Officer. Working, under limited direction, with the MPC Business Manager, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the Chief Projects Officer including appointment bookings, meetings and travel arrangements. In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas, reports, briefs as well as facilitation of ministerial briefing and correspondence.

Eligibility/Other Requirements: The role requires a very well-developed ability to prioritise while supporting a diverse executive team with variable requirements. A high level of independence and impartiality is also important. You must be permanent resident of Australia; current driver's licence is desirable.

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

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

Contact Officer: Kieran Ives (02) 6205 9095 kieran.ives@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**

City Services

City Presentation

Place Management

Mowing Coordinator

Technical Officer Level 4 \$84,257 - \$96,430, Canberra (PN: 25098)

Gazetted: 18 September 2019

Closing Date: 25 September 2019

Details: City Presentation is looking for a backfill for the Mowing Coordinator position within Place Management. The successful candidate will be responsible in working collaborate with Operations Manager's, Supervisors and Fleet Manager in trialling and recommending replacement mowers and alternatives. Present to Managers, field staff and others relevant data in relation to mower utilization, whole of Life costs and other relevant information as required. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Current non-restricted driver's licence (C class or higher).

Preparedness to wear a uniform.

Preparedness to work anywhere in the ACT.

Tertiary qualifications in horticulture or equivalent are essential

Relevant Tertiary qualification or experience in contract management and procurement is highly desirable.

Occupational Health and Safety Construction Industry Induction 'White Card'

Occupational Health and Safety Construction Industry Asbestos Awareness

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

How to Apply: A response addressing the Selection Criteria of no more than two pages in length and relevant curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Bathgate (02) 6205 5350 brian.bathgate@act.gov.au

City Services

Libraries ACT

Libraries ACT

Shift Supervisors Casual

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: C09980, Several)

Gazetted: 13 September 2019

Closing Date: 29 September 2019

Details: Expressions of Interest are sought to work with Libraries ACT as Casual Administration Service Officer 4 Shift Supervisors within the library branches. Libraries ACT is a dynamic and responsive business unit that provides public library services for the community over multiple sites, online and through a range of programs. Branches operate seven days a week and this position requires availability to work over multiple locations and over a range of weekday and weekend shifts. Applicants should be able to demonstrate relevant experience supervising staff in an environment such as retail, hospitality or similar customer service environments.

Key objectives of this position are:

Act as Officer in Charge taking responsibility for:

Daily supervision of branches, services, staffing and safety.

Staff training and mentoring

Responses to emerging incidents and related reports.

Ability to take leadership role in safety critical and evacuation situations.

Consistent implementation of policies and procedures.

You will provide excellent, pro-active customer service, taking ownership of the end-to-end customer experience and resolution of customer queries and complaints.

Eligibility/Other requirements: Relevant work experience in an environment such as retail, hospitality or experience managing public spaces. Libraries ACT operate seven days a week, as such this position requires working weekday, weekend and late shifts at any Libraries ACT location when required. Good physical fitness and stamina, and the ability and willingness to undertake physical and repetitive tasks requiring pushing, lifting and bending, and being on your feet for long periods. Ability to de-escalate situations in a calm, professional manner.

Notes: These are casual positions available immediately until 30 June 2020. The hours will be varied dependant on operational needs. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are to address the Selection Criteria, of no more than three pages and provide a curriculum vitae along with the names and contact of current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Holly Hart (02) 6207 5107 holly.hart@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.

Suburban Land Agency

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

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

Governance and Corporate Services

Corporate Services

Senior Director, Corporate Services

Senior Officer Grade A \$145,048, Canberra (PN: 38895)

Gazetted: 16 September 2019

Closing Date: 2 October 2019

Details: The Suburban Land Agency is established under section 37 of the City Renewal Authority and Suburban Land Agency Act 2017 (the Act), and regulated by Parts 8 and 9 of the Financial Management Act 1996 (FMA), section 50 of the Planning and Development Act 2007 and the Public Sector Management Act 1994 (PSMA). The objectives of the Suburban Land Agency are set out in section 38 of the Act and include:

The encouragement and promotion of inclusive communities through the delivery of people-focused neighbourhood's;

The encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and Operational effectiveness, delivering value for money using sound risk practices.

The Suburban Land Agency (SLA) is seeking applications from appropriately qualified candidates for the role of Senior Director, Corporate Services. Reporting to the Agency Secretary and Governance Manager, the Senior Director, Corporate Services will lead the Suburban Land Agency's strategic planning and corporate services function.

The Senior Director, Corporate Services will support the Board and Executive to develop and implement Suburban Land Agency's corporate strategy (including setting, monitoring and overseeing non-financial performances).

The role will also lead the provision of corporate services to Suburban Land Agency including Human Resources (HR), information, records management, Information and communications technology (ICT), facilities, security and fleet services. Additionally, the role will be responsible for managing the SLA's move to a new office location in 2020.

Eligibility/Other Requirements: An advanced qualification or over 5 years' experience in a similar role will be highly regarded.

Note: This is a temporary position available immediately until December 30 2019 with the possibility of extension and/or permanency. The Suburban Land Agency 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. Selection may be based on application and referee reports only.

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, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Gilbert (02) 6205 9980 sallyl.gilbert@act.gov.au

Canberra Health Services

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>

Medical Services

Pathology

Immunopathology

Staff Specialist - Immunopathologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 45315)

Gazetted: 19 September 2019

Closing Date: 2 October 2019

Overview of the work area and position: ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Immunopathology, as a part of ACT Pathology, provides diagnostic, analytical and consultative services. It performs a wide range of testing primarily focussed around autoimmune serology, some aspects of protein chemistry, assessment of immune deficiency and allergy testing. Immunopathology is currently accredited with the Royal College of Pathologists Australasia (RCPA) and Royal Australasian College of Physicians for conjoint registrar training for a period of 2 years. Under the broad direction of the Director of Immunopathology and the Executive Director of Pathology, you will be required to attend the laboratory for designated sessions, participate in the Immunopathology on-call roster, and provide supervision to scientific staff and registrars ensuring quality of results reported from the laboratory. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: Qualifications and experience: - Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency with specialist registration in Immunopathology, Immunology and Allergy - Fellowship of the Royal College of Pathologists Australasia (FRCPA) and Royal Australasian College of Physicians (FRACP) or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: Note: This position is temporary part time for 4 hours per week for 3 years. This includes one session in the laboratory per week. Selection may be based on application and referee reports only. Contact Officer: Carolyn Hawkins (02) 5124 3940 Carolyn.hawkins@act.gov.au 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, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Health Services Directorate

CHS Deputy Director General Clinical Services

CHS Pathology

Specialist 1-5 - Microbiologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 43919)

Gazetted: 19 September 2019

Closing Date: 25 September 2019

Overview of the work area and position: ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Clinical Microbiology, as a part of ACT Pathology, provides diagnostic, analytical and consultative services,

including bacteriology, mycology, mycobacteriology, molecular pathology and immunoassay, and collaborates closely with the Infectious Diseases unit, Infection Prevention and Control, the Antimicrobial Stewardship service, Canberra Sexual Health Centre, the Health Protection Service and ANU Medical School. Clinical Microbiology provides a consultative service to the Neonatal Intensive Care Unit. Under broad direction of the Director of Microbiology you will be required to attend the laboratory for designated sessions, participate in the on-call roster, provide a consultative service and provide supervision to scientific staff and registrars. This position will be expected to provide infection prevention and control leadership within the Clinical Microbiology Department. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: Qualifications and experience: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency with specialist registration in Pathology (Microbiology). o Fellowship of the Royal College of Pathologists Australasia (FRCPA). or equivalent specialist qualifications. Highly Desirable: o Hold a current driver's license. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Karina Kennedy (02) 5124 2105 karina.kennedy@act.gov.au 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, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Medical Services

Pathology

Anatomical Pathology

Anatomical Pathologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 44949)

Gazetted: 19 September 2019

Closing Date: 24 September 2019

Overview of the work area and position: ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology, cytogenetics and liquid cytology are available on site. Under broad direction of the Director of Anatomical Pathology and the Executive Director of Pathology, as an Anatomical Pathologist you will have a key role in the day to day operations of the laboratory and providing diagnostic reporting, leading and being involved in research projects, participating in teaching and training of registrars and students, participating in quality assurance activities and promotes a commitment to high quality customer service. There may be more than one position available dependent on staff movements and leave which this recruitment process may be utilised for. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$272,410 - \$331,380 Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency with specialist

registration in Anatomical Pathology. o Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications. o Must hold a current driver's licence Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This position is temporary full time for 40 hours per week for 3 years with the possibility of extension and or permanency. Contact Officer: Dr Adrienne Morey (02) 5124 2867 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, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Clinical Services

Cancer and Ambulatory Support

Cancer Stream Administration

Senior Project Manager, Territory Wide Palliative Care

Senior Officer Grade A \$145,048, Canberra (PN: 25223)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

Details: Canberra Health Services

Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

Overview of the work area and position:

The Senior Project Manager will be responsible for driving and leading the implementation of the endorsed Model of Palliative Care for ACT and the surrounding region. The role will work directly to the Executive Director Cancer, Ambulatory and Community Health Support however will be required to work across the key stakeholders for ACT and surrounding regions palliative care service providers through an agreed governance structure.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications or equivalent in health services or project management.

Previous experience in palliative care services or similar.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of two years.

Contact Officer: Cathie O'Neill (02) 5124 2738 cathie.o'neill@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health Services

Co Morbidity Clinician

Registered Nurse Level 3.2 \$120,730, Canberra (PN: 22601)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

Details: Canberra Health Services

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

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

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

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

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

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

Overview of the work area and position:

The Co-morbidity clinician provides contemporary evidence-based service providing high quality mental health care that is guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers' and other key services.

At this level it is expected you will provide high quality clinical expertise to assist mental health clinicians to provide assessment and intervention for people with both mental health and alcohol/drug issues as well as be involved in broader education, training and strategic development of co-morbidity services across the Division.

You will be required to undertake professional development and clinical supervision participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence.

Highly desirable

Minimum of five years post registration experience working in mental health and post graduate qualifications in mental health is desirable.

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

Undergo a pre-employment National Police Check.

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

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

Note:

This is a temporary position available for a period of 12 months with the possibility of extension

Contact Officer: Amaly Khalaf (02) 5124 1744 amaly.khalaf@act.gov.au

Clinical Services

Medical Services

MOSCETU

Simulation Lead

Registered Nurse Level 3.2 \$120,730, Canberra (PN: 22140)

Gazetted: 19 September 2019

Closing Date: 26 September 2019

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 or CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

Canberra Hospital and 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 CHS 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.

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

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

Adult Acute Mental Health Services;
Adult Community Mental Health Services;
Alcohol and Drug Services;
Child and Adolescent Mental Health Services (CAMHS);
Justice Health Services; and
Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position:

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is the largest rehabilitation centre in the ACT and surrounds, with capacity for 140 inpatient beds, 75 day places and additional outpatient services. The hospital will bring together rehabilitation services and specialist staff from many locations across Canberra into one purpose-built location making it easier for people to access the services they need.

On 17 July 2018 two services within Specialty Mental Health services opened at the University of Canberra Hospital; a 20 beds Adult Mental Health Rehabilitation Unit (AMHRU) and a 25 day places Adult Mental Health Day Services (AMHDS).

AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic secure environment. This position reports to the AMHRU Assistant Director of Nursing and will liaise with the Clinical Nurse Consultant and Allied Health Manager to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working at the AMHRU and AMHDS.

In this role you will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

Extensive clinical experience together with evidence of participation in the use of simulation in teaching and learning

Certificate IV Training and Assessment

Desirable:

Commitment and accountability to own learning, development and practice with postgraduate qualifications, in clinical or education or extensive relevant experience. Holds or is working towards a master's degree is highly desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
Contact Officer: Tracey Quade (02) 5124 3889 tracey.quade@act.gov.au

Clinical Services

Women, Youth and Children

Paediatrics

Endocrine Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 33319)

Gazetted: 19 September 2019

Closing Date: 30 September 2019

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

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

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

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

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

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

Overview of the work area and position:

Women, Youth and Children Division deliver a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community.

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional and comfortable, with a bed for a parent to sleep in each room.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics.

You will meet under graduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong links with the ANU Medical School, Australian Catholic University and the University of Canberra.

Eligibility/Other Requirements:

Mandatory:

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

Minimum of three years full time equivalent post registration experience, with at least 12 months in a Paediatric or Child Health environment.

Highly Desirable:

Post graduate qualifications in Paediatric Nursing

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Catherine Campbell (02) 6174 7373 catherinem.campbell@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Alcohol and Other Drugs Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 45092, several)

Gazetted: 19 September 2019

Closing Date: 1 October 2019

Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

Overview of the work area and position:

The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

At this level you will provide high quality Alcohol and Other Drugs (AOD) clinical services to patients in custody including screening, education and treatment of people with identified substance use issues.

You will be responsible for the day to day clinical assessment and management patients of the Justice Health Services AOD Team. This includes providing access to AOD services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing expert clinical advice to the Justice Health Services team, including Custodial Mental Health Services and providing care coordination to patients accessing AOD services in custody including monitoring and maintaining access to Opioid Maintenance Therapies.

The AOD Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for alcohol and other drug co-morbidities within a custodial environment.

This position works collaboratively with all staff including ACT Correctives Services, Youth Justice and the Drug and Alcohol Court to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The AOD Nurse will work within the Custodial Health nursing team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Previous experience in custodial health.

Previous experience working with clients with substance abuse issues.

Holds or is working towards qualifications either at a certificate or postgraduate level in drug and alcohol nursing.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Rory Mauire (02) 5124 2523 rory.maguire@act.gov.au

Clinical Services

Women, Youth and Children Community Health Programs

Central Regional Team

School Youth Health Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 41586)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

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

Overview of the work area and position

The ACT School Youth Health Nurse (SYHN) Program is seeking a Registered Nurse with experience working in a community setting to join their team. You may have a clinical background in specialities such as youth mental health, sexual health or drug and alcohol; or you may have experience as a Youth Health Nurse in another state or territory. This is a unique opportunity for you to utilise your diverse skills in this challenging but very rewarding role. The position is well supported by a Clinical Nurse Consultant and you will be part of a friendly, experienced and supportive team, with a great workplace culture.

Eligibility/Other Requirements:

Mandatory:

- Be Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Experience working in adolescent health

- Current driver's licence

Desirable:

- Qualifications in primary health, youth health, adolescent mental health and/or adolescent health

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police Check.

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

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease for Category A

Note:

This is a permanent part-time position at 24 hours per week and the full-time salary noted above will be paid pro rata. Work hours are 8:00am to 4:30pm Monday to Wednesday OR Wednesday to Friday. The position is based in a high school two days a week and in the office at 1 Moore Street, Civic every Wednesday. This position falls under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017- 2019. The rate of pay is at 88% of the rate paid to an equivalent employee. This rate of pay takes into account the nurse not attending work during the six weeks of school stand down, school holiday term breaks.

Contact Officer: Carolyn Thomas (02) 5124 1631 carolyn.thomas@act.gov.au

Acute Allied Health Services

Physiotherapy

Physiotherapist - Paediatrics

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade),

Canberra (PN: 17272)

Gazetted: 19 September 2019

Closing Date: 4 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

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

Overview of the Work Area and Position

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. This Physiotherapist will provide 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.

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

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 National Police check,

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

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

Note:

This position is part-time at 25.72 hours per week and the full-time salary noted above will be pro-rata.

You will be required to participate in an overtime roster and/or a restricted on-call roster. A merit list will be created from this process which may be used to fill permanent and temporary full-time and part-time vacancies that arise over the next 12 months.

Contact Officer: Margot Green (02) 5124 2670 margot.green@act.gov.au

Clinical Services

Chief Operation Officer

Executive

Executive Assistant to the Chief Operating Officer and Deputy Chief Executive Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 42559)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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

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

Overview of the Work Area and Position

Located on the Canberra Hospital campus, the Office of the Chief Operating Officer will provide strategic support to the Chief Operating Officer, undertake high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office currently consists of a Business Manager, Executive Officer and Executive Assistant.

The Executive Assistant position reports to the Chief Operating Officer through the Business Manager. The role also provide support to the Deputy Chief Executive Officer and works closely with the senior leadership team, including the Clinical Executive Directors across Canberra Health Services.

Under broad direction, the Executive Assistant will play a key role by providing high level administrative and diary support to the Chief Operating Officer and Deputy Chief Executive Officer.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Katrina Rea (02) 5124 2169 katrina.m.rea@act.gov.au

Clinical Services

Acute Allied Health Services

Aboriginal and Torres Strait Islander Liaison Service

Aboriginal and Torres Strait Islander Liaison Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45148)

Gazetted: 19 September 2019

Closing Date: 26 September 2019

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

Canberra Health Services

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

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

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

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

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

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

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

Overview of the Work Area and Position

Canberra Health Services Division of Allied Health provides a range of allied health services including the Aboriginal and Torres Strait Islander Liaison Service. 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 Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The successful candidate will provide liaison and advocacy between patients, their families, staff and external organisations as appropriate. The ALO Service works within Women's and Children's, Emergency Department, Cancer, and Surgical inpatient areas. The ALO Service also provides support to patients attending outpatient's appointments. The successful candidate will work within a small team environment as well as participate in multidisciplinary teams.

This position will also participate in quality initiatives that enhance service delivery for Aboriginal and Torres Strait Islander communities both locally and southern NSW.

Eligibility/Other Requirements:

Mandatory

Be registered under the Working for Vulnerable People Act.

Knowledge of Aboriginal and Torres Strait Islander community organisations

Desirable

Qualifications/skills in a relevant area or willingness to undertake studies such as Associate Diploma or Bachelor of Health Science (Aboriginal Health and Community Development).

Knowledge of local Aboriginal communities and health issues is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

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

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

Note:

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

Contact Officer: Joyce Graham (02) 5124 2055 joyce.graham@act.gov.au

Clinical Services

Cancer and Ambulatory Support

BreastScreen ACT

Senior Promotions and Quality Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 17547)

Gazetted: 19 September 2019

Closing Date: 1 October 2019

Details: Our Vision: creating exceptional health care together

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

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

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Overview of the work area and position:

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic. Under direction of the Promotions and Quality Manager, the Senior Promotions and Quality Officer is responsible for supporting the management of the promotion of the BreastScreen ACT Program to women in the target age range and relevant internal and external stakeholders to increase screening participation rates. Additionally, the role involves monitoring and progressing quality improvement activities within the BreastScreen Program.

The role requires flexibility to vary start and/or finish times outside of normal business hours to assist in the operational requirements of the Program.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications (or equivalent) in Health Promotion.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

Note:

This is a temporary position available immediately until 30 June 2021. This position is part-time at 14:42 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Christy Fox (02) 5124 1821 christy.fox@act.gov.au

Clinical Services

Quality Safety Improvement and Innovation

Patient Safety Team

Patient Safety Administrator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 04680)

Gazetted: 19 September 2019

Closing Date: 1 October 2019

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

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Overview of the Work Area and Position

The role of the Quality, Safety, Improvement and Innovation Unit is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, and facilitation of improvement and quality assurance programs and the provision of information for service improvement.

The Quality, Safety, Improvement and Innovation Unit is aligned with the key elements of high-quality health care, including the Patient Safety Team (Incident Management Team, Clinical Review Team, Mortality & Morbidity Coordination, Risk Management, and the Medico Legal Team), Clinical Effectiveness Unit (Policy Team, Data and Quality Assurance, National Standards) and the Patient Experience Unit (Patient Experience, Advance Care Planning, Quality Improvement).

The Patient Safety Team responsibilities include:

Educating, promoting and guiding the application of incident management principles and processes to support continuous improvement for the provision of safe and high-quality patient care for internal and external stakeholders.

Identifying, analysing, investigating and reporting potential patient harm and patient safety indicators to support continuous improvement.

Coordinate risk management processes for CHS.

Assisting staff and ACT government solicitors with claims, all aspects of the coronial process and other legal and police matters as well as meeting insurance reporting obligations.

Eligibility/Other Requirements:

Desirable:

Strong organisational skills with a high degree of drive

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Zandra Corey (02) 5124 9557 zandra.corey@act.gov.au

Medical Services

Pharmacy Services

Specialist Pharmacist

Pharmacist Level 2/3 \$77,356 - \$106,178 (up to \$108,952 on achieving personal upgrade), Canberra (PN: 19647, several)

Gazetted: 19 September 2019

Closing Date: 30 June 2020

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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

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Overview of the work area and position

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

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department supports flexible working arrangements in accordance with the ACT Public Sector Health Professional Enterprise Agreement, supporting both full-time and part-time work to promote a positive work-life balance. Funding opportunities are accessible, through application, to support learning, development and the advancement of knowledge and skills to support practice and career progression.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Work is underway to plan a new Surgical Procedures, Interventional Radiology and Emergency Centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, theatres, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

As a highly skilled and experienced clinical pharmacist in a defined area of practice the pharmacist will work within a multidisciplinary team to deliver a safe, efficacious and patient centred service to patients. This will include working under the broad direction of the Lead Pharmacists and Deputy Directors of Pharmacy, and closely with a team of dedicated and skilled technicians and pharmacists to deliver the service. As the department redesigns the clinical pharmacy service to optimise patient care, opportunities are available across a range of clinical areas within medicine, surgery, women's, youth and children, mental health, rehabilitation and aged care, and emergency and critical care, depending on the experience and expertise of the pharmacist. Pharmacists that are able to demonstrate skills and experience in a specific field at the level required will provide a clinical service to that specific clinical area and will be supported to advance their skills and expertise in that area.

Eligibility/Other Requirements:

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

Competency standards at the Consolidation Level for Advanced Pharmacy Practice.

Highly Desirable:

The Society of Hospital Pharmacist of Australia (SHPA) membership.

Membership linked to area of specialty.

Publication in peer reviewed journals.

Prior to commencement successful candidates may be required to:

Undergo a pre-employment National Police Check.

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

Comply with ACT Health credentialing for Allied Health professionals.

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

Note:

There are several temporary and permanent positions available within the Pharmacy. Full-time and part-time hours will be considered and the full-time salary noted above will be paid pro rata. Please submit your application at your earliest convenience. For an informal chat or for further information about the position please don't hesitate to contact the Contact Officer.

Contact Officer: Hamed Lane (02) 5124 2121 hamedane.lane@act.gov.au

Clinical Services

Acute Allied Health Services

Aboriginal and Torres Strait Islander Liaison Service

Aboriginal and Torres Strait Islander Liaison Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 45149)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

Details: Canberra Health Services

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Overview of the work area and position

Canberra Health Services Division of Allied Health provides a range of allied health services including the Aboriginal and Torres Strait Islander Liaison Service. 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 Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The successful candidate will provide liaison and advocacy between patients, their families, staff and external organisations as appropriate. The ALO Service works within Women's and Children's, Emergency Department, Cancer, and Surgical inpatient areas. The ALO Service also provides support to patients attending outpatient's appointments. The successful candidate will work within a small team environment as well as participate in multidisciplinary teams.

This position will also participate in quality initiatives that enhance service delivery for Aboriginal and Torres Strait Islander communities both locally and southern NSW.

Eligibility/Other Requirements:

Highly desirable:

Knowledge and experience with ACT Health information management systems, including ACTPAS, CRIS and the ACTH Clinical Portal.

Knowledge of Aboriginal and Torres Strait Islander community organisations.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

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

Contact Officer: Joyce Graham (02) 5214 2055 joyce.graham@act.gov.au

Clinical Effectiveness

Quality, Safety, Innovation and Improvement

Administrative Support Officer, National Standards and Policy

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 04674)

Gazetted: 19 September 2019

Closing Date: 1 October 2019

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

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Overview of the Work Area and Position

Quality, Safety, Innovation and Improvement provides strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement across Canberra Health Services.

Branches within Quality, Safety, Innovation and Improvement include:

Clinical Effectiveness

Patient Safety

Patient Experience

The role of Quality, Safety, Innovation and Improvement is to support the improvements in person-centred, safe and effective care delivery. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

The Clinical Effectiveness Unit is within Quality, Safety, Innovation and Improvement, and includes the National Standards and Policy Team and the Quality Assurance Team. The unit provides support to clinical and non-clinical staff to assist in the delivery of safe, effective and person-centred health care. The unit is located at ACT Health Bowes Street facility in Woden, ACT, and staff will occasionally be required to attend other Canberra Health Services facilities, including the Canberra Hospital campus. Under the direction of the Manager, National Standards and Policy, this role will provide administrative support across the Unit, including secretariat support for a number of key committees and leave support for administrative positions across Quality, Safety, Innovation and Improvement.

Eligibility/Other Requirements:

Desirable:

Experience in administrative role, preferably within a health related setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Katherine Macpherson (02) 5124 9590 katherine.macpherson@act.gov.au

Infrastructure and Health Support Services

Health Infrastructure Program

Facilities Management

Infrastructure Officer

Infrastructure Officer 1 \$69,932 - \$82,628, Canberra (PN: 39640)

Gazetted: 19 September 2019

Closing Date: 4 October 2019

Details: Our Vision: Creating exceptional health care together.

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

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Overview of the work area and position:

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

CHS is a smoke free environment, across all buildings, grounds and vehicles.

CHS offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee.

Infrastructure and Health Support Services is responsible for the project delivery, maintenance and asset management of Canberra Health Services property portfolio.

Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, ACT. FM are responsible for facilities management services across all Canberra Health Services properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs.

The Infrastructure Officer role reports to the Facilities Director and will undertake activities to support Facilities Management in relation to project delivery for the Canberra Hospital and other facilities across the ACT.

The Infrastructure Officer will be responsible for liaising between two business units being Facilities Management and Project Delivery, which sits under Infrastructure and Health Support Services, to communicate and coordinate their activities with various stakeholders across CHS. The position will be for a period of 6 months with the possibility of extension. Acceptance may be based on application only.

Eligibility/Other Requirements:

Desirable:

Experience in a maintenance and/ or project delivery environment

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

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

Contact Officer: Chris Tarbuck (02) 5124 3186 chris.tarbuck@act.gov.au

Clinical Services

Medical Services

Medical Imaging

Booking Clerk

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 36940)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

Details: Canberra Health Services

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

Overview of the work area and position

The Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital.

Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

Under direction of the Administration Supervisor's, you will play a key role in the booking and scheduling of procedures and scans for outpatients and inpatients within CHS and the wider community. You will be required to liaise with internal and external stakeholders.

Eligibility/Other Requirements:

Mandatory

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Desirable:

Current driver's licence.

Note:

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

Contact Officer: Natasha Lawrence (02) 5124 2798 natasha.lawrence@act.gov.au

Infrastructure Management and Maintenance

Health Information Services

Clinical Records Unit

Clinical Records Officer

Administrative Services Officer Class 2/3 \$55,934 - \$68,204, Canberra (PN: 28272, several)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

Details: Canberra Health Services

Our Vision: Creating exceptional health care together.

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

Overview of the work area and position

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

The Finance and Business Intelligence Branch has been established to implement a management approach within the CHS Directorate that supports how CHS plans, budgets, allocates and manages both activity and financial resources to deliver safe and high-quality health service for the ACT Community.

The Health Information Service provides a range of services including scanning and health record management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education and hospital management purposes.

The community-based Clinical Records Unit (CRU) is a sub unit of the Health Information Service. The unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution).

Under direction, you will work directly with Canberra Health Services electronic patient information system/s and the clinical records scanning solution to ensure clinical records are available to support high quality patient care. This will require excellent communication skills, attention to detail, and the ability to work individually and as part of a team.

Eligibility/Other Requirements:

Previous experience working in a clinical record department, medical practice or similar health environment

Ability to work within a team environment as well as independently with minimal supervision

Highly motivated with strong organisational skills and excellent attention to detail

Well-developed interpersonal and communication skills

Sound keyboard skills and the ability to use health based Information Technology (IT) systems.

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

Note:

There are two positions available one is permanent full-time and one is temporary full-time for a period of six months. These positions are based in the Canberra CBD. An order of merit may be established from this process to fill future temporary and or permanent vacancies (full-time or part-time) at this level over the next 12 months. Incomplete or late applications will not be considered.

Contact Officer: Jodie Mackenzie (02) 5124 1837 jodie.mackenzie@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Allied Health, Secure Mental Health Services

Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807 (up to 60,556 depending on qualification level), Canberra (PN: 41033, several)

Gazetted: 19 September 2019

Closing Date: 30 September 2019

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

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

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

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

Adult Acute Mental Health Services;

Adult Community Mental Health Services;

Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position:

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

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

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

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

In this position the Allied Health Assistant Level 2 (AHA 2), under minimal supervision, will provide quality services to assist the Allied health team to deliver diversionary activities for people within a therapeutic rehabilitation environment. All staff of the DMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification);

Registration under the ACT Working with Vulnerable People Act 2011;

A minimum of 12 months experience in a related/relevant organisation/service

Current driver's licence.

Desirable:

Relevant experience in Mental Health

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note:

These are temporary positions available for six months.

Contact Officer: Emily Brown (02) 5124 1686 emily.brown2@act.gov.au

Clinical Services

Logistic Support Services

Supply Services

Assistant Director Supply Services

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 29237)

Gazetted: 19 September 2019

Closing Date: 1 October 2019

Our Vision: Creating exceptional health care together.

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

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

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

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

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

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

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

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

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

Overview of the work area and position

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

Logistic Support Services (LSS) is a section within IHSS. The function of the LSS includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply.

Supply Services provides clinical products to the Health Services in ACT, primarily being Canberra Hospital, as well as warehousing and distribution of the products.

The supply chain functions within Canberra Health Services includes all aspects of purchasing, warehousing and distribution function, security, accounting, stocktaking and financial management.

The successful candidate will be required to work to ACT Health Digital Solutions Division and Canberra Health Services, IHSS to lead the transition from the Purchasing and Inventory Control Systems (PICS) to to the new supply chain solution Technology-One OneHealth.

Eligibility/Other Requirements:

Desirable:

Extensive experience in a supply chain environment.

Expert knowledge in the existing Purchasing and Inventory Control System (PICS) and associated applications.

Familiarity with the file structure of the legacy data.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for 12 Months with possibility of extension.

Contact Officer: Kavitha Kugathas 0423 296 689 kavitha.kugathas@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Team Manager -Forensic Mental Health Services

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 33369)

Gazetted: 19 September 2019

Closing Date: 3 October 2019

Details: Canberra Health Service is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions, communications, performance conversations and the capabilities we are developing to successfully deliver services to the community.

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health.

CHS 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 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 Outreach service (FCOS)

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:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

Minimum of three years (ideal five years) post qualification.

For Psychology:

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

Minimum of three years (ideal five years) post qualification.

Mental Health Psychologist Allowance: Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Speak to the Contact Officer listed to find out if you could be eligible.

Highly Desirable:

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

For Social Work:

Degree in Social Work.

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

Minimum of three years (ideal five years) post qualification.

For Nursing:

Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (APHRA).

Eligibility for membership of the appropriate professional organisations.

Minimum of three years (ideal five years) post qualification.

Desirable

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with CHS occupational screening requirements related to immunisation.

Contact Officer: Jaime Bingham (02) 5124 1813 jaime.bingham@act.gov.au

Quality, Safety, Innovation and Improvement

Clinical Effectiveness

Clinical Audit Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 20114)

Gazetted: 19 September 2019

Closing Date: 26 September 2019

Details: Our Vision: creating exceptional health care together

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

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

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

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

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

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

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

Overview of the Work Area and Position

The Quality, Safety, Innovation and Improvement Division (QSII) is focusing on Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services.

This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

Branches within the Quality, Safety, Innovation and Improvement Division are:

Clinical Effectiveness

Patient Safety

Patient Experience

Audit, Risk and Compliance

Legal and Insurance

Clinical Effectiveness includes the National Standards and Policy Team and the Quality Assurance Team.

The unit provides support to clinical and non-clinical staff to assist in the delivery of safe, effective and person-centred health care. The unit is currently located at the ACT Health Bowes Street facility in Woden, ACT, and staff are required to attend other Canberra Health Services facilities, including the Canberra Hospital campus.

The Clinical Audit Officer will work primarily within the Quality Assurance Team, reporting to the Manager, Quality Assurance. The Clinical Audit Officer will be responsible for the development and testing of clinical audit tools aligned to measure the implementation of the National Safety and Quality in Health Service Standards (Second Edition) and specialty-specific audits. The Clinical Audit Officer will coordinate the implementation of the CHS Clinical Audit Program and develop and deliver education to CHS stakeholders on the program.

Eligibility/Other Requirements:

Desirable:

Experience in developing and conducting clinical audit and interpreting results for quality assurance and quality improvement.

Experience in development and delivery of education and training programs, and project management

Experience in building audit tools in SharePoint and/or Adobe, particularly in a clinical environment, or the capacity to learn how to build audit tools

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Bailey de Paiva (02) 5124 9593 bailey.depaiva@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Administrative Services Officer Class 4 \$70,359 - \$76,184

Jordan Lopes 853-80291, Section 68(1), 18 September 2019

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$78,197 - \$82,771

Tat Dat Dang 863-12194, Section 68(1), 16 September 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Gavin Floyd 858-58646, Section 68(1), 17 September 2019

Senior Officer Grade C \$106,043 - \$114,146

Nerida Gordon 863-12207, Section 68(1), 18 September 2019

Administrative Services Officer Class 4 \$70,359 - \$76,184

Anthony Lees 863-12258, Section 68(1), 19 September 2019

Administrative Services Officer Class 2 \$55,934 - \$61,764

Matthew Martone 858-58590, Section 68(1), 17 September 2019

Information Technology Officer Class 1 \$68,204 - \$77,639

Karl Shaw 858-76588, Section 68(1), 13 September 2019

Administrative Services Officer Class 2 \$55,934 - \$61,764

Samuel Turk 858-58582, Section 68(1), 17 September 2019

Administrative Services Officer Class 5 \$78,197 - \$82,771

Slavica Stewart 863-12485, Section 68(1), 18 September 2019

Community Services

Senior Officer Grade B \$124,891 - \$140,596

Vikram Kulkarni 858-59876, Section 68(1), 10 September 2019

Education

Administrative Services Officer Class 3 \$63,374 - \$68,204

Rose Clifton 849-06730, Section 68(1), 12 September 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Charissa Cresswell 858-30408, Section 68(1), 12 September 2019

Independent Competition and Regulatory Commission

Senior Officer Grade C \$106,043 - \$114,146

Jagath Dissanayake 858-78858, Section 68(1), 16 September 2019

Justice and Community Safety

Ambulance Support Officer 1 \$54,949 - \$58,394

Amy Rose Birtles 858-79471, Section 68(1), 9 September 2019

Prosecutor Grade 1 \$72,389 - \$82,104

Melanie Blair 853-96891, Section 68(1), 16 September 2019

Senior Officer Grade C \$106,043 - \$114,146

Laura Cilesio 858-78583, Section 68(1), 16 September 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Amelia Freebody 853-79573, Section 68(1), 10 September 2019

Ambulance Support Officer 1 \$54,949 - \$58,394

Nathan Slingsby 858-79439, Section 68(1), 9 September 2019

Office of the Legislative Assembly

Administrative Services Officer Class 6 \$84,257 - \$96,430

Frieda Scott 00791, Section 68 (1), 13 September 2019

Transport Canberra and City Services

Administrative Services Officer Class 6 \$84,257 - \$96,430

Yifei Cao 858-68078, Section 68(1), 9 September 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Linh Phan 858-79463, Section 68(1), 16 September 2019

Administrative Services Officer Class 6 \$84,257 - \$96,430

Jacqueline Stenhouse 858-59665, Section 68(1), 16 September 2019

Canberra Health Services

Administrative Services Officer Class 2/3 \$55,934 - \$68,204

Amber Collins 862-09365, Section 68(1), 19 September 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Shova Dhakal Chapagai 862-09744, Section 68(1), 13 September 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Ani Francy 862-10921, Section 68(1), 3 October 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Christine Hezkial 863-12637, Section 68(1), 25 September 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Prity Rajbhandari 862-10083, Section 68(1), 12 September 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Richelle Salvador 853-59636, Section 68(1), 13 September 2019

Registered Nurse Level 1 \$67,078 - \$89,604

Kanwerbir Singh 847-27134, Section 68(1), 17 October 2019

Administrative Services Officer Class 3 \$63,374 - \$68,204

Serena Whitby 862-62756, Section 68(1), 26 September 2019

Senior Officer Grade B \$124,891 - \$140,596

Natalie Winter 828-10014, Section 68(1), 19 September 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Michael Abramovic: 853-47889

From: Information Technology Officer Class 1 \$68,204 - \$77,639

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 1 \$68,204 - \$77,639

Chief Minister, Treasury and Economic Development, Canberra (PN. 14763) (Gazetted 1 July 2019)

Jillian Reay-Smith: 799-94449

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development, Canberra (PN. 37175) (Gazetted 25 July 2019)

Transport Canberra and City Services

Kelly Amsteins: 846-93675

From: Senior Officer Grade B \$124,891 - \$140,596

Transport Canberra and City Services

To: Senior Officer Grade B \$124,891 - \$140,596

Transport Canberra and City Services, Canberra (PN. 19637) (Gazetted 19 July 2019)

Canberra Health Services

Hayley Beveridge: 813-03619

From: \$106,795 - \$111,190

Canberra Health Services

To: Registered Midwife Level 1 \$67,078 - \$89,604

Canberra Health Services, Canberra (PN. 44176)

Melanie Fitzpatrick: 786-46610

From: \$67,078 - \$89,604

Canberra Health Services

To: Registered Nurse Level 1 \$67,078 - \$89,604

Canberra Health Services, Canberra (PN. 19814)

Neale Kuzma: 848-79824

From: Technical Officer Level 1 \$57,759

Canberra Health Services

To: Technical Officer Level 1 \$57,759 - \$60,556

Canberra Health Services, Canberra (PN. 42947)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Access Canberra

Construction and Utilities

Mudalige Buddhadasa: 858-53650

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 35701) (Gazetted 26 July 2019)

Infrastructure Finance and Capital Works

Meshack Efeoma: 853-65913

From: Infrastructure Officer 2 \$84,359 - \$97,055

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$106,288 - \$116,675

Chief Minister, Treasury and Economic Development, Canberra (PN. 33785) (Gazetted 20 June 2019)

Infrastructure Finance and Capital Works

Benjamin Evans: 846-92293

From: Infrastructure Officer 2 \$84,359 - \$97,055

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$106,288 - \$116,675

Chief Minister, Treasury and Economic Development, Canberra (PN. 03685) (Gazetted 20 June 2019)

Commercial Services and Infrastructure Group

ACT Insurance Authority

Claims

Eleanor Hense: 844-75539

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Justice and Community Safety

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 39254) (Gazetted 20 June 2019)

Shared Services

Partnership Services Group

Customer Support Services

Angela McCaughey: 836-08256

From: Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$124,891 - \$140,596

Chief Minister, Treasury and Economic Development, Canberra (PN. 44314) (Gazetted 8 July 2019)

Community Services

Housing ACT

Infrastructure and Contracts

Procurement and Governance

Mary Lawler: 843-99484

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Community Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430
Community Services, Canberra (PN. 44510) (Gazetted 31 July 2019)

Education

School Performance and Improvement

North and Gungahlin Network

Harrison School

Alban Burkolter: 848-96130

From: Building Service Officer 2 \$58,001 - \$60,637

Education

To: Facilities Manager \$84,257 - \$96,430

Education, Canberra (PN. 37510) (Gazetted 1 August 2019)

School Performance and Improvement

North and Gungahlin Network

Lyneham Primary School

Sara Henderson: 799-85307

From: Administrative Services Officer Class 3 \$63,374 - \$68,204

Education

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Education, Canberra (PN. 35583) (Gazetted 31 July 2019)

School Performance and Improvement

South and Weston Network

Charles Weston School

Nicole Nicholson: 766-23378

From: School Leader B \$143,046

Education Directorate

To: †School Leader A \$163,413 - \$188,645

Education, Canberra (PN. 35731) (Gazetted 11 June 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

Office for Schools

Tuggeranong

Theodore Primary

Nathan Pepper: 835-44643

From: School Leader C \$122,856

Education Directorate

To: School Leader B \$143,046

Education, Canberra (PN. 41916) (Gazetted 01 February 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Performance and Improvement

South Weston Network

Mawson Primary School

Jason Palmer: 849-14933

From: Building Service Officer 2 \$58,001 - \$60,637

Education

To: Building Service Officer 3 \$67,752 - \$71,593
Education, Canberra (PN. 01587) (Gazetted 2 August 2018)

Environment, Planning and Sustainable Development

Sustainability and the Built Environment

Planning Delivery

James Bennett: 836-14445

From: Senior Officer (Technical) Grade B \$124,891 - \$140,596
Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$145,048
Environment, Planning and Sustainable Development, Canberra (PN. 44503) (Gazetted 30 July 2019)

Justice and Community Safety

Emergency Services

ACT Fire and Rescue

Operations

Katherine Bonn: 754-05002

From: FB6 (Station Officer) \$102,025
Justice and Community Safety

To: †FB7 (Commander) \$121,534
Justice and Community Safety, Canberra (PN. 45248) (Gazetted 9 September 2019)
In accordance with the ACT Fire & Rescue Enterprise Agreement 2013-2017 Section D Clause 22-
Selection and advancement and Annex A, Classifications and Rates of Pay.

Emergency Services

ACT Fire and Rescue

Operations

Michael Burns: 747-54884

From: FB6 (Station Officer) \$102,025
Justice and Community Safety

To: †FB7 (Commander) \$121,534
Justice and Community Safety, Canberra (PN. 45250) (Gazetted 9 September 2019)
In accordance with the ACT Fire & Rescue Enterprise Agreement 2013-2017 Section D Clause 22-
Selection and advancement and Annex A, Classifications and Rates of Pay.

Emergency Services

ACT Fire and Rescue

Operations

Adrian Colussi: 766-22500

From: FB6 (Station Officer) \$102,025
Justice and Community Safety

To: †FB7 (Commander) \$121,534
Justice and Community Safety, Canberra (PN. 45251) (Gazetted 9 September 2019)
In accordance with the ACT Fire & Rescue Enterprise Agreement 2013-2017 Section D Clause 22-
Selection and advancement and Annex A, Classifications and Rates of Pay.

Emergency Services

ACT Ambulance Service

Anna Dabson: 835-93170

From: Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Justice and Community Safety

To: Intensive Care Paramedic 1 \$82,062 - \$90,926 plus penalties

Justice and Community Safety, Canberra (PN. 23153) (Gazetted 16 September 2019)

Ambulance Paramedic to Intensive Care Paramedic 1. In accordance with the ACT Public Sector ACT Ambulance Service Enterprise Agreement 2013-2017, under clause P2.1 a), b),c).

Legislation, Policy and Programs

Criminal Law Group

Amie Gunawan: 853-45533

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Justice and Community Safety

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Justice and Community Safety, Canberra (PN. 42663) (Gazetted 24 June 2019)

Emergency Services

ACT Fire and Rescue

Operations

Paul Owens: 754-0576

From: FB6 (Station Officer) \$102,025

Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 45249) (Gazetted 9 September 2019)

In accordance with the ACT Fire & Rescue Enterprise Agreement 2013-2017 Section D Clause 22- Selection and advancement and Annex A, Classifications and Rates of Pay.

ACT Courts and Tribunal

Sheriff's Office

Peter Robertson: 827-27413

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Justice and Community Safety

To: †Senior Officer Grade C \$106,043 - \$114,146

Justice and Community Safety, Canberra (PN. 24472) (Gazetted 29 July 2019)

Emergency Services

ACT Fire and Rescue

Operations

Paul Thorpe: 747-54841

From: FB6 (Station Officer) \$102,025

Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 45252) (Gazetted 9 September 2019)

In accordance with the ACT Fire & Rescue Enterprise Agreement 2013-2017 Section D Clause 22- Selection and advancement and Annex A, Classifications and Rates of Pay.

Transport Canberra and City Services

Transport Canberra

Transport Canberra Commercial

Finance

Nigel Matupire: 853-81913

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Education

To: †Senior Officer Grade C \$106,043 - \$114,146

Transport Canberra and City Services, Canberra (PN. 20246) (Gazetted 31 July 2019)

City Services

ACT NoWaste

Service Delivery

Adam Smith: 827-41215

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Transport Canberra and City Services

To: †Senior Officer Grade C \$106,043 - \$114,146

Transport Canberra and City Services, Canberra (PN. 17707) (Gazetted 8 August 2019)

City Services

City Presentation

Place Management

Russell Tapp: 844-00289

From: General Service Officer Level 5/6 \$55,097 - \$60,637

Transport Canberra and City Services

To: †General Service Officer Level 9 \$72,989 - \$82,486

Transport Canberra and City Services, Canberra (PN. 33867) (Gazetted 18 July 2019)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

Transport Canberra

Transport Canberra Commercial

Finance

Clare Vincent: 853-74617

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

Transport Canberra and City Services, Canberra (PN. 35979) (Gazetted 31 July 2019)

Canberra Health Services

Clinical Services

Liza Marando: 846-86264

From: Senior Officer Grade C \$106,043 - \$114,146

Canberra Health Services

To: †Senior Officer Grade B \$124,891 - \$140,596

Canberra Health Services, Canberra (PN. 44615) (Gazetted 18 July 2019)

Clinical Services

Kristi-Lee Vaughan: 830-79446

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Health Services

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services, Canberra (PN. 13141) (Gazetted 2 May 2019)