



ACT
Government

ACT Government Gazette

Gazetted Notices for the week beginning 26 September 2019

VACANCIES

ACT Electoral Commission

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

ICT Implementation Project Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44878)

Gazetted: 26 September 2019

Closing Date: 3 October 2019

Details: Interested in project management and the fascinating dynamics of elections? The ACT Electoral Commission is looking for an enthusiastic and dedicated person to join our small, supportive and friendly team. The successful applicant will be tasked with project managing, as the sole project officer, the modernisation of the Electoral Commission's Election Management System – a system that assists in the management of election specific and Business As Usual (BAU) functions. As the sole officer tasked with project implementation, the successful applicant will be required to have demonstrated technical competence and experience in managing specific Information and Communication Technology (ICT) systems projects and setting project priorities. The successful applicant will need to liaise with external vendors to deliver the project through business analysis, development and into deployment. The successful applicant will also need to have the ability to create detailed test plans and conduct extensive User Acceptance Testing (UAT) testing. This position requires excellent project management skills and high level written and oral communication skills. Staff of the Electoral Commission are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcomes focused and accountable for their actions. It is important for the successful applicant to understand and work within the ACTPS Code of Conduct and the

ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. 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: As an electoral officer the person occupying this position may be required to perform duties on election and referendum days and some election period weekends. As a staff member of a small office, the person occupying this position will also undertake or assist with other tasks as required and directed.

Notes: Previous applicants need not reapply. This is a temporary position available immediately for a period of 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications must include a written response to the Selection Criteria, no more than four pages, outlining experience and/or ability along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Spence (02) 6205 0224 rohan.spence@act.gov.au

Calvary Health Care ACT (Public)

Medical

Intensive Care Liaison Nurse

Registered Nurse level 3, Canberra (PN: LP6840)

Gazetted: 02 October 2019

Closing Date: 13 October 2019

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

Reference Number: 10623

Contact Officer: Suezanne Hayward 02 6201 6285 suezanne.hayward@calvary-act.com.au

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

Medical

Ward Clerk

ASO 3.1 \$63,374-\$68,204, Canberra (PN: LP7826)

Gazetted: 02 October 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: 10699

Contact Officer: Suezanne Hayward 02 6201 6285 suezanne.hayward@calvary-act.com.au

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

Medical

Maintenance

Maintenance Manager

TECH OFFICER 4 YR 3 38 \$89,104, Canberra (PN: LP9897)

Gazetted: 02 October 2019

Closing Date: 3 October 2019

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

Reference Number: 10623

Contact Officer: Luke Douma 02 6201 6303 luke.douma@calvary-act.com.au

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

Medical

Personal Assistant

ASO3.1 \$63,374-\$68,204, Canberra (PN: LP6815)

Gazetted: 02 October 2019

Closing Date: 2 October 2019

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

Contact Officer: Janeen Johnson 02 6264 7073 janeen.johnson@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

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

Education and Training Services

CIT Yurauna Centre

Indigenous Student Support Coordinator

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 17035)

Gazetted: 26 September 2019

Closing Date: 3 October 2019

Details: Canberra Institute of Technology (CIT) is a dynamic, connected and diverse provider of Vocational Education and Training (VET) offering quality skills development to individuals, employers and industry in Canberra, Australia and globally. The focus of the role is course completions for Aboriginal and Torres Strait Islander students across the Institute. Canberra Institute of Technology (CIT) is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability. Eligibility/Other Requirements: 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. Diploma Business Administration or equivalent. CIT Training and Assessment or ability to achieve. Current 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: This is a temporary position available immediately up until the 13 August 2020.

How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should be written in the form of a pitch, explaining how you have the Skills and Knowledge and Behavioural capabilities to perform the role, including your involvement with Aboriginal and Torres Strait Islander Communities ('what you will do and manage'). Convince us you are the right person for the job! *Applications should be submitted via the Apply Now button below.*

Contact Officer: Kayla Oconnell (02) 6207 4535 kayla.oconnell@cit.edu.au

Education and Training Services

Yurauna Centre

Cultural Studies Teacher

Teacher Level 1 \$74,437 - \$99,320, Canberra (PN: 38969)

Gazetted: 01 October 2019

Closing Date: 8 October 2019

Details: The focus of the role is delivery of programs for disengaged Aboriginal and Torres Strait Islander students as well as facilitating competencies and workshops for non-Indigenous students. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

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 IV in Visual Arts or Certificate IV Child Care or equivalent or as specified in the applicable training package or accredited curriculum specifications.

Desirable: Current driver's licence.

Note: This is a temporary part-time position available immediately for a period of 10 months at 29:24 hours per week and the full-time salary noted above will be paid pro rata.

How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should be written in the form of a pitch, explaining how you have the skills and knowledge and behavioural capabilities to perform the role, including your involvement with Aboriginal and Torres Strait Islander Communities ('what you will do and manage'). Convince us you are the right person for the job!

Applications should be submitted via the Apply Now button below

Contact Officer: Michelle Butt (02) 6207 6870 michelle.butt@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

Treasury

Commercial Services and Infrastructure

National Arboretum Canberra

Senior Horticulturalist

Technical Officer Level 4 \$84,257 - \$96,430, Canberra (PN: 30956)

Gazetted: 26 September 2019

Closing Date: 28 October 2019

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to fill a Senior Horticulturalist role within its dynamic team, based at the Arboretum. The successful candidate will report directly to the Arboretum's Horticultural Manager, and will be responsible for providing technical advice regarding the management and health of the Arboretum's living collection. With limited supervision, the Senior Horticulturalist will provide guidance and direction with regard to the planning, implementation and review of a range of operational and project based programs to manage the Arboretum's forests and landscaped areas. Strong communication skills and digital aptitude are essential for this role. The successful candidate will be required to liaise at various levels across a range of areas with contractors, external stakeholders and throughout the Government whilst maintaining a high degree of professionalism. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED), Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. If you are an experienced and passionate horticulturalist, who takes pride in your work and your ability to unite and motivate your team members, we want to hear from you.

Eligibility/Other Requirements: Mandatory: Relevant tertiary qualifications in Horticulture and Arboriculture/Forestry. Current driver's licence.

Highly Desirable: Irrigation and water management experience/qualifications. MR truck licence, Plant operator's licences. Side by side ATV licence. ChemCert accreditation. Workplace Health and Safety/Construction industry White Card.

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 of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amalie Shawcross (02) 6207 7603 amalie.shawcross@act.gov.au

Treasury

Commercial Services and Infrastructure

National Arboretum Canberra

Work, Health and Safety Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 39358)

Gazetted: 02 October 2019

Closing Date: 1 November 2019

Details: The National Arboretum Canberra is seeking an experienced and highly motivated candidate to fill a Work Health and Safety (WHS) Officer role within its dynamic team. The successful candidate will be responsible for implementing the ACT Government's WHS Policies, WHS reporting and the promotion of WHS and safety practices at the Arboretum. The WHS Officer will provide guidance and direction for the planning, implementation and operation of WHS at the Arboretum and with limited supervision develop and continue to implement systems, processes and efficient reporting on WHS and compliance. Strong communication skills are essential for this role. The successful candidate will be required to liaise at various levels across a range of areas with contractors as well as throughout the Government whilst maintaining a high degree of confidentiality and discretion. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, WHS, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. If you are an innovative thinker with experience in Work Health and Safety (WHS) and would like to join a positive and energetic team we want to hear from you. Eligibility/Other Requirements: The successful applicant will be based at the National Arboretum Canberra. The position can include regular evening and weekend work. The National Arboretum Canberra is open 7 days a week so flexibility around working hours including evenings and weekends is required. If you are successful in being invited to interview for this position, there may be a practical exercise to undertake. You will be notified of requirements at the time of being called for interview.

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 of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amalie Shawcross (02) 6207 7603 amalie.shawcross@act.gov.au

Corporate Management

Information Access Team

Freedom of Information Coordination Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 39169)

Gazetted: 01 October 2019

Closing Date: 15 October 2019

Details: The Information Access Team is seeking a Freedom of Information (FOI) Coordination Officer to assist in the processing of access requests received under the *Freedom of Information Act 2016*. The Coordination Officer is responsible for collecting, collating and preparing responses to FOI requests for the Chief Minister, Treasury and Economic Development (CMTEDD) Information Officer. To excel in this position, you will need to have experience in statutory decision making and have the ability to interpret legislation, legal decisions and policy guidance material. The successful applicant will be fully supported in the small, high performing team with on the job training and well established processes. The position provides exposure to wide range of activities undertaken by CMTEDD and will allow you to liaise with a range of stakeholders in CMTEDD and other ACT Government Directorates. As a member of the Corporate Management team, you will also be expected to contribute to governance activities and projects which support the division and directorate. 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 position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants must submit a written response (of no more than two pages) addressing the 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: Daniel Riley (02) 6207 3153 daniel.riley@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 33711)

Gazetted: 01 October 2019

Closing Date: 15 October 2019

Details: Cabinet Office has a challenging opportunity that will suit an individual who is flexible, proactive and willing to go the extra mile. As Coordination and Support Officer, you will be at the forefront of government decision making, supporting the passage of material being considered by Cabinet and the Legislative Assembly. This vacancy provides an opportunity to be part of a small and energetic team of staff to drive positive changes in a fast paced environment and also presents an exciting opportunity to contribute to the evolution of the Cabinet and Assembly processes. To undertake this role successfully, you will have knowledge and understanding of the ACT Government's Cabinet, Assembly and Government Business activities, applying your knowledge to support other directorates' Cabinet and Assembly liaison teams. This diverse and interesting role is part of a high functioning branch, who willingly support each other in meeting critical timeframes. If you have an understanding of cabinet and assembly processes or the ability to quickly gain such knowledge and a critical eye for detail this may be the position for you.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in an activity based work environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your skills, knowledge, behavioural capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lachlan Thomas (02) 6207 6163 lachlan.thomas@act.gov.au

Corporate

Corporate Management

Governance

Senior Director Governance

Senior Officer Grade A \$145,048, Canberra (PN: 00320)

Gazetted: 30 September 2019

Closing Date: 7 October 2019

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Corporate is looking for someone to fill the position of Senior Director Governance and lead a small technical team of subject matter experts. The Governance team is a dynamic and customer-oriented area focused to deliver best practice corporate, advice, services and support in a demanding environment. The role covers governance policy and frameworks, business continuity, disaster recovery, risk management, fraud prevention, protective security, internal audit and compliance. The team also has a strong training and engagement focus, which strives to develop innovative ways to improve corporate governance and compliance. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available immediately up until the 10 January 2020 with the possibility of extension less than 12 months.

How to Apply: Applicants should provide a response no longer than two pages in total addressing the listed capabilities. A current curriculum vitae and details for two referees should be provided with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Thompson (02) 6207 8207 kirsten.thompson@act.gov.au

Access Canberra

Project, Governance and Support

Governance and Business Services

Senior Director

Senior Officer Grade A \$145,048, Canberra (PN: 36905)

Gazetted: 30 September 2019

Closing Date: 14 October 2019

Details: If you pride yourself on your ability to engage with change projects, enjoy working with people to achieve outcomes and relish the prospect of negotiating “win – win” outcomes, we’d love to hear from you. Access Canberra's Projects, Governance and Support Branch is looking for an experienced Senior Director to temporarily step into the role of heading up our Governance and Business Services Team; providing leadership and strategic guidance to the Accommodation, Business Services and Governance units within the agency. The successful candidate will have:

High level leadership and management experience of a diverse workforce in an agile, flexible and changing environment

Highly developed research and analytical skills, with the demonstrated ability to be solutions focused, identify and make sound judgements on sensitive and complex issues and provide balanced analysis and advice

Excellent interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people across different levels, and to represent Access Canberra and the directorate in a range of situations.

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

Eligibility/Other Requirements: Relevant tertiary qualifications and extensive managerial and leadership experience in a complex work environment are highly desirable.

Notes: This is a temporary position available immediately up until the 20 December 2019 with the possibility of extension. Selection may be based on application and referee reports only. This position is designed as activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk and may be required to work across multiple locations.

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

Suitability for this position will be assessed on your Skill, Knowledge and Behaviour with reference to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please submit a curriculum vitae and the contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and the duties. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Applications should be submitted to the Contact Officer.

Contact Officer: Cheryl Sizer (02) 6205 4421 cheryl.sizer@act.gov.au

Treasury

Property and Venues

Venues Canberra

Senior Venue Manager - Exhibition Park in Canberra

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 55395)

Gazetted: 01 October 2019

Closing Date: 15 October 2019

Details: Venues Canberra as a business unit is responsible for hosting events at the Territory's major venues, including Exhibition Park in Canberra (EPIC). The role of the Senior Venue Manager at EPIC is responsible for management and operation of all activities at the site, including events, camping and ongoing capital works and improvements. The position oversees and manages the EPIC Sales Team, Events Operations Team, Camping Business and the Facilities and Ground Maintenance Team. Being responsible for the successful delivery of events the successful applicant is required to work outside of standard business hours on a regular

basis. 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: Minimum 3-5 years' experience in Venue/Event Management for major events and large gatherings. C class driver's licence. Duties will include work after hours, public holidays and weekend work as required to support events and respond to on call situations. First Aid Certificate – or willingness to obtain. Qualifications or experience in project management are highly desirable but not essential.

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 of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Ellis (02) 6205 9218 catherine.ellis@act.gov.au

Corporate Management

Information Access Team

Information Officer

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 39519)

Gazetted: 01 October 2019

Closing Date: 15 October 2019

Details: The Information Access Team is seeking an experienced senior officer to fill the statutory Information Officer role under the *Freedom of Information Act 2016*. The successful applicant will have proven experience in statutory decision making and have the ability to interpret legislation, legal decisions and policy guidance material. The Information Officer is also responsible for the supervision and day-to-day management of a small team of high performing individuals undertaking Freedom of Information coordination activities. Attention to detail and demonstrated high level leadership and management skills are a must. As a member of the Corporate Management team, you will also be expected to contribute to governance activities and projects for the division and the directorate.

The 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. This is a part-time position with consideration given to applicants wanting to work up to 22 hours per week.

Eligibility/Other Requirements: Tertiary qualifications in Law are desirable but not mandatory.

Notes: This position is part-time at (22) hours per week and the full-time salary noted above will be pro-rata. This position will be moving into a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have designated workstations/ desks.

How to Apply: Applicants must submit a written response (of no more than two pages) addressing the 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: Daniel Riley (02) 6207 3153 daniel.riley@act.gov.au

Treasury

Commercial Services and Infrastructure

National Arboretum Canberra

Operations Manager

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 30915)

Gazetted: 01 October 2019

Closing Date: 15 October 2019

Details: The National Arboretum Canberra is looking for a motivated and qualified Operations Manager to oversee horticulture, data management, facilities, assets, Work Health and Safety, contracts, leases, as well as the bonsai collection at the Arboretum. You will have strong management, planning, liaison and organisational skills and exemplary communications skills. As Operations Manager for the National Arboretum, ensure that all strategic and operational responsibilities associated with planning and management of the Arboretum are best

practice. Manage horticulture, data management, facilities, assets, WH&S, contracts, leases and bonsai in an efficient, effective and safe manner. Provide leadership and direction to operational staff and contractors. Contribute to the strategic management of the Arboretum as a member of the senior management team. Build and maintain positive and productive relationships with staff as well as internal and external stakeholders. Strong communication skills are essential for this role, the successful candidate will be required to liaise at various levels across a range of areas with contractors as well as throughout the Government whilst maintaining a high degree of confidentiality and discretion. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, WHS, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

Eligibility / Other Requirements: Current driver's licence is essential. First Aid certificate is desirable.

Note: This position will include some after hours and weekend work.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Scott Saddler (02) 6205 4056 scott.saddler@act.gov.au

Shared Services ICT

Technical Services Branch

Shared Applications Management

Senior ServiceNow Developer/Administrator

Senior Information Technology Officer Grade C \$106,043 - \$114,146, Canberra (PN: 14270)

Gazetted: 30 September 2019

Closing Date: 14 October 2019

Details: Technical Services Branch is seeking an experienced ServiceNow Developer/Administrator as part of ServiceNow Administration team. The role is responsible for configuring, administering and developing the ServiceNow IT Service Management (ITSM) and IT Operations Management (ITOM) tool. This role will work with various IT teams to develop technical solutions that satisfy the business needs and is responsible for supporting, configuring, scripting and administering the ServiceNow platform. The successful applicant will also be required to engage with various key stakeholders across Shared Services and the ACT Government. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Information Technology Infrastructure Library (ITIL) Foundations V3 Certificate highly desirable.

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

How to Apply: Applicants are asked to supply 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: Stephen Clarkson (02) 6205 2260 stephen.clarkson@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

Inclusion and Participation

Community Relations and Funding Support

Program Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45356)

Gazetted: 01 October 2019

Closing Date: 15 October 2019

Details: The Inclusion and Participation division is seeking a dynamic and self-motivated individual with a passion for making a difference in the lives of vulnerable children, young people and their families. The Community Relations and Funding Support unit manages a range of child and youth centred and family focused services within an integrated and collaborative service model, through policy development and relationship management of key community sector organisations and partnerships. The successful applicant will possess strong proficiency in relationship management, working collaboratively across government and the community sector to achieve improved outcomes for children, young people and their families. The position requires a high level understanding of the current policy environment, procurement and government contracting in a human services setting and knowledge of the ACT community. Community Services Directorate 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: Government procurement and contract management experience, preferably in the human services sector and a current driver's licence is essential. An understanding and knowledge of issues related to Policy and the Human Services portfolio, including Children, Young People and their Families. Tertiary qualifications in a related discipline is desirable.

Notes: A part-time temporary position (22:03) hours per week is available immediately up until the 31 March 2020 with the possibility of extension up to 12 months. The full-time salary noted above will be paid 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.

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Conway (02) 6207 1048 sarah.conway@act.gov.au

Housing ACT

Client Services

Tenant Experience

Client Support Officer

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 03487)

Gazetted: 02 October 2019

Closing Date: 16 October 2019

Details: The Client Services Branch of Housing ACT currently has an opportunity within the Tenant Experience Unit for a Client Support Officer. Client Support Officers provide administrative and other support to a tenancy team and liaises between Housing Managers and clients. They provide information and advice to clients over the telephone, arrange appointments, manage the retrieval of files and various other administrative duties. We are looking for someone who is committed to providing high quality customer service to a diverse range of clients, has effective communication and well developed organisational skills. 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: 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: 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: Applications should include your written response to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Radmila Stosic (02) 6207 7695 radmila.stosic@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.

Inclusion and Participation

Community Relations and Funding Support

Assistant Director, Relationship Management

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 13129)

Gazetted: 30 September 2019

Closing Date: 14 October 2019

Details: The Inclusion and Participation division is seeking a dynamic and self-motivated person, with a passion for making a difference in the lives of disadvantaged children, young people and their families to fill the position of Assistant Director, Community Relations and Funding Support. The Community Relations and Funding Support unit manages a range of child and youth centred and family focused services within an integrated and collaborative service model, through policy development and relationship management of key community sector organisations and partnerships. The unit has a strong focus on building positive working relationships with key community sector organisations through active relationship management. The position requires a high level understanding of the current policy environment, procurement and government contracting in a human services setting and knowledge of the ACT community. The successful candidate will report to the Senior Director, Community Relations and Funding Support. Community Services Directorate 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: Government procurement and contract management experience, preferably in the human services sector. A current driver's licence. An understanding and knowledge of issues related to policy and the human services portfolio, including children, young people and their families. Tertiary qualifications in a related discipline.

Notes: This is a temporary position available from the 4 November 2019 up until the 30 October 2020 with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Conway (02) 6207 1048 sarah.conway@act.gov.au

Director of Public Prosecutions

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

Legal

Prosecutor Grade 2 COCA

Prosecutor Grade 2 \$92,999 - \$113,159, Canberra (PN: 04338)

Gazetted: 26 September 2019

Closing Date: 3 October 2019

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The successful applicant will act as instructing solicitor in complex Criminal Confiscation of Criminal Assets (COCA) litigation as part of a team as well as appear as counsel in less complex matters in the various courts in particular COCA matters. The Office of the Director of Public Prosecutions 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: Admitted to or eligible to practice as a legal practitioner in the ACT. The successful candidate will be required to undergo a National Police check.

Note: The occupant of this position may be required to participate in a Saturday and Public Holiday court roster. Selection may be based on application and referee reports only.

How to Apply: You should provide a written response addressing the Selection Criteria, along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Drumgold (02) 6207 5190 shane.drumgold@act.gov.au

Legal

Supervising Lawyer COCA

Prosecutor Grade 4 \$135,936 - \$145,737, Canberra (PN: 04165)

Gazetted: 26 September 2019

Closing Date: 3 October 2019

Details: The successful applicant will be an experienced litigator responsible for the management of the Criminal Confiscation of Criminal Assets (COCA) team within the Office of the Director of Public Prosecutions (ODPP). You will also take the lead role in personally conducting complex litigation as counsel in the COCA area. You will be a high performing self-starter with experience as a manager in a legal practice and the ability to develop a small team of staff in support of both the team and broader office outcomes. The Office of the Director of Public Prosecutions 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: Admitted to or eligible to practice as a legal practitioner in the ACT. The successful candidate will be required to undergo a National Police check.

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

How to Apply: You should provide a written response addressing the Selection Criteria, along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Drumgold (02) 6207 5190 shane.drumgold@act.gov.au

Director of Public Prosecutions

ACT DPP

Legal

Policy Officer

Prosecutor Grade 3 \$118,087 - \$130,579, Canberra (PN: 45405)

Gazetted: 02 October 2019

Closing Date: 16 October 2019

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. As a Policy Officer you will possess analysis and problem-solving skills that bring a practical solutions-focus to complex policy issues; prepare briefings and correspondence on a range of matters including Cabinet submissions. The successful applicant will have demonstrated their ability to interpret and apply legislation along with strong attention to detail, self-drive and initiative to drive projects forward to completion. The Office of the Director of Public Prosecutions 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: Admitted to or eligible to practice as a legal practitioner in the ACT.

Note: The successful candidate will be required to undergo a National Police check.

How to Apply: Applicants should provide a written response addressing the Selection Criteria, along with your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katie Cantwell (02) 6207 5399 katie.cantwell@act.gov.au

Education

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

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

Business Services Division

Governance and Community Liaison

Communications Officer

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 07337)

Gazetted: 27 September 2019

Closing Date: 11 October 2019

Details: An exciting opportunity exists to work in in the media and communications team of the Education Directorate. With strong communication and interpersonal skills you will undertake a range of media and public relations tasks, including identifying and promoting the great stories and achievements of our ACT Public Schools. The successful applicant will contribute to the development of high quality media communications, events, publications, marketing tools and social media content. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualification in Communications, Marketing, Journalism and/or equivalent experience is desirable. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary position available immediately for a period of six months with the possibility of 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. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyn Larkin (02) 6205 0837 lyn.larkin@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Assistant Director, Organisational Change Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 33327)

Gazetted: 02 October 2019

Closing Date: 16 October 2019

Details: Our ideal candidate has proven organisational change management experience, preferably in a digital transformation environment. You excel at developing Communications, Engagement, Training and Benefits realisation plans. You understand how people go through and process change. You use your well-established communication skills to build and maintain strong relationships across diverse organisations. You are amazing at prioritising your time, workload and think outside the box and have extensive stakeholder engagement experience. You maintain and communicate change management strategies for projects across all organisational levels. You are confident in conducting change impact analyses, assessing change readiness and identifying key stakeholders. You possess thorough knowledge of integrating change management activities into projects. One of your strengths is your ability to communicate clearly and with influence, negotiate persuasively and represent the businesses best interest. You have the capability, capacity and experience in providing best practice change management guidance and leadership. You take ownership of issues and

demonstrate the ability to understand the wider business issues. Lastly, you have a great sense of humour, are resilient and tactful, passionate about what you do and committed to making a difference!

Eligibility/Other Requirements: Possession of a current driver's licence and access to a private vehicle. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available for a period of 24 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: In two pages or less please detail why you want the role, how you meet the Selection Criteria and describe an achievement that you are most proud of. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Peisley (02) 6207 7806 ebm.dsst@act.gov.au

Environment, Planning and Sustainable Development

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

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

Office of Deputy Director-General

Land Strategy and Environment

Executive Assistant

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 33237)

Gazetted: 02 October 2019

Closing Date: 9 October 2019

Details: The Deputy Director-General Land Strategy and Environment is seeking an enthusiastic and knowledgeable Executive Assistant to join the team. The Deputy Director-General has a wide range of responsibilities within our portfolio including Environment, Planning policy, Design building and Land strategy. The team is fast paced and in-tune with matters from across the portfolio. In the position you will work with the Executive Officer and wider support team, reporting to the Senior Director, Office of the Director-General. The position is required to manage the day-to-day operations of the Office, including diary management and coordination, management of all Ministerial and correspondence, meeting requests and stakeholder management and liaison.

Note: This is a temporary position available immediately for a period of two months with the possibility of extension up to six 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. This position is available to ACT Government officers and employees only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae.

Applications should be submitted to the Contact Officer.

Contact Officer: Alexandra Magee (02) 6207 2136 alexandra.magee@act.gov.au

Environment

Resilient Landscapes

ACT Natural Resource Management

Catchment Programs Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45381)

Gazetted: 02 October 2019

Closing Date: 1 November 2019

Details: Applications are invited to fill the position of Catchment Programs Officer to manage the delivery of the ACT and Region Stormwater Education Program (H2OK –Keeping our Waterways Healthy). The successful applicant will have proven experience in coordinating and delivering education and behaviour change programs with high level written and oral communication skills. The person will have proven representation, coordination, negotiation and liaison skills in a variety of media. The person will effectively and build productive partnerships with a broad range of government agencies; relevant authorities, NSW Local Government Councils; Consultants and Community organisations. The Environment, Planning and Sustainable Development Directorate is a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with a disability, people from Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position. Eligibility/Other Requirements: Relevant qualifications and experience in Environmental and/or Natural Resource Management or Project Management, Community Engagement or Communications is desirable. Some weekend or afterhours work may be required.

Note: This is a temporary position available from the 8 January 2020 until the 30 June 2020 with the possibility of extension and/or permanency. 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. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written application 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: Anna Van Dugteren (02) 6205 2914 anna.vandugteren@act.gov.au

Urban Renewal

Asbestos Response Taskforce

Personal Support Team

Personal Support Engagement Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 35834)

Gazetted: 01 October 2019

Closing Date: 15 October 2019

Details: The Personal Support Engagement Officer provides high quality frontline client engagement for affected homeowners and the broader ACT community in relation to the management of the Loose Fill Asbestos Insulation Eradication Scheme. This position is responsible for coordinating frontline enquiry responses for the Asbestos Response Taskforce. We're looking for a highly organised frontline engagement worker that has a demonstrated ability to support quality engagement work of the Personal Support Team and the work being undertaken to finalise the Taskforce's demolition program. The successful applicant will work as part of a multi-disciplinary team, will be comfortable working in a regularly changing environment addressing complex and sensitive issues. The Asbestos Response Taskforce 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 current driver's licence is required for this position. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Notes: This is a temporary position available immediately up until the 30 December 2020 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 written 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: Kathryn Looke (02) 6205 8680 kathryn.looke@act.gov.au

Climate Change and Sustainability

Program Delivery

Energy Efficiency Improvement Scheme

Energy Efficiency Audit and Compliance Analyst

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 34728)

Gazetted: 27 September 2019

Closing Date: 15 October 2019

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is currently seeking a motivated analyst to manage audits and compliance processes for the Energy Efficiency Improvement Scheme. This role involves communicating with electricity retailers and other stakeholders, assessing compliance against legislative requirements, processing reports, analysing data and coordinating audits, phone surveys and site inspections. The Climate Change and Sustainability Division is an active and engaging work environment, with excellent opportunities to contribute to the on-ground delivery of programs.

Eligibility/Other Requirements: Current drivers licence is required.

Note: This is a temporary position available immediately until 4 May 2020, with the possibility of extension and/or permanency. Some after-hours and weekend work may be required. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Suitability for this position will be assessed on the Selection Criteria of Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. To apply for this role please submit a written pitch, of no more than two pages, giving examples of your greatest achievements in the last five years that demonstrate your ability, ingenuity, experience and qualifications and how they make you the best person for this role. Please submit a current curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Esther Duffy (02) 6205 1362 esther.duffy@act.gov.au

Engagement and Executive Support

Senior Director

Senior Officer Grade A \$145,048, Canberra (PN: 45301)

Gazetted: 26 September 2019

Closing Date: 10 October 2019

Details: Are you a communicator? Do you like a fast pace and lots of variety? Can you make the complex simple? Then Environment, Planning and Sustainable Development (EPSDD) has the job for you! Under broad direction of the Senior Executive you will lead a multidisciplinary team responsible for strategic communications and engagement. You will work closely with Ministerial offices, the Directorate executive and staff to provide strategic communications advice for our internal and external clients. You will be a key part of delivering on EPSDD's commitment to informed, connected and innovative communications and engagement with the community.

Eligibility/Other Requirements: Relevant tertiary qualifications and significant experience managing communications and engagement teams is preferred.

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, 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: Karen Wilden (02) 6207 6196 karen.wilden@act.gov.au

Business, Governance and Capability

People and Capability

Senior Director, People and Capability

Senior Officer Grade A \$145,048, Canberra (PN: 37148)

Gazetted: 30 September 2019

Closing Date: 2 October 2019

Details: The Environment, Planning and Sustainable Development Directorate is seeking a highly skilled, client focused generalist HR practitioner to fill a short-term vacancy. The successful candidate will be a seasoned practitioner with excellent organisation skills, well-developed interpersonal skills and have an ability to manage complex employment related matters. The successful applicant will have a collaborative approach working with other HR managers in the branch to progress key priorities.

Notes: This is a temporary position commencing immediately up until 1 November 2019 with a possibility of an extension up to six months. Selection may be based on application and referee report only. This position is available to ACT Government officers and employees only.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you the ideal candidate for the role. You should consider the duties and selection criteria in drafting your response.

Applications should be submitted to the Contact Officer.

Contact Officer: Rory Martin (02) 6207 9585 rory.martin@act.gov.au

Engagement and Executive Support

Communications and Engagement

Senior Community Engagement Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 16616)

Gazetted: 01 October 2019

Closing Date: 15 October 2019

Details: Like working in a dynamic environment where you are encouraged to test new ideas? The Communications team is responsible for Community Engagement, issues and media management, project management of key directorate communications Strategies, Publications, Campaigns, Website management and design, Media and Internal communications. We support the Ministers' offices with communication and media issues. The Senior Communications Officer will be primarily responsible for a range of community engagement priorities and communication projects across our diverse directorate. The successful candidate will be able to further their experience by working with multiple line areas, each with a role in making Canberra a better place to live.

Eligibility/Other Requirements: Relevant tertiary qualifications and a minimum of five years' experience working professionally in the fields of strategic engagement, strategic communications, media or public relations is preferred.

Notes: This is a temporary position available from 28 October 2019 up until the 3 July 2020. 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. This process may be used to fill identical temporary vacancies 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 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: Penny Gibson (02) 6207 2624 penny.gibson@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

<http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

Medical Services

Imaging

Medical Officer

Radiologist

Senior Specialist \$222,205, Canberra (PN: 43260)

Gazetted: 03 October 2019

Closing Date: 10 October 2019

Overview of the work area and position: Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PETCT and The Interventional Radiology section has two state of the art interventional suites with a complex and interesting workload. The preferred applicant will be offered a conjoint appointment with The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the Clinical Director of Medical Imaging at the Canberra Hospital. Experience and qualifications in Paediatric Radiology or other sub-speciality radiology interests would be desirable to meet the current and future demands of our community and 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, \$360,864 Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Radiologists / Physicians or equivalent specialist qualifications. Eligibility for a Medicare provider number.

Contact Officer: Dr Charles Ngu (02) 5124 2528 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

Imaging

Medical Officer

Radiologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 44341)

Gazetted: 03 October 2019

Closing Date: 10 October 2019

Overview of the work area and position: Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PETCT and The Interventional Radiology section has two state of the art interventional suites with a complex and interesting workload. The preferred applicant will be offered a conjoint appointment with The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the Clinical Director of Medical Imaging at the Canberra Hospital. Experience and qualifications in Paediatric Radiology or other sub-speciality radiology interests would be desirable to meet the current and future demands of our community and 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: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand

College of Radiologists/Physicians or equivalent specialist qualifications. Eligibility for a Medicare provider number.

Contact Officer: Dr Charles Ngu (02) 5124 2528 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

Justice and Community Safety

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

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

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Senior Estate and Trust Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 49999)

Gazetted: 27 September 2019

Closing Date: 4 October 2019

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community. We have an opportunity for a motivated and well organised professional to work as a Senior Estate and Trust Officer in our Wills, Estates and Trusts Unit. This is a busy unit delivering a range of functions including Deceased Estate administration; preparation of Wills and Enduring Power of Attorney, Trust administration and administration of Confiscated Criminal Assets. We also help to raise awareness in the community about the importance of having a will and to encourage more people to put arrangements in place. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

How to Apply: Applicants should submit a two page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description.

Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

Public Trustee and Guardian

Guardianship

Senior Guardian

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 03720)

Gazetted: 27 September 2019

Closing Date: 11 October 2019

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community. We have a vacancy for a motivated and well-organised professional to work in our dynamic Guardianship Unit as Senior Guardian. The Guardianship Unit provides representative services as substitute decision-maker for individuals with impaired decision making capacity for matters such as welfare, health and/or legal as appointed by the ACT Civil and Administrative Tribunal (ACAT) and/or Enduring Power of Attorney (EPA) within a human rights frame work. We are seeking an articulate, confident person with strong client skills and experience in managing a complex caseload.

Eligibility/Other Requirements: Completion or partial completion of relevant qualifications and/or experience is highly desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

How to Apply: Applicants should submit a two page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description.

Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Parker (02) 6207 9800 penelope.parker@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Police Paramedic Clinician Early Response (PACER)

Intensive Care Paramedic 1 \$82,062 - \$90,926 plus penalties, Canberra (PN: 38963, several)

Gazetted: 27 September 2019

Closing Date: 11 October 2019

Details: The ACT Ambulance Service (ACTAS) invites suitably qualified staff to apply for an exciting opportunity to work in a multi-jurisdictional team providing care to people suffering acute mental health episodes in the community. Police, Ambulance, Clinician Early Response (PACER) is an initiative which focuses on paramedic, police and mental health professionals working together to achieve better outcomes for mental health consumers. The paramedic will be required to perform a physical assessment of the patient to inform decision making concerning the assessment, treatment and care of people suffering acute mental health episodes. The successful applicants will be involved in a proof of concept to assess the effectiveness of the PACER model of care. Successful applicants will be located at Belconnen Ambulance and Police stations and will be expected to work evening shifts. It will be expected that successful applicants need to be flexible around working hours and will be required to change blocks at short notice for the duration of the proof of concept program. Successful applicants will need to be committed to working as a PACER paramedic for the length of the proof of concept. To be successful in this role, applicants will need to have strong interpersonal skills, be willing to work in a multi-disciplinary team, be able to work autonomously as a paramedic, be passionate about patient care, and have an interest and understanding of mental health care, particularly in acute presentations. 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: Professional/Technical Skills and Knowledge. Three years' experience post authority to practice as an Ambulance Paramedic. Hold an authority to practice which provides the paramedic to be an "authorised paramedic" under the *Mental Health Act 2015*. Demonstrated interest in assisting and supporting clients presenting with a mental health crisis, with a sound understanding of the ACT Mental Health Act Requirements/Qualifications. Registered as a paramedic with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence

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

How to Apply: Please provide a one page pitch, describing how your experience and personal strengths align with the Position Description requirements. Please provide a curriculum vitae and the names of two suitable people as referees. There is an expectation that a multi-agency interview will be conducted as part of the selection process. Please also provide copies of your current driver's license and your current AHPRA registration.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Davis (02) 6207 5873 megan.davis@act.gov.au

Corporate

Office of the Director General

Executive Assistant

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 19719)

Gazetted: 27 September 2019

Closing Date: 11 October 2019

Details: The Executive assistant will provide high-level administrative support to the Deputy Director-General. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. The position is required to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise issues constantly. Additionally, the position liaises across the ACT Government and with various key stakeholders to respond quickly to business needs and meet tight timeframes.

Eligibility/Other Requirements: The successful applicant of this position must be able to obtain and hold a Negative Vetting 1 (NV1) national security clearance.

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 one to two page pitch outlining the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the position description, current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicola Cowan (02) 6207 0501 nicola.cowan@act.gov.au

Public Trustee and Guardian

Guardianship

Guardian

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 40076)

Gazetted: 27 September 2019

Closing Date: 11 October 2019

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community. We have a vacancy for a motivated and well-organised professional to work in our dynamic Guardianship Unit as Guardian. The Guardianship Unit provides representative services as substitute decision-maker for individuals with impaired decision making capacity for matters such as welfare, health and/or legal as appointed by the ACT Civil and Administrative Tribunal (ACAT) and/or Enduring Power of Attorney (EPA) within a human rights frame work. We are seeking an articulate, confident person with strong client skills and experience in managing a caseload.

Eligibility/Other Requirements: Completion or partial completion of relevant qualifications and/or experience is highly desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary position available from the 4 November 2019 for a period of up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a two page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Parker (02) 6207 9800 penelope.parker@act.gov.au

Legislation, Policy and Programs

Governance and Business Support

Executive Assistant

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 41690)

Gazetted: 30 September 2019

Closing Date: 7 October 2019

Details: Legislation, Policy and Programs are seeking expressions of interest for a highly organised and motivated Executive Assistant to join the Governance and Business Support team. The position is responsible for providing high-level administrative support to the Executive Group Manager and Executive Branch Managers, as well as branch and Directorate staff. This includes diary and mailbox management, directing incoming calls, providing secretariat support for committees and meetings, coordinating action items and preparing draft correspondence as required. The successful candidate will have excellent communication skills, show initiative, demonstrate flexibility in their approach and possess sound judgement in order to strategically manage competing priorities. The role is part of a dynamic and dedicated team and offers an interesting variety of work with exposure to a wide range of policy areas and social programs.

Note: This is a temporary vacancy available immediately until 27 March 2020. Selection may be based on application and referee reports only.

How to Apply: Interested applicants should submit an Expression of Interest no more than two pages detailing relevant experience against the responsibilities outlined above along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Thalia Campbell (02) 6207 0537 thalia.campbell@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Police Paramedic Clinician Early Response (PACER)

Ambulance Paramedic \$70,647 - \$79,475 plus penalties, Canberra (PN: 44096, several)

Gazetted: 27 September 2019

Closing Date: 11 October 2019

Details: The ACT Ambulance Service (ACTAS) invites suitably qualified staff to apply for an exciting opportunity to work in a multi-jurisdictional team providing care to people suffering acute mental health episodes in the community. Police, Ambulance, Clinician Early Response (PACER) is an initiative which focuses on paramedic, police and mental health professionals working together to achieve better outcomes for mental health consumers. The paramedic will be required to perform a physical assessment of the patient to inform decision making concerning the assessment, treatment and care of people suffering acute mental health episodes. The successful applicants will be involved in a proof of concept to assess the effectiveness of the PACER model of care. Successful applicants will be located at Belconnen Ambulance and Police stations and will be expected to work evening shifts. It will be expected that successful applicants need to be flexible around working hours and will be required to change blocks at short notice for the duration of the proof of concept program. Successful applicants will need to be committed to working as a PACER paramedic for the length of the proof of concept. To be successful in this role, applicants will need to have strong interpersonal skills, be willing to work in a multi-disciplinary team, be able to work autonomously as a paramedic, be passionate about patient care, and have an interest and understanding of mental health care, particularly in acute presentations. 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:

Professional/Technical Skills and Knowledge

Three years' experience post authority to practice as an Ambulance Paramedic

Hold an authority to practice which provides the paramedic to be an "authorised paramedic" under the *Mental Health Act 2015*.

Demonstrated interest in assisting and supporting clients presenting with a mental health crisis, with a sound understanding of the ACT Mental Health Act

Requirements/Qualifications

Registered as a paramedic with the Australian Health Practitioner Regulation Agency (AHPRA)

Current driver's licence

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

How to Apply: Please provide a one page pitch, describing how your experience and personal strengths align with the Position Description requirements. Please provide a curriculum vitae and the names of two suitable people as referees. There is an expectation that a multi-agency interview will be conducted as part of the selection process. Please also provide copies of your current driver's license and your current AHPRA registration.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Davis (02) 6207 5873 megan.davis@act.gov.au

ACT Courts and Tribunal

Magistrates Court

MC Registrar

Legal Manager

Legal 2 \$135,195 - \$140,752, Canberra (PN: 42375)

Gazetted: 02 October 2019

Closing Date: 16 October 2019

Details: The ACT Courts and Tribunal is seeking a dynamic and high performing lawyer to fill the role of Legal Manager, Magistrates Court.

As Legal Manager you will be responsible to the Registrar for the exercise of statutory powers, administrative and management matters. The successful applicant will demonstrate the following capabilities: 1.A proven ability to provide complex legal and policy advice and perform legal research; 2.A thorough knowledge of relevant ACT and Commonwealth legislation and other relevant statutory provisions; 3.High level communication, liaison and negotiation skills complemented by the ability to persuade and influence opinion and sound judgment and attention to detail; 4.A demonstrated ability to provide leadership and work as a team; 5.A proven ability to build and maintain sound working relationships with key stakeholders and members of the community.

Eligibility/Other Requirements: Admission as a Practitioner of the High Court or the Supreme Court of an Australian State or Territory with at least five years post admission experience.

Note: This is a temporary position available to 30 June 2020. Job sharing will be considered. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Previous applicants who applied for the permanent vacancy advertised in August 2019 need not reapply.

How to Apply: Please provide a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the five capabilities, along with your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jayne Reece, jayne.reece@courts.act.gov.au, (02) 6207 1054

Public Trustee and Guardian

Wills, Estates and Trusts

Principal Trust Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 43728)

Gazetted: 27 September 2019

Closing Date: 4 October 2019

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community. We have an opportunity for a motivated and well organised professional to work as our Principal Trust Officer to supervise and mentor our Wills, Estates and Trusts Unit. This is a busy unit delivering a range of functions including Deceased Estate administration; preparation of Wills and Enduring Power of Attorney, Trust administration and administration of Confiscated Criminal Assets. We also help to raise awareness in the community about the importance of having a will and to encourage more people to put arrangements in place. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait

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

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

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

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

How to Apply: Applicants should submit a two page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referee's.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

Legislation, Policy and Programs

Justice Planning and Safety Programs

Senior Policy Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 38160)

Gazetted: 26 September 2019

Closing Date: 10 October 2019

Details: The ACT Government has set a bold target to reduce recidivism in the Territory by 25 percent by 2025 (RR25by25). This is an exciting aspirational step towards mobilising government and community resources across our justice and human services systems in a concentrated effort to reduce recidivism and improve community safety. More than \$125 million over four years has been invested by the ACT Government to develop and implement new programs and measures to reduce the rate of re-offending. These future funds have been directed to evidence-based programs focused on rehabilitation and reintegration and addressing the root causes of people's offending. Legislation, Policy and Programs is seeking a motivated Senior Policy Officer to join the Justice Planning and Safety Programs (JPSP) Team to help work towards this ambitious target. The successful candidate will demonstrate a solid understanding of the Criminal Justice System, of the pathways to offending and the evidence supporting programs to address these. They will need to be self-motivated and able to balance competing priorities presented by Government and Community agencies. Our ideal candidate will foster and promote positive relationships with Government and community stakeholders, while being able to traverse the machinery of Government. High quality written and verbal communication skills are required. If you are committed to community safety and justice, and want to be part of an initiative that will develop genuine opportunities to address causes of offending and re-offending, the JPSP team encourages you to apply.

Eligibility/Other Requirements: Relevant related tertiary qualifications or significant study towards gaining qualifications, or experience within a related justice, policy or programs environment would be highly desirable.

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

How to Apply: Interested applicants should submit a written application addressing all the Selection Criteria limiting the whole response to a total of two to three pages, and a current curriculum vitae listing two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Brown (02) 6207 3994 angela.brown@act.gov.au

ACT Emergency Services

Governance and Logistics

Project Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 41281)

Gazetted: 01 October 2019

Closing Date: 8 October 2019

Details: ACT Emergency Services Agency (ESA) is looking for a Project Manager 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 and 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 ESA, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory. The ESA 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 Project Manager, Governance and Logistics. A collaborative, solutions-focused manager with excellent management, communication and organisational skills is required. The successful applicant will report directly to the Executive Branch Manager, Governance and Logistics and has responsibility for the delivery of select priority projects and the coordination of all projects in the branch.

Eligibility/Other Requirements: Demonstrated experience in the delivery and coordination of complexed projects. Experience in high level written communication is essential. This position may require a pre-employment medical. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* 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: Suitability for this position will be assessed on your Behaviour, Knowledge and Skills in relation to the duties/responsibilities listed in the Position Description. 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. 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.

Applications should be submitted via the Apply Now button below.

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

Major Projects Canberra

Chief Projects Officer

Executive Level 4.1

\$399,966 - \$416,384 depending on current superannuation arrangements, Canberra (PN: E1105)

Gazetted: 26 September 2019

Closing Date: 07 October 2019

Deliver exceptional outcomes for the ACT community

Deliver an enduring community infrastructure legacy

Broad engagement at the highest levels of Government

Substantial remuneration package

In this challenging and rewarding role you will be responsible to the Chief Minister and portfolio Ministers for the delivery of some of the territory's largest ever capital projects, including hospitals and light rail transport solutions, that are needed to support Canberra as the city's population grows. You will lead a 180-strong expert infrastructure delivery team and be responsible to the Head of Service for the governance, leadership and management of a dynamic, major projects delivery agency. You will play a key role in delivering approved projects from the ACT Government's long term infrastructure plan and will harness expertise from across various government directorates for the planning, procurement and delivery of major projects. You will work collaboratively and develop strong and enduring relationships with a range of key stakeholders and represent

the ACT Government in a variety of public and government settings. As a member of the ACT Public Service Strategic Board, you will play a key part in the overall leadership of the ACT Public service. To be a strong contender for this role you will need to be an outstanding leader with a relevant and impressive record of achievement and can demonstrate the following capabilities:

- exceptional leadership, communication and organisational skills
- a proven record in managing large infrastructure projects and project budgets
- outstanding liaison, representation and advisory skills
- a proven record of ethical, respectful and skilled management of people
- a demonstrated ability to broker decisions through collaboration and consensus
- a personal style that engenders trust and respect.

Remuneration: The position attracts a remuneration package ranging from \$399,966 to \$416,384 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$328,348.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Confidential enquiries can be directed to Peter Gwizdalla (0416 021 554) or Brendan Logue (0411 736 745) from Chandler Macleod.

Before applying please obtain selection documentation by emailing executive@chandlermacleod.com

Executive Group Manager, Project Director Light Rail Stage 2

Executive Level 2.4

\$327,547 - \$340,747 depending on current superannuation arrangements, Canberra (PN: E1059)

Gazetted: 27 September 2019

Closing Date: 18 October 2019

Major Projects Canberra, an administrative unit of the ACT Government, is responsible for the development, design, procurement and delivery of a light rail service between Canberra City and Woden. This is the second stage of light rail in Canberra.

The role of Project Director Light Rail Stage 2 is a key role within Major Projects Canberra, responsible for overseeing the planning, procurement and delivery of Stage 2 of the Canberra light rail network. Key elements of that work include:

- Leading the ACT Government's light rail project team
- Negotiating contract arrangements with the Territory's delivery and operating partner
- Providing advice to ACT Government stakeholders
- Developing and maintaining stakeholder and industry relationships
- Advisory management
- Budget management

Reporting to the Chief Projects Officer, the role will interact very closely with the Transport Canberra and City Services directorate and with other ACT Government departments to ensure efficient and effective integration of the light rail project with wider transport and city regeneration strategies.

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

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Applicants are required to address the Selection Criteria in two pages, providing details of their relevant experience and skills, with consideration of the Executive Capabilities, to undertake the duties and responsibilities outlined above, a copy of current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Nikki Pulford, nikki.pulford@act.gov.au, (02) 6205 5466.

Ministerial, Governance and Corporate Support

Director, IT and Business Systems

Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 45417)

Gazetted: 02 October 2019

Closing Date: 16 October 2019

Details: Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on governance including risk and safety, audit, policy development, Ministerial and Cabinet, human resources and corporate support.

The Director, IT and Business Systems, reports to the Executive Branch Manager, Ministerial, Governance and Corporate Support and has an overarching responsibility for a range of business systems used by Major Projects Canberra. This position will also contribute to the lifecycle management and access control of business systems used by the Agency.

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

Eligibility/Other Requirements: Proven experience in the delivery of IT and business systems or related projects would be highly regarded.

Note: This is a temporary position available as soon as possible for up to 6 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 submit a written application of no more than two 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 sent to the Contact Officer.

Contact Officer: Nikki Pulford, nikki.pulford@act.gov.au, (02) 6205 5466

SPIRE Project

Governance Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45412)

Gazette Date: 1 October 2019

Closing Date: 15 October 2019

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 Project Manager, primarily responsible for the delivery of a range of complex and high-risk procurement and project management activities from project inception (or an agreed project delivery stage) through to the project's financial completion.

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 demonstrated experience in managing governance frameworks (especially for public infrastructure projects), providing high-level secretarial support to a range of committees, procurement and management of contractors and consultants for large infrastructure projects, and managing risk and change management processes and the associated reporting. It is desirable that applicants demonstrate strong experience in undertaking these duties on behalf of the public sector. 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.

Eligibility/Other Requirements:

- A good working knowledge of Objective is desirable.
- Experience in health-related facility planning projects is desirable.
- Relevant tertiary qualifications will be an advantage.

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

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

SPIRE Project

Project Manager

Infrastructure Officer 4 \$125,969 - \$143,118, Canberra (PN: 45409, several)

Gazette Date: 1 October 2019

Closing Date: 15 October 2019

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 Project Manager, primarily responsible for the delivery of a range of complex and high-risk procurement and project management activities from project inception (or an agreed project delivery stage) through to the project's financial completion.

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 demonstrated experience in managing day-to-day aspects of complex and high-risk projects, managing government procurement and budget processes. The successful applicant must understand risk management concepts, standards, methodologies and management tools. It is desirable that applicants demonstrate strong experience in undertaking these duties on behalf of the public sector. 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.

Eligibility/Other Requirements:

- A degree or diploma in a relevant technical field of engineering, architecture, project management or construction management (a copy needs to be provided with your application).
- Demonstrated relevant experience of delivering significant infrastructure projects.
- Experience in managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.
- Experience in health-related facility planning and key technical aspects of design and delivery is highly desirable.

Note: Several temporary positions may be available for a period of five years with the possibility of extension. A merit pool may be established from this process, and could be used to fill similar vacancies which may arise over the next 12 months.

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

SPIRE Project

Commercial Manager

Infrastructure Manager/Specialist 1 \$161,585, Canberra (PN: 45413)

Closing Date: 17 October 2019

Weeks to Close: 2

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 Project Manager, primarily responsible for the delivery of a range of complex and high-risk procurement and project management activities from project inception (or an agreed project delivery stage) through to the project's financial completion.

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 demonstrated experience in managing the development and delivery of project infrastructure work, and analysing multi-year master programs. The successful applicant will also have strong experience in managing contractual arrangements and Territory project budgets associated with the planning and delivery of large infrastructure projects. It is desirable that applicants demonstrate strong experience in undertaking these duties on behalf of the public sector. 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.

Eligibility/Other Requirements:

- A degree or diploma in a relevant technical field of engineering, architecture, project management or construction management (a copy needs to be provided with your application); or demonstrated relevant experience of delivering significant infrastructure projects.
- Experience in managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract and experience in health-related facility planning projects is highly desirable.

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

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

Ministerial, Governance and Corporate Support

Senior Director, Governance

Senior Officer Grade A \$145,048, Canberra (PN: 45239)

Closing Date: 09 October 2019

Details: Are you our new Senior Director for Governance? Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you! Major Projects Canberra was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. It has two main components:

1. Procuring and delivering infrastructure projects designated by the Chief Minister into Major Projects Canberra. Typically those designated projects will have significant complexity and scale. Major Projects Canberra will bear budget accountability for those projects and have accountability to the relevant

Minister responsible for those projects. The first projects designated into Major Projects Canberra are the SPIRE Canberra Hospital project and City to Woden light rail (as well as finalisation of the Light Rail Stage 1 delivery phase); and

2. Delivering other whole-of-government infrastructure projects in partnership with other Directorates. Led by the Chief Projects Officer, Major Projects Canberra reports to the Head of Service and is accountable directly to the Treasurer and the relevant Ministers.

Other functions of Major Projects Canberra include contractor pre-qualification and IRE Certification, project management and reporting, superintendency of works and WHS Active Certification.

Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, Human Resources and Corporate Support.

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

Eligibility/Other Requirements: Tertiary qualifications in Public Policy or a related field would be highly regarded.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a 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: Nikki Pulford (02) 6205 5466 nikki.pulford@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

ACT NoWaste

Waste Regulation

Regulatory Program Officer

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 45310)

Gazetted: 02 October 2019

Closing Date: 16 October 2019

Details: The Waste Regulation team administers the *Waste Management and Resource Recovery Act 2016*. The Waste Act provides a framework for a number of programs operating in the ACT, aimed at improving recycling and reuse of materials. One of these programs is the ACT's Container Deposit Scheme (CDS).

Informed through a reflection of how the scheme has operated in since it commenced 30 June 2018, and in collaboration with other jurisdictions who also have a CDS, we are making a number of changes. These changes are aimed at improving how we administer the scheme, reducing unnecessary barriers and burden to ensure its effective operation, and achieving harmonisation with other jurisdictions.

We are looking for a Regulatory Program Officer to assist in delivering the above work program, who is not afraid of dealing with significant change, and is prepared to ask 'why are we doing it that way?' If you are curious, like to dig to the bottom of things to understand how they work, and are full of ideas for improvement, we'd love to hear from you.

Note: This position is temporary to 30 June 2020, with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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: Applications must include a response against each selection criteria, and in total be around 2-3 pages in length. A curriculum vitae must be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Taylor, alex.taylor@act.gov.au, 0435 969 792

**Transport Canberra
Light Rail Operations
Support Officer**

Administrative Services Officer Class 6 \$84,257 - \$96,430, Canberra (PN: 35986)

Gazetted: 30 September 2019

Closing Date: 7 October 2019

Details: Transport Canberra is responsible for the planning and delivery of light rail and bus services to the people of Canberra. Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015). Transport Canberra Light Rail Operations is seeking a Support Officer to provide assistance to ensure contractual requirements of the light rail operator and the ACT Government are satisfied for the operating light rail system. The Support Officer will report directly to the Director, Light Rail Operations, and will also be expected to liaise closely with other officers in TCCS and other directorates in the ACT Government.

To be successful in this position you will:

Have fantastic organisational and time-management skills

Have a high-level of attention to detail

Have fantastic inter-personal and communication (both verbal and written) skills

Be able to work as part of team to deliver organisational outcomes

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

Eligibility/Other Requirements: Experience working in teams and familiarity with tools and systems used in Project Management and management of Project Controls.

Notes: This is a temporary position available immediately up until the 30 April 2020 with the possibility of extension until 30 June 2020. 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 one page personal pitch providing examples from your past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your pitch please provide your curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian McGlenn (02) 6207 8000 ian.mcglenn@act.gov.au

**Transport Canberra and Business Services
Strategy, Policy and Customer
Innovation and Data Analytics
Junior Data Analyst**

Technical Officer Level 3 \$72,989 - \$82,486, Canberra (PN: 15599)

Gazetted: 02 October 2019

Closing Date: 9 October 2019

Details: Strategic Policy and Customer branch is responsible for strategic policy development and implementing innovative programs to deliver services and information to the Canberra Community. The Innovation, Data and Analytics (IDA) Team is an enabling unit for reform and innovation across TCCS. The

Innovation, Data and Analytics team is involved in data management practices, solving complex business problems, building innovative digital products and services and helping business units make evidence based policy. The IDA team engages with its stakeholders to identify new problems, streamline business processes, automate data workflows, and build mathematical models to understand causal factors influencing business operations, and so on. The IDA team also provides business intelligence capabilities to its stakeholders to support their decision making thus enabling them to optimise their business operations and service delivery. Eligibility/Other Requirements: Bachelor's Degree in the field of Statistics/Mathematics/Engineering, Computer Science background and relevant experience in a data analysis role would be an advantage. Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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. The position is predominately office bound.

How to Apply: The online application form requires a written response to the selection criteria and a curriculum vitae containing two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Selva Murugesan, selva.murugesan@act.gov.au, (02) 6205 0347

Infrastructure Delivery and Waste

NoWaste

Finance and Administrative Officer

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 34396)

Gazetted: 02 October 2019

Closing Date: 9 October 2019

Details: ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of facilities across the ACT as well as kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations. The Finance and Administrative Officer works within a small team and reports to the Director, Business Analytics. The role is responsible for managing the waste services requests received by the Branch from the residents as well as supporting other administrative and financial tasks. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The position requires attention to detail, excellent communication and organisational skills (oral, written, interpersonal and negotiation) and a focus on continuous improvement, aiming for best practice in the execution of the duties.

Note: This is a temporary position available immediately up until the 30 June 2020. 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 review the attached Position Description and submit your current curriculum vitae along with a written application, detailing your Skills and Experience against the Selection Criteria. A maximum of two pages will be accepted for the Selection Criteria application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Valerie Papin (02) 6207 0342 valerie.papin@act.gov.au

City Services

Yarralumla Nursery

General Service Officer 5/6

General Service Officer Level 5/6 \$55,097 - \$60,637, Canberra (PN: 17128)

Gazetted: 02 October 2019

Closing Date: 16 October 2019

Details: Yarralumla Nursery is the largest wholesale production plant nursery in the Capital Region. We are currently seeking an innovative, motivated and suitably experienced person to fill the position of horticulturists in our sales and production teams. The successful applicant must display a sound knowledge of horticultural practices and procedures and display high quality customer service practices.

The successful applicant must also be able to demonstrate the ability to contribute positively within a team environment and work independently with limited supervision where required.

The Yarralumla Nursery is committed to the ACT Government values, code of conduct and respect and equity framework. They are core components of a positive culture and inclusive working environment.

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:

Hold a Certificate III in Horticulture or have equivalent demonstrated competence.

Attained a Certificate II in Government or be willing to obtain one as part of your initial performance management plan.

Hold a current driver's licence.

Have the ability to pass a Fitness for Duty medical assessment prior to employment to ensure employee has the ability to: Lift heavy materials (16-20kg), bend repeatedly, carry out a variety of other heavy manual work and work outdoors in all seasons.

Note: An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should address the numbered selection criteria and limit responses to one A4 page (maximum) against each of the selection criteria. All applications should have their qualifications, curriculum vitae and selection criteria attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tinus Ehlers, tinus.ehlers@act.gov.au, (02) 6207 2445

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

Transport Canberra and Business Services

Territory and Business Services

Canberra Cemeteries

Cemetery Worker

General Service Officer Level 5/6 \$55,097 - \$60,637, Canberra (PN: 11874)

Gazetted: 30 September 2019

Closing Date: 16 October 2019

Details: The ACT Public Cemeteries Authority (the Authority) is an independent statutory authority established under the *Cemeteries and Crematoria Act 2003* to effectively and efficiently manage public cemeteries and crematoria in the ACT. The Authority currently manages and operates three public cemeteries at Gungahlin, Woden and Hall. Canberra Cemeteries is the public face of the Authority and manages the day to day operations of public cemeteries in the ACT. Working in a team-based environment under limited supervision of the Team Leader, the Cemetery Worker is responsible for carrying out burial and grounds maintenance activities services in a high-quality customer service environment. Key responsibilities include but may not be limited to:

Provide high quality customer service to customers, suppliers and other agencies/people accessing Cemeteries precincts. This may require assisting visitors to cemeteries with locating graves and other general requests.

Operate a wide range of plant and equipment related to the operation of Cemeteries, including the use of a Backhoe and/or Excavator to dig graves.

Perform landscaping and ground maintenance activities including but not limited to mowing, application of pesticides, irrigation work, tree and shrub planting and maintenance, cleaning and road maintenance.

Use a variety of IT systems to facilitate accuracy and productivity (e.g. irrigation and grave location systems).

Work as part of a small team or individually across the full range of cemetery activities.

Train and supervise subordinates, volunteers and other workers allocated by the Grounds Manager including those on Community Service Orders.

Maintain records associated with daily and seasonal activities.

As part of a small team review procedures and recommend changes to management.

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

Eligibility/Other Requirements:

Mandatory:

Conduct backhoe/loader operations or proven experience.

Current ACT/NSW license MR minimum

White card and asbestos awareness training.

Desirable:

Certification in Horticulture and or Turf Management

Safe Graves Certificate or equivalent training

Certification for other plant e.g. Skid steer loader

Senior First Aid Certificate

Chemical accreditation ChemCert or equivalent

Chainsaw certificate - basic felling/crosscut (level 1)

Note: Duties may include after hours and weekend work. Due to operational requirements you may be required to work at a cemetery which is not your normal place of work.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Gregory (02) 6204 0203 adam.gregory@act.gov.au

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

City Services

City Presentation

Place Management

Apprentice Horticulturalist

Apprentices \$27,548 - \$50,759 (salary will be based on level of education and/or experience), Canberra (PN: 41276, several)

Gazetted: 01 October 2019

Closing Date: 24 October 2019

Do you have an interest in horticulture? Are you keen in learning about the maintenance of Canberra's parks and open spaces while making a difference for the Canberra Community?

Transport Canberra and City Services (TCCS) is seeking applicants interested in undertaking a horticultural apprenticeship. The apprenticeship is a four year program, commencing January 2020 until January 2024 and involves formal study in Certificate III Horticulture at CIT and on the job training.

The successful applicants rotate through City Presentation depots delivering horticultural and maintenance services to the Canberra community including:

Tree Surgery work - use saws and ladders, elevated work platforms and wood chippers;

Pest control - use of various spray equipment to apply herbicides, pesticides and fungicides;

Mowing, mostly using ride on machinery;

Shrub bed maintenance;

Working on the horticultural aspects of Floriade;

Planting of trees, shrubs and floral displays;

General maintenance work in parks and sports grounds and other urban facilities; and

Cleaning activities such as rubbish removal and toilet cleaning.

Eligibility/Other Requirements: Year 10 Certificate or equivalent with passes in English, Mathematics and preferably a credit pass in Science. You must hold a current Class C driver's licence, or be able to possess a licence prior to commencement. Ability to undertake the physical requirements of the tasks listed in the Position Description.

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 ensure you address the questions in Attachment 1 and send a current copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Further information about the position is available from Andrew Forster, andrew.forster@act.gov.au, 0438 357 443

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

Built Form and Divestment

Built form

Manager, Affordable Housing

Infrastructure Officer 3 \$106,288 - \$116,675, Canberra (PN: 45389)

Gazetted: 01 October 2019

Closing Date: 15 October 2019

Details: The Suburban Land Agency is seeking an organised individual with a customer focus, who can effectively support the delivery and implementation of housing targets and the management of the ACT Government's Affordable Home Purchase Scheme. We are looking for an enthusiastic and committed person who can manage projects and undertake reporting, while also playing a key role in engaging with key stakeholders and clients. This position will be part of a small multi-disciplinary team working to deliver on the Suburban Land Agency's objectives and the ACT Government's housing policies.

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

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

Note: Selection may be based on application and referee reports only. 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 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: Jessica Hillcrest (02) 6205 8476 jessica.hillcrest@act.gov.au

Canberra Health Services

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

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

Clinical Services

Medicine

Chronic Disease

Chronic Disease Management

Senior Specialist \$222,205, Canberra (PN: 45341)

Gazetted: 03 October 2019

Closing Date: 28 October 2019

Overview of the work area and position: The Canberra health Services Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Obesity Management Service, located at Belconnen Community Health Centre, and the Chronic Care Program, located at The Canberra Hospital, are multidisciplinary teams which sit within Chronic Disease Management in the Division of Medicine. Chronic Disease Management works closely with the other medical units in the Division and the wider health system. The Staff Specialist in Obesity Medicine plays a key role in coordinating the selection and management of patients for publicly-funded bariatric surgery in the ACT. The Staff Specialist within the OMS will have the opportunity to undertake other clinical and research activities relevant to the Chronic Disease Management unit in collaboration with the Unit Director. The Chronic Care Program (CCP) provides clinical support, education and care coordination for patients living with chronic health conditions. The focus of the CCP is on improving the management of patients with chronic disease, particularly chronic obstructive pulmonary disease, chronic heart failure (CHF), Parkinson's disease and obesity. This position(s) may be required to participate in overtime, on call and/or rotation roster. 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, \$360,864

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship in a recognised Australian specialist medical college in a specialty, relevant to the management of obese adult patients or equivalent specialist qualifications. Experience in managing patients with obesity and one or more common obesity-related complications including type 2 diabetes, metabolic syndrome, non-alcoholic steatohepatitis, sleep disordered breathing, cardiovascular disease and/or other areas. Experience in managing patients with multi-morbid chronic conditions. Desirable: o Significant experience in general medicine. Current driver's licence. Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This position is permanent part time for 24 hours per week.

Contact Officer: Alison Lancaster 0478 620 158 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

Medicine

Chronic Disease

Chronic Disease Management

Staff Specialist Band 1-5 \$164,470 - \$202,960

Gazette Date: 3 October 2019

Closing Date: 28 October 2019

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

The Obesity Management Service, located at Belconnen Community Health Centre, and the Chronic Care Program, located at The Canberra Hospital, are multidisciplinary teams which sit within Chronic Disease Management in the Division of Medicine. Chronic Disease Management works closely with the other medical units in the Division and the wider health system.

The Staff Specialist in Obesity Medicine plays a key role in coordinating the selection and management of patients for publicly-funded bariatric surgery in the ACT. The Staff Specialist within the OMS will have the

opportunity to undertake other clinical and research activities relevant to the Chronic Disease Management unit in collaboration with the Unit Director.

The Chronic Care Program (CCP) provides clinical support, education and care coordination for patients living with chronic health conditions. The focus of the CCP is on improving the management of patients with chronic disease, particularly chronic obstructive pulmonary disease, chronic heart failure (CHF), Parkinson's disease and obesity.

This position(s) may be required to participate in overtime, on call and/or rotation roster.

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

Clinical Services

Medical Services

Medical Imaging

Director Business Operations

Senior Officer Grade A \$145,048, Canberra (PN: 27405)

Gazetted: 03 October 2019

Closing Date: 13 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). It also services the surrounding Southern New South Wales region, a catchment of approximately 800,000 people which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

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

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

The Director Business Operations in Medical Imaging oversees the strategic and operational management of the Medical Imaging Department. Under broad direction from the Clinical Director of Medical Imaging, you will play a key role in planning the strategic direction of the service. You will also direct operational matters, including asset management and replacement, contract management, financial management and advice to the Minister, and provide support and advice to managers and staff of the Department.

Eligibility/Other Requirements:

Mandatory:

- Experience in a clinical operations or clinical management role.

Highly desirable:

- Tertiary qualifications or equivalent in a health-related field and/or management.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Contact Officer: Kate Saunder (02) 5124 2111 kate.saunder@act.gov.au

Clinical Services

Women, Youth and Children

Maternity and Gynaecology Outpatient's Department

Clinical Midwifery Manager

Registered Midwife Level 3.2 \$120,730, Canberra (PN: 22392)

Gazetted: 03 October 2019

Closing Date: 17 October 2019

Details: 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.

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

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

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

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

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.

Overview of the work area and position:

The Division of Women, Youth and Children (WYC) offers a range of primary, secondary and tertiary services across the acute and community based sectors.

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised maternity and neonatology services for the ACT and surrounding regional areas.

The CHWC offers antenatal, birthing and postnatal services under various models of care aimed at providing woman and family centred care. Birthing options include midwifery led continuity models, midwifery care, maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region.

The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Assistant Director of Nursing and Midwifery (Maternity), the Clinical Midwifery Manager will provide midwifery leadership and support staff to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers of maternity and gynaecology services.

Eligibility/Other Requirements

Mandatory:

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

Extensive clinical experience in the relevant field.

Desirable:

Post graduate qualification in midwifery practice and/or,

Post graduate qualification in management and/or leadership

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 for a period of 12 months with the possibility of extension.

Contact Officer: Penny Maher (02) 5124 7392 penny.maher@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

Dental Officer

Dentist \$77,276 - \$140,596, Canberra (PN: 32155, several)

Gazetted: 03 October 2019

Closing Date:

Overview of the work area and position: The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. Some out of hours work including the treatment of emergency patients by roster.

Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Possession of a recognised degree in Dental Surgery or Bachelor in Dental Science. Desirable: Current driver's licence.

Please note prior to commencement successful candidates will be required to: Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This position is temporary full time for 10 months with the possibility of extension and or permanency.

Contact Officer: Sanja Fokas (02) 5124 1624 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

People and Culture

Staff Development Unit

Assistant Director of Nursing

Registered Nurse Level 4.1 \$120,730, Canberra (PN: 42265)

Gazetted: 03 October 2019

Closing Date: 8 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.

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

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

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

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

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

Overview of the Work Area and Position

Staff Development Unit (SDU) are looking for an enthusiastic and experienced educator and people manager to perform the function of Assistant Director of Nursing. As the Assistant Director of Nursing you will support the Director to manage, monitor and report on the education training programs, the learning management system and associated policies across the organisation. This includes leadership and management on quality and safety committees, strategic projects for the organisation and provide direct supervision and professional support to the team of nursing and midwifery educators.

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

As the Assistant Director of Nursing you will support the Director to manage, monitor and report on the education training programs, the learning management system and associated policies across the organisation. This includes leadership and management on quality and safety committees, strategic projects for the organisation and provide direct supervision and professional support to the team of nursing and midwifery educators.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

A sound understanding of Microsoft Suite in particular Excel and the use of Spreadsheets

Experience and/or post graduate qualifications related to education is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

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

Contact Officer: Karen O'Brien (02) 5124 2437 karen.obrien@act.gov.au

Canberra Health Services

Medical Services Imaging

Medical Imaging

Operations Manager

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 20601)

Gazetted: 03 October 2019

Closing Date: 13 October 2019

Details: Our Vision: creating exceptional health care together

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

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

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

The Operations Manager will oversight the administrative support for the Department, including supervising the administrative staff, ensuring the smooth operation of the Department under the direction of the Director Business Operations.

Eligibility/Other Requirements:

Desirable:

At least three years' experience in providing high level administration support in a health environment, particularly relating to Medical Imaging.

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: Kate Saunder (02) 5124 2111 kate.saunder@act.gov.au

Medical Services Imaging

Medical Imaging

Personal Assistant

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 43972)

Gazetted: 03 October 2019

Closing Date: 13 October 2019

Our Vision: creating exceptional health care together

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Overview of the work area and position:

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

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical

Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

The Personal Assistant to the Clinical Director will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the Department and continually apply judgement, initiative, critical thinking and common sense.

Eligibility/Other Requirements:

Highly desirable:

Knowledge and experience with ACT Health information management systems, including ACTPAS and IDIS (Integrated Diagnostic Imaging Solution).

Medical Terminology Certificate and experience with medical terminology.

High-level computer and keyboard skills.

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: Kate Saunder (02) 5124 2111 kate.saunder@act.gov.au

Clinical Services

University of Canberra Hospital

Day and Ambulatory Service

Registered Nurse - Day and Ambulatory Service

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 14536)

Gazetted: 03 October 2019

Closing Date: 17 October 2019

Details: 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 provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes The Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Service's values: Reliable, Progressive, Respectful, Kind.

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

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

Overview of the work area and position:

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

The UCH is a 140 bed sub- acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services. Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes The Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. The new hospital, the University of Canberra Hospital (UCH) is part of the Canberra Health Service's planned network of health facilities designed to meet the needs of our ageing and growing population.

In 2018 the inpatient Rehabilitation units relocated from the Canberra Hospital to the University of Canberra Hospital. Canberra's first purpose-built rehabilitation hospital supports people recovering from surgery or injury, or experiencing mental illness.

The Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care. Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for a period of ten months with the possibility of extension. This position is part-time at 24 hours per week and the full-time salary noted above will be paid pro rata. This position will be required to work part-time -Monday to Friday and may be required to rotate through the Inpatient Units if operationally required.

Contact Officer: Maria Harman (02) 5124 8774 maria.harman@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Acute Care of the Elderly Unit

Registered Nurse

Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 27011, several)

Gazetted: 03 October 2019

Closing Date: 17 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:

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

We are looking for enthusiastic and experienced nurses to fill positions at the Registered Nurse Level 2 level.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Minimum of two years' experience in geriatric setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

There are both part-time and full-time permanent positions available and the full-time salary noted above will be paid pro rata. These positions work a 24/7 rotating roster, including a regular contribution to night shift.

Contact Officer: Chris Mead (02) 5124 3035 chris.mead@act.gov.au

Allied Health

Acute Allied Health Services

Physiotherapist

Acute Physiotherapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 28674)

Gazetted: 03 October 2019

Closing Date: 17 October 2019

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

Overview of the Work Area and Position

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 primarily at Canberra Hospital. 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 drivers' licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

Comply with CHS 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.

Desirable:

At least three years' work experience.

Note:

You will be required to participate in an overtime 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 may arise over the next twelve months.

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

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

Clinical Services

Rehabilitation, Aged and Community Services

Community Care Programs

Physiotherapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 28334, several)

Gazetted: 03 October 2019

Closing Date: 17 October 2019

Details: Canberra Health Services

Our Vision: Creating exceptional health care together.

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

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

Overview of the work area and position:

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

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

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

Community Care Physiotherapy services are offered from community health centres and in-patient homes across the ACT. The service offers assessment and interventions relating to musculoskeletal pain, acute soft tissue injury, post treatment fractures, dislocations and post orthopaedic surgery. A limited home visiting domiciliary service is available for patients who are physically/ medically home bound. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements:

Mandatory:

Degree in Physiotherapy, or recognized equivalent.

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

Current driver's licence.

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

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

Undergo a pre-employment National Police Check.

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

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

Note:

There are permanent and temporary positions available. Full-time and part-time working arrangements will be considered and the full-time salary noted above will be paid pro rata. An order of merit list will be established to fill future temporary and permanent vacancies at level over the next 12 months.

Contact Officer: Rowan McIntyre (02) 5124 1550 rowan.mcintyre@act.gov.au

Clinical Services

Adult Acute Mental Health Services

Adult Mental Health Services

Occupational Therapist

Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 40206)

Gazetted: 03 October 2019

Closing Date: 18 October 2019

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

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

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

Overview of the Work Area and Position

The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the HP3 social work position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. The successful

applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Discipline Principal Occupational Therapy (MHJHADS).

Eligibility/Other Requirements:

Mandatory:

Degree (or recognised equivalent) in Occupational Therapy and registered with the Occupational Therapy Board of Australia.

Eligible for professional membership of Occupational Therapy Australia.

Minimum three years (preferably five) experience in occupational therapy practice.

Current driver's licence.

Desirable:

Experience of working within mental health in either an inpatient unit or community setting.

Prior to commencement successful candidates will be required to

Undergo a pre-employment National Police check.

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

Comply with CHS occupational screening requirements related to immunization.

Note: This is a full time position within Adult Mental Health Unit working Monday to Friday.

Contact Officer: Roz Fitzgerald (02) 5124 5401 roz.fitzgerald@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Administration Support and Personal Assistant to the Director of Community Health

Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 22911)

Gazetted: 03 October 2019

Closing Date: 16 October 2019

Details: Canberra Health Services

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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.
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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 ACT Health division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres.

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

- Maternal and Child Health Program
- Women's Health Service
- School Team – High School Immunisations and Health Checks
- Allied Health services including Nutrition, Physiotherapy and Orthoptist
- Children at Risk Health Unit
- Community Paediatric and Child Health Service

This position provides Personal Assistant and secretarial support for the Program Director and Assistant Director of Nursing of Women, Youth and Children Community Health Programs. The role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. The position holder will be accountable to the WYC Director of Community Health Programs. The role is based at the City Health Centre. The Director works in collaboration with Program leaders to provide professional governance for Maternal and Child Health Nurses, Nurse Educators, Counsellors, Allied Health professionals and technical officers within the Division.

Eligibility/Other Requirements:

Desirable:

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

Adaptability and flexibility to accommodate change

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Mitchel Green (02) 5124 2776 mitchel.green@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Medical Physics and Radiation Engineering

Medical Physics Registrar (Radiation Oncology)

Medical Physics Registrar \$68,933 - \$92,335, Canberra (PN: 04884)

Gazetted: 03 October 2019

Closing Date: 17 October 2019

Details: Our values are to be: Reliable, Progressive, Respectful, and Kind. They guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Health Services (CHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

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

The Medical Physics and Radiation Engineering (MPRE) Department operates within the Cancer and Ambulatory Support (CAS) Division. CAS provides Cancer and Ambulatory services to ACT and surrounding region. CAS encompasses various disciplines, including:

Ambulatory Care Support

Immunology

Medical Oncology

Radiation Oncology
Haematology
Palliative Care
Breast Screen ACT
Cancer Support Services
Medical Physics and Radiation Engineering
Walk-in Centres

Overview of the work area and position:

The Medical Physics and Radiation Engineering (MPRE) team is responsible for the safety and quality of clinical/non-clinical medical radiation equipment, facilities and procedures. MPRE also contributes technical and scientific support to clinical and research areas, enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation. MPRE provides a small number of direct healthcare consumer services.

The broad areas of MPRE services are:

Radiation safety, teaching and research;

Brachytherapy physics;

Teletherapy physics;

Molecular and nuclear medicine physics;

Radiology physics;

Radiation engineering; and

Mould room manufacturing.

Medical radiation equipment and facilities need to be managed by CHS so that it meets its legislative and standard of care requirements. Access to medical physicists and radiation engineers is essential for establishing compliance with standards and for CHS to maintain eligibility for Medicare reimbursement of medical radiation procedures.

Funding for a three year radiation oncology medical physics (ROMP) training position has been secured and we are seeking a suitable applicant to undertake the Training, Education and Assessment Program (TEAP). Under broad direction and supervision, as part of your TEAP activities, you will play a key role in the MPRE team in providing day to day medical physics support services to users of medical radiation and related systems across CHS including, but not limited to, Radiation Oncology and Medical Imaging.

Eligibility/Other Requirements:

Mandatory:

Be enrolled in or be eligible for enrolment with the Australasian College of Medical Physicists and Engineers in Medicine (ACPSEM) in the ACPSEM Training Education and Assessment Program (TEAP) for Radiation Oncology Medical Physics.

Postgraduate qualifications in Medical Physics, tertiary qualifications or equivalent in physics.

Desirable:

Partial completion of the ACPSEM Training Education and Assessment Program (TEAP) for Radiation Oncology Medical Physics.

Have work experience in one or more specialties of medical physics, preferably Radiation Oncology Medical Physics.

Have work experience relevant to radiation safety, preferably in a hospital environment.

Hold or be eligible for a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

This is a temporary position available for a period of three years.

Contact Officer: Thura Ravi (02) 5124 3512 thura.ravi@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Cancer Outpatient Services

Registered Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 23544)

Gazetted: 03 October 2019

Closing Date: 17 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.

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 Division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

The Outpatient Department situated in the Canberra Region Cancer Centre incorporates haematology, medical oncology and immunology clinics. You will play a key role in supporting patients attending for outpatient clinic appointments in the Canberra Region Cancer Centre. This will include but not limited to obtaining weight and vital signs in relation to their ongoing treatment, performing ECGs, administration of nebulised pentamidine, patient education and minor procedures.

The Registered Nurse level 1 will assist in the setup of the clinics for the following day. They will provide supervision and support to the Enrolled Nurses and work under the supervision of the Floor Co-ordinator.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note:

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

Contact Officer: Julie O'Rourke (02) 5124 3510 julie.o'rourke@act.gov.au

Clinical Services

Nursing and Midwifery

Maternity Services

Registered Midwife, SPRING in the Nation's Capital

Registered Midwife Level 1 \$67,078 - \$89,604, Canberra (PN: 43960, several)

Gazetted: 03 October 2019

Closing Date: 16 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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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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University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

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

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

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

Centenary Hospital for Women and Children (CHWC), is Canberra's tertiary, Baby Friendly accredited hospital, caring for around 4000 birthing women per year. CHWC promotes a learning culture through the Centenary Midwifery Opportunities Initiative to enhance the ongoing professional development and skill levels of midwifery staff working in the local and surrounding region.

The Opportunity

The Centenary Hospital for Women and Children is offering a number of temporary contracts in all areas of Maternity during the spring of 2019.

The Centenary Midwifery Opportunities Initiative is for a three-month period where midwives will be given a temporary contract to experience working in the Centenary Hospital for Women and Children Level 6 Tertiary Centre. Opportunities include Birthing Suite, Midwifery Group Practice, Antenatal and Gynaecology Outpatients, Postnatal and Antenatal-Gynaecology inpatient wards.

Educational Support

As part of the Centenary Midwifery Opportunities Initiative is the inclusion of our maternity education workshops – which could include Midwifery Mandatory Update Day (MIDMUD);

PROMPT multidisciplinary emergency scenario day;

Perineal Trauma Prevention Workshop; Newborn Assessment;

PPH Workshop; Baby Friendly Workshop and others.

We also have an excellent variety of E-learning opportunities which you will be able to access during your contract.

Placements

Clinical placement hours will be planned and will be at the discretion of the CMMs;

Clinical Placements include Birthing Suite, Midwifery Group Practice, Outpatients, Postnatal and Antenatal-Gynaecology wards.

Clinical placements hours may need to be rescheduled due to operational needs (at the discretion of the Manager).

Learning plans will be developed in line with the ANMAC, Midwife Standards for Practice Aim and Outcomes

The aims of the Centenary Midwifery Opportunities Initiative include:

To provide an opportunity for midwives to experience working in a Level 6 tertiary Centre.

To encourage midwives to seek/gain permanent employment at the CHW&C

To provide support to maternity units in the surrounding regions by upskilling staff.

Eligibility/Other Requirements:

Mandatory:

To be eligible to be considered for the Centenary Midwifery Opportunities Initiative, applicants must:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: There are several positions available for a period of three months. There are full-time and part-time positions available, and the full-time salary noted above will be pro-rata.

Contact Officer: Penny Maher (02) 6142 6142 penny.maher@act.gov.au

Clinical Services

Women, Youth and Children

Women and Babies

Graduate Midwives 2020

Registered Midwife Level 1 \$67,078 - \$89,604, Canberra (PN: 39393, several)

Gazetted: 03 October 2019

Closing Date: 31 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, Alcohol and Drug Services.

Overview of the work area and position:

The Maternity Department within Women, Youth and Children (WYC) provides respectful, holistic, evidence based quality care and advocacy for all women, babies and their families in the ACT and surrounding areas with acute and chronic health needs. Centenary Hospital for Women and Children (CHWC) is an accredited Baby Friendly Hospital (BFHI) supporting breastfeeding and the provision of a safe and supportive environment for all who work here. Expansion to include new services will provide further learning opportunities as we grow to meet increasing demand for maternity, gynaecology, neonatal and paediatric services.

CHWC is a level 6 maternity and neonatal referral hospital providing tertiary level care to pregnant women and babies in the ACT and surrounding NSW region extending to the Victorian and South Australian borders. CHWC also provides gynaecological services to Women of the ACT including gynaecology oncology. Under the direction of the Clinical Midwife Manager, Registered Midwives are responsible for the provision of high quality maternity and gynaecological services. The multidisciplinary team of CHWC provide family centred care with an emphasis on partnership with families at this important time.

CHWC values staff excellence and supports ongoing professional development in the specialty of Maternity and Gynaecology. The graduate program incorporates:

Consolidation of clinical skills in a tertiary level maternity setting.

Award winning Clinical Coach Program ensuring ongoing mentoring.

Extensive specialised learning opportunities throughout the year.

Paid learning opportunities.

Regular performance planning and supported reflective sessions to enable continuing growth.

As a Graduate Midwife you will rotate through all areas of the Maternity Unit. You will be provided with an extensive orientation program and will be supported by a team of Clinical Development Midwives. Suitable applicants will be encouraged to apply for a position at the end of your graduate year which may include the eighteen month 'Transition to Continuity' program.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

There is a possibility of permanent graduate positions being available in 2020.

Contact Officer: Penny Maher (02) 5124 7392 penny.maher@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Ambulatory Care Outpatients

Outpatients Department, Registered Nurse

Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 45217)

Gazetted: 03 October 2019

Closing Date: 17 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.

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

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

Overview of the work area and position:

The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration Ambulatory services of the Walk in Centres, Central Outpatients, Central Health Intake and Breast Screen.

The Outpatient Department (OPD) at Canberra Hospital is a high-volume service with an average of 220 patients a day. The OPD provides clinic-based nursing care and administrative support to a wide range of medical and surgical specialties. Under the direction of the Clinical Nurse Consultant, Advanced Practice Nurses and RN2 team leaders and working as part of the multidisciplinary team the Registered Nurse provides nursing support to all Outpatients Departmental clinics.

Eligibility/Other Requirements

Mandatory:

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

Desirable

Orthopaedic nursing experience

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: Anne Douglas (02) 6244 4019 anne.douglas@act.gov.au

Medical Services

Pathology

Anatomical Pathology

Mortuary Officer

Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 43846)

Gazetted: 03 October 2019

Closing Date: 17 October 2019

Details: Canberra Health Services

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

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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.

Overview of the work area and position

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

A vacancy exists in the above unit for a highly motivated Post Mortem Officer with appropriate knowledge and skills to join our friendly and supportive team. The anatomical pathology department, including the mortuary, is a busy unit within ACT Pathology at The Canberra Hospital. The department is seeking to fill a dual role position working in the mortuary and diagnostic anatomical pathology laboratory. The primary roles of this position will be performing non-coronial adult and perinatal post mortems, organ retrieval, and respectfully managing the deceased, coordinating interactions between clinical teams and funeral directors. In addition, the successful applicant will undertake technical tasks within the anatomical pathology laboratory and provide basic mortuary education to clients. The position works closely with the department heads and plays a proactive and integral part in ensuring activities within the units are undertaken in an efficient, professional and timely manner within an accountable patient focused culture.

Eligibility/Other Requirements:

Mandatory:

Ability to conduct post mortem examinations.

Hold a current driver's licence

Desirable:

An associate diploma or equivalent qualification.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

This is a permanent full-time position and works Monday to Friday and on call.

Contact Officer: Monica Brady (02) 5124 2835 monica.brady@act.gov.au

Medical Services

Imaging

Nuclear Medicine

Nuclear Medicine Scientist

Medical Imaging Level 2 \$65,216 - \$89,528, Canberra (PN: 16095)

Gazetted: 03 October 2019

Closing Date: 10 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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Three Walk-in Centres: which provide free treatment for minor illness and injury.

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

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 Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, a GE Hawkeye SPECT/CT and a Siemens single head eCam). The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department.

A comprehensive range of diagnostic and therapeutic procedures are offered, including paediatric, oncology and cardiac studies making the work both challenging and rewarding. This position will suit an enthusiastic Nuclear Medicine clinician with experience in developing and promoting standards in a professional team.

Eligibility/Other Requirements:

Mandatory

Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine) or equivalent.

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

Desirable:

Post graduate experience as a Nuclear Medicine Scientist including BMD and PET experience.

Experience performing diagnostic CT and eligible to obtain a diagnostic CT radiation licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Possess an appropriate ACT Radiation licence.

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

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

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

Note

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

Contact Officer: James Green (02) 5124 4345 james.e.green@act.gov.au

Clinical Services

Surgery

Surgical Administration

Administration Manager

Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 23605)

Gazetted: 03 October 2019

Closing Date: 10 October 2019

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Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

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

Overview of the work area and position:

The Administration Manager is responsible for managing the day to day operations of the administrative staff to achieve a high quality, consistent consumer focused administrative support within the Division of Surgery, as well as supporting the Operations Manager – Administration.

Under general direction you will play a key role in day-to-day human resource management of staff including assisting with mandatory training, approval of flex and leave and recruitment of staff.

Eligibility/Other Requirements:

Working towards or holds a certificate in management, customer service, medical terminology or another relevant field is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available three months with the possibility of extension/permanency.

Contact Officer: Shannon Dougan (02) 5124 3207 shannon.dougan@act.gov.au

Clinical Services

Medicine

Medical

Administration Officer – Respiratory and Sleep Medicine

Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 10783)

Gazetted: 03 October 2019

Closing Date: 10 October 2019

Details: Canberra Health Services

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Overview of the work area and position:

This position provides administrative support to the Sleep and Respiratory outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and

follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

Eligibility/Other Requirements:

Desirable:

Knowledge of Canberra Health Services internal software packages

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 seven months. Selection may be based on application and referee reports only.

Contact Officer: Leticia Sullivan (02) 5124 8199 leticia.sullivan@act.gov.au

Clinical Services

University of Canberra Public Hospital

Centre for Rehabilitation

Enrolled Nurse University of Canberra Hospital (UCH)

Enrolled Nurse Level 1 \$60,837 - \$64,999, Canberra (PN: 39966)

Gazetted: 03 October 2019

Closing Date: 16 October 2019

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

Overview of the work area and position:

Apply to be part of the team that has established Canberra's first purpose-built rehabilitation hospital.

Canberra's first purpose-built rehabilitation hospital supports people recovering from surgery or injury, or experiencing mental illness.

The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services.

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population.

The Enrolled Nurse supports the Registered Nurse in the provision of patient-centred care. Nurses at this level work under the direction and supervision of the Registered Nurse, however at times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing patient care.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

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 position is permanent part-time at 32 hours per week and the full-time salary noted above will be pro-rata. There are also some temporary positions available from this recruitment process.

Contact Officer: Katherine McKinnon (02) 5124 0033 katherine.mckinnon@act.gov.au

Infrastructure and Health Support Services

Business Support

Food Services

Staff Cafeteria Supervisor

Health Service Officer Level 6 \$58,287 - \$60,794, Canberra (PN: 23281)

Gazetted: 03 October 2019

Closing Date: 16 October 2019

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

Overview of the Work Area and Position

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of CHS north and south of Canberra.

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

Food Service is organised into the following functional areas:

Food Service Administration,

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Rethermalisation / Meal deliveries to patients/Menu monitors,

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

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

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Highly Desirable:

Industry recognized qualifications.

Food Safety Supervisor Certificate.

Current driver's licence.

Desirable:

Minimum five years relevant food service supervisory experience highly desired.

Relevant experience in Microsoft Office applications.

Relevant food service IT systems.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This position involves shift work.

Contact Officer: Elizabeth Suarez (02) 5124 3932 elizabeth.suarez@act.gov.au

Clinical Services

Women, Youth and Children

Newborn Hearing Screening Program

Newborn Hearing Screener

Technical Officer Level 1 \$57,759 - \$60,556, Canberra (PN: 29539)

Gazetted: 03 October 2019

Closing Date: 9 October 2019

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

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- 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 ACT Newborn Hearing Screening Program (NHSP) is an early hearing loss detection program for infants born or residing in the ACT. The Program identifies babies that are born with significant hearing loss and introduces them to appropriate intervention as soon as possible. It is well known that babies that are identified with hearing loss early in life have improved quality of life, improved communication and language skills and social-emotional development and significantly better education and employment outcomes. The NHSP provides services at the Centenary Hospital for Women and Children, John James and Calvary as well as home births. Up to 6,500 babies are screened each year by a dedicated team of trained screeners.

Eligibility/Other Requirements:

Mandatory:

- Current driver's licence

Desirable:

- Current First Aid certificate and/or previous clinical nursing background would be an advantage.
- Experience working in a Newborn Hearing Screening Program

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a part-time position available at 15 hours per week. The salary noted will be paid pro rata.

Contact Officer: Pip Golley (02) 5124 1395 pip.golley@act.gov.au

Medical Services

Pathology

Customer Services

Phlebotomist

Technical Officer Level 1 \$57,759 - \$60,556, Canberra (PN: 30582, several)

Gazetted: 03 October 2019

Closing Date: 17 October 2019

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

Overview of the work area and position

ACT Pathology is a division of Canberra Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital.

Customer Services is a department of ACT Pathology providing contact between patients, clinicians and the pathology service. Customer Services is responsible for the operation of six collection centres across the Canberra region and provision of hospital ward services for Canberra Hospital, Calvary Public Hospital Bruce and National Capital Private Hospital and a home visit program for those patients to frail to attend a collection centre.

Under direction, the successful applicant will be required to perform collection procedures working across all sites, perform reception duties, data entry, stock maintenance and a liaison role with patients and clinicians.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Pathology Collection or other approved qualification.

Desirable:

Minimum of three years' experience in venepuncture.

A current driver's licence.

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*.

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

Note:

There are several positions available, permanent part-time and casual and the full-time salary noted above will be paid pro rata. Customer Services routinely operates Monday through to Saturday within the span of hours 7:00am to 5:30pm, however there are occasions to work outside of routine days due to public holidays and operational requirements.

Contact Officer: Katina Smith (02) 5124 2934 katina.smith@act.gov.au

Clinical Services

Medical Services

Medical Imaging

Reception Clerk

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: C11031, several)

Gazetted: 03 October 2019

Closing Date: 17 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.

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

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

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

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

Overview of the work area and position

The 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:

These are casual positions.

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

Clinical Services

Medicine

Medical

Administration Officer - Cardiology

Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 16214)

Gazetted: 03 October 2019

Closing Date: 10 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.

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

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

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

Overview of the work area and position:

This position provides administrative support to the Cardiology outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, as well as other general administrative duties.

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

Eligibility/Other Requirements:

Desirable:

Experience with Canberra Health Services internal software packages

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Leticia Sullivan (02) 5124 8199 leticia.sullivan@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Medical Physics and Radiation

Principal Radiation Oncology Medical Physics Specialist

Principal Medical Physics \$184,668 - \$200,827, Canberra (PN: 11077)

Gazetted: 03 October 2019

Closing Date: 15 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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University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Four Walk-in Centres: which provide free treatment for minor illness and injury.

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

Overview of the Work Area and Position

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

The advertised position is for a Principal Radiation Oncology Medical Physics Specialist who will lead a team of Medical Physicists in the delivery of state-of-the-art radiotherapy for our cancer patients. Equipment includes four Varian linear accelerators with capabilities for Volumetric Modulated Arc Therapy (VMAT), stereotactic radiotherapy, and motion mitigation techniques. We use the Aria oncology information system which is cloud hosted. Other treatment services include superficial x-ray therapy and brachytherapy.

The successful applicant will play a key role in providing ongoing management and provision of medical physics commissioning work in the transition to Varian Truebeam and Eclipse based radiation therapy. You will work as a team leader carrying out the job duties according to the Work Performance Expectations.

Our team participates in Trans-Tasman Radiation Oncology Cooperative Group (TROG) trials. Our department is accredited to train diagnostic radiology and radiation oncology medical physics registrars. Our team members have active collaborations with University of Sydney, University of New South Wales and the Australian National University. We are also actively participating in machine learning and artificial intelligence projects related to radiotherapy with the OZCAT (Australian Computer Aided Theranostics) group.

Eligibility/Other Requirements:

Mandatory:

Be registered, or demonstrated eligibility for registration, on the Qualified Medical Physics Specialists in Radiation Oncology Medical Physics register administered by the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM).

Hold a higher degree (M. Sc. or higher) majoring in physics from an accredited university.

Desirable:

Hold certification from the ACPSEM, or equivalent, in Radiation Oncology Medical Physics.

Seven or more years' experience working in medical physics in a clinical environment.

Hold a PhD in Medical Physics.

Hold, or be eligible for, a current Australian driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Ben Cooper (02) 5124 5300 ben.cooper@act.gov.au

People and Culture

Staff Development Unit

Clinical Nurse Educator (CNE) | Advanced Life Support

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 33969)

Gazetted: 03 October 2019

Closing Date: 16 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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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.

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

People and Culture provides HR services directly and through partnership with ACT Government Shared Services. The services provided range from recruitment, employee relations, workplace health, workforce policy and planning, training and education. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with government and non-government service providers to ensure the best possible outcomes for staff.

The Division services include:

Industrial relations, workforce innovation and projects

Organisational Development-leadership and cultural education, performance management and My Health Employment Services –Investigations, employee relations, recruitment and workplace health

Staff Development Unit- orientation, manual tasks, Transition to Practice programs, e-learning, learning management system, reporting, work experience, life support programs and clinical education programs

Overview of the work area and position

This position reports to the Assistant Director of SDU and works in partnership with clinical teams from across the health service to ensure the delivery safe and effective care to deteriorating health care consumers.

Staff Development Unit (SDU) is located on the Canberra Hospital campus and reports to the Executive Group Manager, People and Culture. SDU provides a key coordination role for Learning and Development (L&D) in CHS and provides education, including eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the National Quality and Safety Health Service Standards and needs of the organisation. SDU manages the systems, reporting and policies for education/training in CHS.

Eligibility/Other Requirements:

Mandatory:

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse and or Midwife with Australian Health Practitioners Regulatory Agency.

Recent clinical experience in a critical care nursing.

A current certificate as an Advanced Life Support Instructor from a recognised external training organisation.
Sound understanding of education and adult learning.

Desirable: Commitment and accountability to own learning, development and practice with postgraduate qualifications in critical care nursing and/or education with extensive relevant experience.

Certificate IV Training and Assessment or equivalent and experience in teaching is desirable

Competent in Paediatric Life Support

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Expressions of Interest are sought from energised people to provide leave backfill and education support as an RN 3.1 Staff Development Unit educator (Part-time, 3 days per week, Wednesday to Friday). Portfolios will include support of the Advanced Life Support/Basic Life Support programs in addition to education related to the National Safety and Quality Health Service Standards.

Initial back-fill will be from 3 October 2019 – 22 January, with the possibility of extension.

If you are interested in developing your education skill set and joining our dynamic team, please email

Deborah Moore A/g ADON SDU deborah.moore@act.gov.au or phone 51247057

Please address the selection criteria (no more than 2 pages), provide a current CV and include the name of your current supervisor. Required: Applicants need to be a current Advanced Life Support Instructor (with internal or external certification) or willing to attain. Highly desirable: Education experience and Paediatric Life Support skills

Contact Officer: Deborah Moore (02) 5124 7057 deborah.moore@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Support Officer

Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 22600)

Gazetted: 03 October 2019

Closing Date: 15 October 2019

Details: Our Vision: Creating exceptional health care together.

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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:

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

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

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

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

At this level, it is expected that you will provide high quality clinical interventions and care to achieve positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff within the Access Mental Health Team as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists

As Clinical Support Officer you will be responsible for supporting the Access Mental Health Team Leader with the key strategic directions of the team. This will involve supporting clinical audit compliance, undertaking and contributing to clinical review process, contributing to quality improvement, participating in recruitment and leading learning and development activities within the team. Your immediate supervisor will be the ACMH Team Leader. As required you will represent the ACMH Team leader at professional forums including committees and working groups.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Approved tertiary qualifications or equivalent in nursing.

Highly Desirable

More than 12 months nursing experience in a mental health services, and
Strong understanding of adult community mental health services.

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such, and
Current driver's license.

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 disease.

Note:

This is a temporary position available for six to 12 months with possibility of extension.

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

Infrastructure Management and Maintenance

Operational Support

Systems and Reporting

Assistant Director Client Services

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 44562)

Gazetted: 03 October 2019

Closing Date: 17 October 2019

Details: Canberra Health Services

Our Vision: Creating exceptional health care together.

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

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

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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 Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of client services to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS values, role and vision.

Under limited direction from the Director, OSS, you will manage the delivery of services for Mailroom Services, Switchboard and casual relief pool. You will be required to manage and coordinate administrative staff, provide day-to-day supervision, human resource management, financial management and provide advice and responses to matters related to the business portfolios. The Assistant Director is expected to work collaboratively with other business units across CHS and be supportive and flexible in leading the changing priorities of the business portfolios.

The position will be based at Canberra Hospital with regular travel required to other Canberra Health Services sites.

Eligibility/Other Requirements:

Mandatory:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Daniel Ingram (02) 5124 8763 daniel.ingram@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Support Officer HAART

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 44139)

Gazetted: 03 October 2019

Closing Date: 16 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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Six community health centres: providing a range of general and specialist health services to people of all ages.

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

Overview of the work area and position:

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

This exciting temporary opportunity is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The ACMHS provide services for people aged over 18 years and has a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

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

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

Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

Although HAART operates an extended hour's service, operating seven days a week, the position holder will not be required to work shift work, but will be required to work weekdays 08:00 to 16:21. Please note that this is a full time position.

The successful applicant will be responsible for supporting the HAART Team Leader with the key strategic directions of the team. This will involve supporting clinical audit compliance, undertaking and contributing to clinical review process, contributing to quality improvement, participating in recruitment and leading learning and development activities within the team. Your immediate supervisor will be the HAART Team Leader. As required you will represent the HAART Team leader at professional forums including committees and working groups.

Eligibility/Other Requirements:

Mandatory Qualifications:

For Nursing:

Be registered or eligible for registration with AHPRA.

Minimum of 3 years, ideally 5 years, post-qualification experience.

For Occupational Therapy:

Be registered or eligible for registration with AHPRA.

Eligibility for professional membership of Occupational Therapy Australia.

Minimum of 3 years, ideally 5 years, post-qualification experience.

For Psychology:

Be registered or eligible for general registration with AHPRA.

Minimum of 3 years, ideally 5 years, post-qualification experience.

For Social Work:

Degree in Social Work.

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

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

Minimum of 3 years, ideally 5 years, post-qualification experience.

Highly desirable:

Have a strong understanding of working in an adult community mental health service.

For Nursing: Post Graduate Qualification in Mental Health Nursing or working towards such.

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

Current Passenger Vehicles driver's licence.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Contact Officer: Sandra Hibberd (02) 5124 9152 sandra.Hibberd@act.gov.au

Medical Services

Medical Imaging

Quality and Safety Officer

Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45338)

Gazetted: 03 October 2019

Closing Date: 13 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). It also services the surrounding Southern New South Wales region, a catchment of approximately 800,000 people which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

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

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

The Quality and Safety Officer will work with the Medical Imaging executive leadership to drive and support excellence in care that meets and exceeds a range of applicable standards.

Eligibility/Other Requirements:

Desirable:

- Tertiary qualifications (or equivalent) in a health-related field 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: Kate Saunder (02) 5124 2111 kate.saunder@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Manager Home Assessment and Acute Response Team (HAART)

Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 25683)

Gazetted: 03 October 2019

Closing Date: 17 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.

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:

Mental Health, Justice Health, Alcohol and Drugs (MHJHADS) provides 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 people's homes. These services include:

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

Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people who access the service, their carers and other key services.

The Home Assessment and Acute Response Team (HAART) is an extended hours, highly mobile and intensive service focused on providing assessment and brief interventions in a person's home or other community environment, when a person is experiencing an acute exacerbation of a mental illness/disorder and/or severe psychological or emotional distress. HAART consists of two functions: the Rapid Response component of this team provides a rapid mental health assessment and response where there is a marked deterioration in a person's mental health resulting in significant functional impairment. The Intensive Home Treatment

component provides continued acute response up to two weeks and is focused on averting admissions wherever safe and appropriate to do so.

As Manager, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of Learning and Achievement Plans.

Eligibility/Other Requirements:

Mandatory:

- Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation.
- Strong understanding of adult community mental health services.
- Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Note:

This is a temporary position available for a period of six months. This position is required to work from 8:30 to 16:51, Monday to Friday.

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

APPOINTMENTS

ACT Audit Office

Auditor \$63,374 - \$82,771

Xinchen Wu 858-70266, Section 68(1), 24 September 2019

Auditor \$63,374 - \$82,771

Chuhuiyi Zhang 858-70004, Section 68(1), 24 September 2019

Canberra Institute of Technology

Teacher Level 1 \$74,437 - \$99,320

Karen Abel 853-57817, Section 68(1), 27 September 2019

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

Teacher Level 2 \$106,090

James Folk 827-14970, Section 68(1), 27 September 2019

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

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

Hollie Page 844-78836, Section 68(1), 30 September 2019

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

Teacher Level 1 \$74,437 - \$99,320

Mark Page 827-14487, Section 68(1), 27 September 2019

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

Teacher Level 1 \$74,437 - \$99,320

Paul Thomas 835-96689, Section 68(1), 27 September 2019

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

Teacher Level 1 \$74,437 - \$99,320

Peter Warne 827-16108, Section 68(1), 27 September 2019

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

Teacher Level 1 \$74,437 - \$99,320

Kirby Williams 817-43876, Section 68(1), 27 September 2019

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

Teacher Level 1 \$74,437 - \$99,320

Kenneth Wilson 821-11678, Section 68(1), 27 September 2019

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

Chief Minister, Treasury and Economic Development

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

Anne-Charlotte Adam 858-64966, Section 68(1), 2 October 2019

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

Alexander Ashton 848-78530, Section 68(1), 30 September 2019

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

Carlos Diaz 853-55635, Section 68(1), 30 September 2019

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

Tegan Gaughran 858-66849, Section 68(1), 30 September 2019

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

Lachlan Hole 858-64149, Section 68(1), 30 September 2019

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

Megan Levy 836-13186, Section 68(1), 30 September 2019

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

Ryan Murray 861-30155, Section 68(1), 27 September 2019

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

Riley O'Shaughnessy-Rudd 863-13103, Section 68(1), 30 September 2019

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

Bailey Snell 863-13277, Section 68(1), 1 October 2019

Infrastructure Officer 3 \$106,288 - \$116,675

Sally Wright 853-76911, Section 68(1), 26 September 2019

Community Services

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

Tania Howarth 858-79295, Section 68(1), 30 September 2019

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

Brooke Rigney 819-31041, Section 68(1), 7 October 2019

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

Narelle Rivers 785-55313, Section 68(1), 2 October 2019

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

Narelle Tafe 858-66494, Section 68(1), 1 October 2019

Environment, Planning and Sustainable Development

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

Yun Chen 856-66425, Section 68(1), 30 September 2019

Professional Officer Class 2 \$84,257 - \$96,430

Brian Hawkins 863-12426, Section 68(1), 16 October 2019

Technical Officer Level 3 \$72,989 - \$82,486

Alison McLeod 844-02305, Section 68(1), 27 September 2019

Professional Officer Class 2 \$84,257 - \$96,430

Jennifer Smits 844-03252, Section 68(1), 1 October 2019

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

Colette Neumann 858-55242, Section 68(1), 10 October 2019

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

Ellen Cheney 863-12557, Section 68(1), 10 October 2019

Justice and Community Safety

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

Lillian Fenner 853-81294, Section 68(1), 1 October 2019

This promotion is made in accordance with the ACT Public Sector ACT Ambulance Service Enterprise Agreement 2013-2017, under clause P1.2 (a), (b) and (c)

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

Ross Mengler 853-80128, Section 68(1), 1 October 2019

This promotion is made in accordance with the ACT Public Sector ACT Ambulance Service Enterprise Agreement 2013-2017, under clause P1.2 (a), (b) and (c)

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

Samuel Thompson 858-67294, Section 68(1), 1 October 2019

Transport Canberra and City Services

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

Zharolai Bombeo 853-60039, Section 68(1), 3 October 2019

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

Courtney Holgate 858-70346, Section 68(1), 3 October 2019

Suburban Land Agency

Infrastructure Officer 3 \$106,288 - \$116,675

Sadia Afrin 863-12362, Section 68(1), 1 October 2019

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

Amanda Pimenta Dainer 852-35721, Section 68(1), 30 September 2019

Canberra Health Services

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

Pearl Pei-Yun Chan 858-41721, Section 68(1), 18 October 2019

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

Apiame Gadai 863-13189, Section 68(1), 21 October 2019

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

Judith Joseph 859-52210, Section 68(1), 3 October 2019

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

Annalise Kennedy 862-10390, Section 68(1), 30 September 2019

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

Barbara Mills 859-53379, Section 68(1), 3 October 2019

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

Remya Paruthiathu Raju 857-92958, Section 68(1), 24 September 2019

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

Srdan Smiljanic 863-13197, Section 68(1), 31 October 2019

Registered Midwife Level 2 \$93,151 - \$98,728

Helen Stephenson 853-77084, Section 68(1), 3 October 2019

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

Neethumaria Thomas 856-72972, Section 68(1), 10 October 2019

Health Professional Level 1 \$61,160 - \$80,129

Jimmy Valencia 834-44829, Section 68(1), 21 October 2019

ACT Health

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

David Dowling 853-63504, Section 68(1), 1 October 2019

Senior Officer Grade A \$145,048

Sarah Galton 861-31633, Section 68(1), 1 October 2019

TRANSFERS

Community Services

Rebekah Aguilar: 836-09662

From: Child and Youth Protection Professional Level 3 \$97,103 - \$102,049 (up to \$106,862 on achieving a personal upgrade)

Community Services

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

Community Services, Canberra (PN. 13131) (Gazetted 1 April 2019)

Jason Morrissey: 853-47416

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

Community Services

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

Community Services, Canberra (PN. 44393) (Gazetted 25 July 2019)

Brendan O'Brien: 844-74819

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

Chief Minister, Treasury and Economic Development

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

Community Services, Canberra (PN. 44220) (Gazetted 29 July 2019)

Environment, Planning and Sustainable Development

Benjamin O'Brien: 827-48695

From: Park Ranger 1 \$63,374 - \$68,204

Environment, Planning and Sustainable Development

To: General Service Officer Level 7 \$62,521 - \$66,023

Environment, Planning and Sustainable Development, Canberra (PN. 45203) (Gazetted 12 August 2019)

Transport Canberra and City Services

Margaret Kitchin: 710-48730

From: Senior Professional Officer Grade A \$145,048

Environment, Planning and Sustainable Development

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

Transport Canberra and City Services, Canberra (PN. 38255) (Gazetted 24 July 2019)

Hamish Palfreyman: 757-48558

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

Community Services

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

Transport Canberra and City Services, Canberra (PN. 21241) (Gazetted 29 July 2019)

Canberra Health Services

Denise Gibson: 821-04224

From: Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services

To: Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 04598) (Gazetted 1 August 2019)

Jini John: 824-3231

From: Registered Nurse Level 2 \$93,151

Canberra Institute of Technology

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 27242) (Gazetted 30 May 2019)

PROMOTIONS

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ACT Audit Office

Performance Audit

Erika Hudleston: 853-58545

From: Audit Manager \$109,329 - \$117,880

ACT Audit Office

To: †Senior Audit Manager \$125,048 - \$145,048

ACT Audit Office, Canberra (PN. 44946) (Gazetted 6 August 2019)

Chief Minister, Treasury and Economic Development

Infrastructure Finance and Capital Works

Natalie Barisic: 827-36133

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. 24086) (Gazetted 20 June 2019)

Revenue Management Group

Business Systems

Anthony Bryant: 710-37994

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55153) (Gazetted 15 August 2019)

Strategic Finance

Qianqian Liu: 853-61576

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

Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$84,257 - \$96,430
Chief Minister, Treasury and Economic Development, Canberra (PN. 37266) (Gazetted 17 January 2019)

Shared Services

Partnership Services

Customer Support Services

Michelle Walker: 827-18971

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 23213) (Gazetted 9 August 2019)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Jodie Farrow: 853-29904

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

Justice and Community Safety

To: Child and Youth Protection Professional Level 4 \$111,043 - \$119,146

Community Services, Canberra (PN. 41887) (Gazetted 4 July 2019)

Housing ACT

Executive Government and Engagement

Alexandra Gillett: 853-29509

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

Environment, Planning and Sustainable Development

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

Community Services, Canberra (PN. 43984) (Gazetted 6 September 2019)

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Education

Service Design and Delivery

Learning and Wellbeing. Universal School Support

Joanne Bradley: 780-03236

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

Environment, Planning and Sustainable Development

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

Education, Canberra (PN. 00161) (Gazetted 15 July 2019)

School Performance and Improvement

South and Weston Network

Canberra College

Julie Robson: 337-43388

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

Education

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

Education, Canberra (PN. 32696) (Gazetted 20 November 2018)

Environment, Planning and Sustainable Development

Urban Renewal

Nyah Donaldson: 827-50058

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 42186) (Gazetted 5 February 2019)

Planning Delivery

Planning Support and ACT Coordination

Development Assessment Leasing

Anna Gianakis: 820-83267

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 31381) (Gazetted 8 February 2019)

Environment

Parks and Conservation Service

Parks Reserves and Rural Land

Amelia Keyworth: 844-75280

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

Environment, Planning and Sustainable Development

To: General Service Officer Level 7 \$62,521 - \$66,023

Environment, Planning and Sustainable Development, Canberra (PN. 45402) (Gazetted 12 August 2019)

Environment

Parks and Conservation Service

Parks Reserves and Rural Land

Matthew Mikulandra: 816-82751

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

Environment, Planning and Sustainable Development

To: General Service Officer Level 7 \$62,521 - \$66,023

Environment, Planning and Sustainable Development, Canberra (PN. 36847) (Gazetted 12 August 2019)

Justice and Community Safety

Human Rights Commission

Victims Support ACT

Mhd Zouheir Dalati: 858-66400

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. 42176) (Gazetted 13 August 2019)

ACT Corrective Services

Executive Support and Governance

Governance and Coordination Team

Vanessa Dumbrell: 846-9072

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. 38296) (Gazetted 10 May 2019)

Human Rights Commission

Victims Support ACT

Elysha Treacy: 846-88075

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. 41923) (Gazetted 13 August 2019)

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Transport Canberra and City Services

Chief Operating Officer Group

Governance and Ministerial Services

Governance

Rebecca Butchart: 835-82148

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 13802) (Gazetted 15 August 2019)

Transport Canberra Operations

Strategic Transport Asset, Procurement and Contracts Management

Glenn Dougall: 608-27173

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

Transport Canberra and City Services

To: †Senior Officer Grade A \$145,048

Transport Canberra and City Services, Canberra (PN. 35988) (Gazetted 23 July 2019)

Canberra Health Services

Canberra Hospital and Health Services

Deborah Colliver: 741-16663

From: Health Professional Level 5 \$124,891 - \$140,596

Canberra Health Services

To: †Senior Professional Officer Grade A \$145,048

Canberra Health Services, Canberra (PN. 28424) (Gazetted 28 August 2019)

Clinical Services

Mitchell Green: 858-50265

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. 42838) (Gazetted 21 March 2019)

Clinical Services

Sela Moala: 84504037

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 31767) (Gazetted 06 June 2019)

ACT Health

Corporate Services Group

Digital Solutions Division

Technology Operations

Monica Luscombe: 260-98990

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

ACT Health

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

ACT Health, Canberra (PN. 41772) (Gazetted 15 August 2019)

Corporate

Canberra Region Medical Education Council

Jessica Thiele: 847-26131

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

Canberra Health Services

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

ACT Health, Canberra (PN. 38541) (Gazetted 2 August 2019)