



ACT Government Gazette

Gazetted Notices for the week beginning 20 February 2020

VACANCIES

Calvary Health Care ACT (Public)

Administration

Human Resources

Recruitment

HR Administration Officer

ASO 3.1 \$64,230 - \$69,125, Canberra (PN: LP6950)

Gazetted: 26 February 2020

Closing Date: 1 March 2020

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

Reference Number: 11732

Contact Officer: Nikki Miller nicole.miller@calvary-act.com.au

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

Medical

Clinical Development Nurse

RN 2.4 \$100,061, Canberra (PN: LP8856)

Gazetted: 26 February 2020

Closing Date: 1 March 2020

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

Reference Number: 11714

Contact Officer: Sandra Bertie sandra.bertie@calvary-act.com.au

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

Medical

Medical Imaging

Nursing

Registered Nurse

RN 1.1-1.8 \$67,984-\$90,814, Canberra (PN: LP7922)

Gazetted: 26 February 2020

Closing Date: 8 March 2020

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

Reference Number: 11743

Contact Officer: Michelle D'arx 02 6201 6146 michelle.darx@calvary-act.com.au

Applications can be forwarded to: <https://calvarycareers.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

Industry Engagement and Strategic Relations

Industry Engagement and Strategic Management

Executive Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 40055)

Gazetted: 21 February 2020

Closing Date: 2 March 2020

Details: A vacancy as an Executive Officer is available within the Office of the Executive Director, Industry Engagement and Strategic Relations for a dynamic and energetic person to provide high level support and strategic advice to support the portfolio. You will be a results-driven individual who is seeking a challenging role. You will support the Executive Director to meet organisational objectives in a complex, high pressure a highly confidential environment. You will have experience in balancing competing interests and demands as well as coordinating and implementing strategies to achieve effective and efficient services and project outcomes. Your ability to use tact and diplomacy is paramount and you will forge strong partnerships with key internal stakeholders and subject matter experts, to engage, support and inform the decision-making of the Executive Team.

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

Note: CIT staff have two week Christmas shutdown and enjoy free parking.

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Paul Ryan (02) 6207 4955 paul.ryan@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

Access Canberra

Licensing and Registrations

Business Support and Training

Manager of Business Support and Training

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 20042)

Gazetted: 26 February 2020

Closing Date: 4 March 2020

Details: The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system. This is a great opportunity to work in a high pressured team that requires high attention to detail and the ability to handle competing priorities.

The team is also responsible for providing:

business system training

updates to Road Transport specific policy and procedure

guidance and advice on RTA legislation

updates to the Access Canberra website for Road Transport related transactions

communicating changes to all rego.act stakeholders

contributing to rego.act enhancements

We are looking for a highly motivated, enthusiastic and results driven person to fill the role of Business Support and Training Manager. This role involves directly managing a tight-knit team, written correspondence to a variety of Transport Licensing stakeholders, providing expert advice on RTA legislation and identifying appropriate solutions to rectify high level system issues. If you have relevant rego.act experience, the ability to delegate tasks, confidence to juggle various and changing deadlines and the ability to motivate other team members effectively then this is the role for you!

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

How to Apply: If you are interested, please submit your curriculum vitae and a pitch of no more than one page outlining your relevant experience and why you're the best person for the role.

Applications should be submitted via the Apply Button now.

Contact Officer: Ellen Marks (02) 6207 7091 ellen.marks@act.gov.au

Access Canberra

Licensing and Registrations

Vehicle Safety Standards

Senior Technical Officer

Technical Officer Level 4 \$85,394 - \$97,732, Canberra (PN: 38063)

Gazetted: 26 February 2020

Closing Date: 11 March 2020

Details: Access Canberra, Vehicle Safety Standards is looking for an innovative, collaborative Senior Technical officer to fill the role at Hume Motor Vehicle Inspection Station. The Senior Technical officer will provide high level client service and the management and supervision of the team's activities within the Motor Vehicle Inspection Station. Duties also include providing specialist advice on technical matters associated with vehicle registration and inspection services for both light and heavy vehicles and the application of the Australian Design Rules and relevant road transport legislation and vehicle standards. The workplace is located at the Motor Vehicle Inspection Station at Hume. If you feel you have the necessary Skills and Attributes to fill this role and like a challenge, we encourage you to apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Minimum Trades Certificate Automotive Certificate III or equivalent. An Associate Diploma in Mechanical Engineering or a Certificate III in Automotive Mechanics (Automotive trades certificate) and experience in technical vehicle safety and/or compliance inspections would be highly regarded.

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: Francois Patron (02) 6207 7172 francois.patron@act.gov.au

Economic Development

artsACT

Arts Programs

Arts Program Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 13517)

Gazetted: 26 February 2020

Closing Date: 11 March 2020

Details: artsACT is seeking an experienced program officer. The successful applicant will administer an arts funding program and assist in the development of government arts policy. The applicant will need strong program and policy skills, and a history of developing productive working relationships with internal and external stakeholders, and a desire to work innovatively to achieve results. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A knowledge of the local and national arts sector is desirable.

Note: This is a temporary position available for a period of nine 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. Selection may be based on application and referee reports only. This position is under activity-based working arrangements, including that officers do 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 Button now.

Contact Officer: Robert Piani (02) 6207 2381 robert.piani@act.gov.au

Economic Development

artsACT

Arts Programs

Arts Program Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 45604)

Gazetted: 26 February 2020

Closing Date: 11 March 2020

Details: artsACT is seeking an experienced Program Officer. The successful applicant will administer an arts funding program and assist in the development of government arts policy. The applicant will need strong program, policy and writing skills, a history of developing productive working relationships with internal and external stakeholders, and a desire to work innovatively to achieve results. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A knowledge of the local and national arts sector is desirable.

Note: This is a temporary position available immediately up until the 30 November 2020 with the possibility of extension up to 12 months. This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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, providing examples from your past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Please 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: Robert Piani (02) 6207 2381 robert.piani@act.gov.au

Access Canberra

Customer Coordination

Service Centres

Service Centre Manager

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 18858, Several)

Gazetted: 21 February 2020

Closing Date: 28 February 2020

Details: Access Canberra is looking for a skilled leader to act as an Access Canberra Service Centre Manager. We are looking for a 'people person' with great communication and relationship building skills who can liaise with customers and colleagues across Access Canberra and other parts of ACT Government. You will lead and motivate a busy and dedicated team who deliver information and services in a superior customer environment.

Access Canberra leaders are pretty special - they are creative problem solvers, they work together to achieve outcomes, they take care of their people, and they have a keen sense of serving their community. If you are interested in this role, we look forward to hearing from you.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission.

Eligibility/Other Requirements:

Successful applicants must be prepared to:

wear a uniform if supplied;

work to a roster that may involve commencing work at 7.45am and/or finishing at 6.15pm; and

work at any Service Centre as required.

Note: This is a temporary position available immediately until December 2021 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: If this sounds like you please submit a response to the Selection Criteria, (details are in the position description) of no more than two pages that sets out how you are the best person.

Applications should be submitted via the Apply Button now.

Contact Officer: Jennie Gannon (02) 6207 5137 jennie.gannon@act.gov.au

Economic Development

artsACT

Arts Policy

Arts Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 39290)

Gazetted: 26 February 2020

Closing Date: 11 March 2020

Details: artsACT is seeking to fill the temporary vacancy of an Arts Officer. The successful applicant will assist in the development of Government arts policy and implementing a range of communications of the business unit.

The applicant will therefore need sound writing and communication skills, and demonstrate productive working relationships with internal and external stakeholders, and a desire to work innovatively to achieve results.

The position may also be involved with other activities of artsACT including assisting in administering arts funding programs and government business.

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

Eligibility/Other Requirements: Experience in communications is desirable.

Note: This is a temporary position available for nine 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. Selection may be based on application and referee reports only. This position is under activity-based working arrangements, including that officers do not have a designated workstation/desk.

How to Apply: Applicants are asked to address the Professional/Technical Skills and Knowledge and Behavioural Capabilities, and include a curriculum vitae, and contacts for referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Debbie Burkevics (02) 6207 5970 debbie.burkevics@act.gov.au

Policy and Cabinet Division

Regional and Economic Policy

Policy Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 27454)

Gazetted: 26 February 2020

Closing Date: 6 March 2020

Details: The Economic and Regional Policy Branch supports the Chief Minister and Minister for Business and Regulatory Services in shaping and leading key government reform initiatives and leading intergovernmental negotiations for the ACT. We are looking for a Policy Officer who can provide high quality advice and engage across Government and the community in the development of policy and legislation. The Branch works in collaboration with Directorates to provide policy advice and support in achieving the Government's strategic priorities for regulatory matters and broad intergovernmental objectives including COAG involvement.

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

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

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

How to Apply: Applicants should submit a two page statement of claims (maximum), outlining their Skills and Experience, taking into account the Selection Criteria. Each criteria does not have to be individually addressed, but

the overall statement should give the panel a good understanding of your claims in each area and a current curriculum vitae with two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hankinson (02) 6207 2986 joel.hankinson@act.gov.au

Access Canberra

Licensing and Registrations

Business Support and Training

Business Support and Training Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 15000)

Gazetted: 26 February 2020

Closing Date: 4 March 2020

Details: The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system. This is a great opportunity to work in a high pressured team that requires high attention to detail and the ability to handle competing priorities.

The team is also responsible for providing:

business system training

updates to Road Transport specific policy and procedure

guidance and advice on RTA legislation

updates to the Access Canberra website for Road Transport related transactions

communicating changes to all rego.act stakeholders

contributing to rego.act enhancements

We are looking for a hardworking, enthusiastic and motivated person to fill the role of Business Support and Training Officer. The role is assigned to a rotating roster of 8am – 6pm Monday – Friday and involves providing advice on RTA legislation, investigating and providing solutions to rectify system issues.

If you're a go getter who has rego.act knowledge and is confident taking and making phone calls to a range of stakeholders whilst managing competing priorities, then this is the role for you!

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

How to Apply: If you are interested, please submit your curriculum vitae and a pitch of no more than half a page outlining your relevant experience and why you're the best person for the role.

Applications should be sent to the Contact Officer.

Contact Officer: Ellen Marks (02) 6207 7091 ellen.marks@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Corporate Governance

QMS and WHS Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 22605)

Gazetted: 25 February 2020

Closing Date: 12 March 2020

Details: ACT Property Group is seeking an enthusiastic Quality Management/Work Health and Safety Officer. You will have the opportunity to assist in supporting and developing our staff to ensure that we can deliver great services to our partners and stakeholders. You will coordinate human resource activities, including recruitment and staff development. You will be responsible for the management of the staff training program. You will also provide administrative support to the work health and safety and quality assurance functions in the team. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and

support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the Corporate Governance team implementing the new arrangements and ensuring improved delivery of services to customers and stakeholders. 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: This position requires a current driver's licence.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

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

Please submit the following:

1. A two page pitch that tells the Selection Committee about your ability to perform the advertised role (Knowledge, Experience, Skills, Behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

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

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark DaSilva (02) 6207 2832 mark.dasilva@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Economic and Policy Regulation

Senior Director

Senior Officer Grade A \$147,006, Canberra (PN: 32133)

Gazetted: 24 February 2020

Closing Date: 11 March 2020

Details: We are seeking a suitably qualified person to manage a small but busy team providing economic advice on a variety of issues. We operate in a dynamic and rewarding environment on initiatives that help to improve the well-being of all Canberrans.

The Economic Policy and Regulation Unit briefs the government on the economic and regulatory impacts of a range of matters including water, parking, transport, climate change and waste policy. We also advise on productivity and competition matters and develop policy proposals. The role requires someone with experience in developing policy and undertaking economic analysis in a public sector environment and who is able to think laterally to develop advice on complex matters. As a Senior Director a demonstrated ability to manage people and resources to deliver high quality advice in tight timeframes and excellent communication skills are also essential. A key aspect of the role is to establish and maintain collaborative working relationships with stakeholders across the ACT government and externally.

Eligibility/Other Requirements: Tertiary qualification in Economics, Commerce or other relevant field are highly desirable.

Note: This position is being advertised and previous applicants will be considered as part of this process and do not need to re-apply.

How to Apply: Applicants should prepare a written response addressing the Selection Criteria together with their curriculum vitae and two current referees and their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Goth (02) 6205 0772 kathy.goth@act.gov.au

Access Canberra

Customer Coordination

Complaints Management Team

Director

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 40701)

Gazetted: 26 February 2020

Closing Date: 11 March 2020

Details: Are you someone who is looking for a challenge and the chance to “roll up your sleeves”? Are you keen to contribute to transformational change in our organisation? Are you wanting to develop and apply your knowledge and skills across different and complex subject areas? If your answer is yes, you may be the person we are looking for. The Complaints Management Team are looking for a dynamic, flexible, solutions-focused individual to join the team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community.

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

How to Apply: Applications are to be in the form of a two page pitch, based on your greatest achievements in the last five years, outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. Applicants are also required to provide a curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kevin Bell (02) 6205 3860 kevin.bell@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Utilities Technical Regulation (Light Rail Regulatory Unit)

Director Engineering (Light Rail Regulation)

Senior Professional Officer Grade B \$126,577 - \$142,494, Canberra (PN: 35326)

Gazetted: 24 February 2020

Closing Date: 18 March 2020

Details: Utilities Technical Regulation (UTR) supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. You will be responsible for managing a Light Rail Regulatory Unit that will provide advice to the Technical Regulator during the design, construction, commissioning and operation of light rail Stage 2A. You will lead the development of regulatory settings, and ensure these settings and the supporting compliance risks are appropriate for the technical risks associated with the project.

Eligibility/Other Requirements: An Electrical Engineering degree, or demonstrably relevant Engineering Degree, with demonstrated electrical expertise relevant to light rail systems. You will require citizenship or permanent residency to be eligible for permanency in this role, as per ACT Government guidelines.

Note: This is a temporary position available immediately for six months 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: Please submit a two page pitch, outlining your suitability for the role that references your experience and how this is applicable to this role. An up to date curriculum vitae and references must be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Grice (02) 6205 3078 simon.grice@act.gov.au

Policy and Cabinet

Territory Records Office

Director, Archives and Records Business Operations

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 40146)

Gazetted: 20 February 2020

Closing Date: 27 February 2020

Details: The Territory Records Office is seeking an information governance professional with strong strategic planning and business operations skills. The Director, Archives and Records Business Operations oversees the day to day running of the Territory Records Office and Archives ACT. The Director also supports the Executive Branch Manager and Director of Territory Records to fulfil her functions under the *Territory Records Act 2002*. The Office is involved in a range of strategic projects that support the ACT Government's digital agenda while also protecting and promoting the archival heritage of the ACT. This role provides the opportunity to influence, on a whole of government level, the current and future capability of the ACT Public Service to create and manage evidence of its actions for current and future generations. It is a highly varied role, with connections to stakeholders across the ACTPS, within the ACT community, and with information governance professionals across Australia. To be effective in this role you will have strong information governance credentials, high level stakeholder engagement skills, and sound operational management experience. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are 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. This position is primarily located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Your application should include your curriculum vitae and a short description (no more than three pages) of your claims against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dani Wickman (02) 6207 0194 dani.wickman@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Integrated Facilities Management

Assistant Director, Property Upgrades

Infrastructure Officer 3 \$107,723 - \$118,250, Canberra (PN: 16701, several)

Gazetted: 21 February 2020

Closing Date: 16 March 2020

Details: ACT Property Group is seeking a project management professional, with experience in property based projects, to manage a team of Property Upgrades staff delivering a program of property upgrades to ACT Government buildings. This position provides leadership and coordination to the team to ensure that the organisation delivers high quality building upgrade projects and high levels of customer satisfaction across multiple building locations. A background and/or qualifications in building trades will be an advantage. The person in this role provides coordination, programming and technical expertise in ensuring delivering the identified program of work. The role also drives good practice project management within the team and in reporting to building custodians.

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

ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group has recently updated its structure. This position will be part of the Integrated Facilities Management team implementing the new arrangements and ensuring improved delivery of services to customers and stakeholders.

Eligibility/Other Requirements: Successful applicants will be able to demonstrate experience in high level coordination, procurement and project management skills along with qualifications in a relevant technical field (eg. project management, property management, building trades or similar). Applicants also need to hold or have

the capacity to obtain White Card, Asbestos Awareness and Work Health and Safety qualifications (Certificate IV). A current driver's licence is required for this role.

Note: ACT Property Group are seeking to fill one permanent position and one 12 month temporary with the possibility of permanency position from this recruitment process. 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 based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

Contact details of at least two referees.

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

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Schaidreiter (02) 6213 0746 robert.schaidreiter@act.gov.au

Economic Development

artsACT

Arts Programs

Assistant Director, Arts Programs and Policy

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 21712)

Gazetted: 26 February 2020

Closing Date: 11 March 2020

Details: artsACT is seeking an experienced Senior Officer. The successful applicant will manage an arts funding program and development of government arts policy and will therefore need high level program and policy skills, supervisory skills, a history of developing productive working relationships with internal and external stakeholders, and a desire to work innovatively to achieve results. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A knowledge of local and national arts issues is desirable.

Note: This is a temporary position available for a period of nine 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. Selection may be based on application and referee reports only. This position is under activity-based working arrangements, including that officers do not have a designated workstation/desk.

How to Apply: Please submit your application addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, and include a curriculum vitae, and contacts for referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Piani (02) 6207 2381 robert.piani@act.gov.au

Worksafe ACT

Work Health and Safety Commissioner

Commissioner \$307,053 – 319,330 (PN: P46665)

Gazette Date: 12 February 2020

Closing Date: 9 March 2020

Details: The Work Health and Safety (WHS) Commissioner is an independent statutory officer whose focus is ensuring that work injuries are prevented, and that breaches of WHS laws are addressed.

The primary role of the WHS Commissioner is to be the ACT's WHS regulator. WHS regulation includes significant investigation and enforcement functions. The successful person will provide strategic leadership and effective management of the Office of the WHS Commissioner (WorkSafe ACT), including financial management, to deliver WHS, workers' compensation and dangerous substances regulatory activities. The WHS Commissioner will be responsible for improving the ACT's outcomes in these important areas. The WHS Commissioner will also lead the delivery of education and awareness of WHS to workers and employers.

We support workforce diversity and are 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 *Work Health and Safety Act 2011* provides that a person cannot be appointed WHS Commissioner unless they have the experience or expertise necessary to exercise the Commissioner's functions. The successful candidate will demonstrate: the ability to lead a regulatory agency that promotes compliance with WHS and that has significant investigation, compliance and enforcement functions; strong executive leadership, including valuing people; strategic awareness and vision; the achievement of results with integrity including sound administration and governance; and, skilful communication which fosters collaboration. Relevant tertiary qualifications are also desirable.

Appointment: The successful applicant will be appointed for a period of up to five years and the appointment is made by a notifiable instrument which will be available on the Legislation Register.

Remuneration: The position attracts a remuneration package ranging from \$307,053 to \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543. Remuneration and other entitlements for the position are determined by the ACT Remuneration Tribunal (Determination 15 of 2019).

Further information: Please contact Amanda Grey on (02) 6207 2718.

How to Apply: Applicants should address the selection criteria and key responsibilities in a written application. Applicants should provide a current curriculum vitae and the names and contact details of two referees.

Applications will be accepted until 11:59pm AEDT on 9 March 2020.

Applications should be submitted via the Apply Now button below

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

Child and Youth Protection Professional 1 - Case Manager

Child and Youth Protection Professional Level 1 \$67,053 - \$84,042, Canberra (PN: 34289)

Gazetted: 25 February 2020

Closing Date: 8 March 2020

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a Child and Youth and Protection (CYPS) Case Manager, you will: Make a difference in the lives of children and young people at risk of abuse and neglect; Provide positive influence on young people and help make your community safer; Benefit from ongoing learning and development and be challenged and rewarded. CYPS Case Manager Role is focused on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management. As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders. We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills. The Community Services Directorate support's 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: Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. 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. Proficiency with Microsoft Office programs. Current driver's licence. No Experience necessary.

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. 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: All applicants must include a written response to Selection Criteria and curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Nelson (02) 6205 9380 alex.nelson@act.gov.au

Corporate Services

People Management

Training Delivery

Training Administration Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 37831)

Gazetted: 20 February 2020

Closing Date: 5 March 2020

Details: The services of a reliable and enthusiastic Training Administration Officer with excellent customer service skills are required at the CSD Professional Development Centre (PDC) in Belconnen. The successful applicant will be able to demonstrate either experience in a similar role in a training environment or transferrable skills from previous roles as well as the ability to use Microsoft Word and Excel. As the position involves overseeing the daily running of the PDC and may include supporting and supervising staff, excellent communication and organisational skills are required as well as the ability to supervise staff.

Note: An Order of Merit may be established from this selection process which may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants must respond the Selection Criteria. Curriculum vitae's should be limited to four pages.

Referee Reports are required to be provided with the application. Certified copies of relevant qualifications should be provided with the application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Whellum (02) 6207 6336 Julie.Whellum@act.gov.au

Education

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

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

School Performance and Improvement

School Improvement

School Operations

Senior Officer School Operations

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 34440, Several)

Gazetted: 26 February 2020

Closing Date: 11 March 2020

Details: An exciting opportunity for a Senior Officer exists within School Improvement Groups, School Operations Team. The School Operations Team primary function is to provide advice and support to principals and schools

across daily school operations for ACT's 88 public schools. This typically covers Education Directorate policy and procedures, student related appeals and internal redirection for more specific advice. School Operations also provides co-ordinating support for: principal recruitment, incident management, the management of overseas travel requests and overseas excursions, financial management for the School Improvement Branch, Ministerial advice, communications and briefings, support for the Directors of School Improvement, and liaison/written communication with schools and other branches within the Education Support Office. This role would suit an experienced officer who is a team player, has strong communication skills, good time management and an ability to analyse, synthesize and make informed judgements within a sensitive and complex environment. Within the School Operations Team, two days are rarely the same, an ability to work within tight deadlines and across competing priorities is a must. This fast-paced environment is supported by a small team of dedicated multi-disciplinary professionals who are committed to delivering the best outcomes for schools and the Education Support Office.

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: There are two vacant positions available, one permanent position and one temporary position available for a period of 12 months.

How to Apply: Please submit your curriculum vitae contact information for two referees and a statement of claims. Your statement of claims against the Selection Criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. Maximum of 250 word per selection criteria. Your two referees need to have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. Please be advised that you may be asked to provide further referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Rebecca Cormack (02) 6205 7193 rebecca.cormack@act.gov.au

Business Services

Executive Support Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 40199)

Gazetted: 26 February 2020

Closing Date: 4 March 2020

Details: The position of Executive Support Officer provides high level executive administrative support to the Executive Group Manager, Business Services. The position occupant will require excellent oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders. The position requires a flexible and adaptable approach to tasking to ensure the work of the Executive Group Manager progresses in a timely and efficient manner. The successful applicant will be required to manage electronic work flow systems and record keeping. 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 is for a period of six months, with the possibly of extension/and or permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to prepare a maximum two-page Expression of Interest addressing the Selection Criteria.

Applications should be submitted via the Apply Button now.

Contact Officer: Catherine Martinez (02) 6207 6641 catherine.martinez@act.gov.au

Corporate Services

Human Resources

HR People Services

Building Services Officer

Building Service Officer 2 \$58,784 - \$61,456, Canberra (PN: 45762)

Gazetted: 21 February 2020

Closing Date: 28 February 2020

Details: Isabella Plains Early Childhood School is located in Tuggeranong and is a birth to eight integrated service. The school has a strong partnership with the Education and Care provider, and we work collaboratively across both services. We are seeking a highly motivated individual to fulfil the full-time role of Building Services Officer. Key to this role is maintaining the school buildings and grounds, including the school farm, in a clean and tidy condition with regard to safety and security hazards and where necessary, organise emergency repairs. The successful applicant will build relationships with all stakeholders, including Education and Care Services and children, demonstrate initiative, prioritise tasks, problem solve and work with minimal supervision to ensure the school buildings and grounds are well maintained and cared for. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Simon Barker (02) 6142 3777 simon.barker@ed.act.edu.au

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

School Performance and Improvement Division

South and Weston Network

Narrabundah College

Home Science/Visual Arts/Technology Assistant

School Assistant 2 \$48,205 - \$53,228, Canberra (PN: 01337)

Gazetted: 25 February 2020

Closing Date: 3 March 2020

Details: Narrabundah College is seeking applications for a Home Science/Visual Arts/Technology Assistant. The successful applicant will prepare material for class use which may include preparation of ingredients, kitchen equipment, plastic, paints, clay, photography chemicals and film, textiles and garment construction. Maintain a clean and safe working environment for students and staff, in accordance with Occupational Health and Safety (OHS) standards and safety procedures.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the working *With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 First Aid qualification, or willingness to undertake appropriate training.

Desirable:

Thorough knowledge of MAZE and working knowledge of SENTRAL.

Applicants are strongly encouraged to contact the Business Manager for further information regarding the details of this position.

Note: This position is part-time at (31:15) hours per week and the full-time salary noted above will be pro-rata.

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: Karen Fraser (02) 6142 3200 karen.fraser@ed.act.edu.au

School Performance and Improvement Division

South and Weston Network

Narrabundah College

School Secretary

School Assistant 2 \$48,205 - \$53,228, Canberra (PN: 00756)

Gazetted: 25 February 2020

Closing Date: 3 March 2020

Details: Narrabundah College is seeking a highly motivated person with sound MAZE experience and excellent customer service skills, to work flexibly and effectively as part of a team. The successful applicant will liaise closely with the Business Manager on financial matters. This position involves close daily contact with students, staff, parents and the school community. The successful applicant must possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the working *With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 First Aid qualification, or willingness to undertake appropriate training.

Desirable:

Thorough knowledge of MAZE and working knowledge of SENTRAL.

Applicants are strongly encouraged to contact the Business Manager for further information regarding the details of this position.

Note: This position is part-time at (25:00) hours per week and the full-time salary noted above will be pro-rata.

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: Karen Fraser (02) 6142 3200 karen.fraser@ed.act.edu.au

School Performance and Improvement Division

Tuggeranong Network

Calwell Primary School

Administration Assistant

School Assistant 2 \$48,205 - \$53,228, Canberra (PN: 01114)

Gazetted: 24 February 2020

Closing Date: 9 March 2020

Details: Calwell Primary School is seeking a highly motivated individual for the position of Administration Assistant. The successful candidate is expected to perform routine customer service tasks such as reception duties, providing general administrative support and first aid.

Eligibility/Other Requirements:

Essential

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

Desirable

Experience in a business-related role.

First Aid Certificate.

Staff employed in the ACT Public Service (ACTPS) are expected to model the ACTPS values and signature behaviours and general obligations as described in the *Public Sector Management Act 1994 (PSM Act)*.

Note: This position is part-time at (31:15) hours per week and the full-time salary noted above will be pro-rata.

This is a temporary position available immediately until 29 January 2021 with the possibility of permanency.

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Neeson (02) 6142 1900 linda.neeson@ed.act.edu.au

Service Design and Delivery

Student Engagement

Student Engagement Executive Teacher

School Leader C \$122,856, Canberra (PN: 46767, several)

Gazetted: 21 February 2020

Closing Date: 2 March 2020

Details: The Student Engagement Executive Teacher, under broad direction is responsible for supporting positive outcomes for students (K-12) by working in partnership with schools, families and community agencies. This work takes a student focused and evidence-based approach to support inclusive education and student engagement in all ACT government schools.

Eligibility/Other Requirements:

Mandatory:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

Highly Desirable:

Qualifications and/or significant experience in teaching students with disability, complex needs and/or a trauma background.

Note: This is a temporary position available immediately for a period for two years, with the possibility of extension. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Monteith 0468 516 979 jo.monteith@ed.act.edu.au

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

Environment, Planning and Sustainable Development

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

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

Engagement and Executive Support

Communications

Digital Communications Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 44654)

Gazetted: 25 February 2020

Closing Date: 3 March 2020

Details: The Environment, Planning and Sustainable Development directorate is seeking a talented Digital Communications Officer who has a passion for creating compelling and engaging social media and video solutions across our digital and online channels. As part of a small team, you will be responsible for managing the day to day delivery of the directorate's digital channels ensuring a community focus and help to communicate the Directorate's important work to key stakeholders and the Canberra community. If this sounds like you, we encourage you to apply!

Eligibility/Other Requirements: Relevant tertiary qualifications and a minimum of two years' experience working professionally in digital communications is preferred.

Note: This is a temporary position available until 1 March 2021 and may be extended for up to 12 months.

Selection may be based on application only. The ability to work flexibly with some out of hours work is required.

An order of merit will be established for filling identical vacancies within the next 12 months from this process.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally-Anne Clark (02) 6207 0825 sally-anne.clark@act.gov.au

Environment

Parks and Conservation Service

Forestry and Fire Management

Senior Forester

Professional Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 39120)

Gazetted: 24 February 2020

Closing Date: 9 March 2020

Details: The Parks and Conservation (PCS) is seeking a Senior Professional Forester to deliver the planning and implementation of all forestry operations across the PCS estate. The successful applicant will be highly motivated, self-directed, have advanced technical skills and relevant extensive experience in softwood plantation management with particular emphasis on forest planning and data management. Appropriate skills and qualifications suitable for a career as a professional forester are an essential element of this position with the ACT Parks and Conservation Service.

Eligibility/Other Requirements:

Be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required.

Be able to meet and maintain the appropriate firefighting fitness standards to at least the moderate level of the national firefighting task based assessment (assessed annually).

Applicants must possess a relevant degree and be eligible for membership of the Institute of Foresters of Australia (IFA).

Note: This is a temporary position available from 18 May 2020 until 30 June 2023.

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

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 Button now.

Contact Officer: Rebecca Blundell (02) 6207 6303 rebecca.blundell@act.gov.au

Planning, Land and Building Policy

Territory Plan

Planning Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 15469)

Gazetted: 21 February 2020

Closing Date: 28 February 2020

Details: The Territory Plan section is seeking a highly motivated person with an understanding of the ACT planning system and the Territory Plan, as well as strong planning, research and technical writing skills to assist with the administration of the Territory Plan. The successful applicant will be required to assist with the preparation of variations and technical amendments to the Territory Plan, in accordance with statutory requirements.

Eligibility/Other Requirements: A tertiary qualification in regional and urban planning, geography, architecture, social sciences or related disciplines and / or significant work experience in the urban planning or related field would be highly desirable.

Note: This is a temporary position available immediately until 20 October 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. 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 Button now.

Contact Officer: Sonya Moser (02) 6207 2326 sonya.moser@act.gov.au

Chief Operating Officer

Finance, Information and Assets

Strategic Finance

Finance Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 39616)

Gazetted: 20 February 2020

Closing Date: 27 February 2020

Details: The Strategic Finance Team within Environment, Planning and Sustainable Development (EPSDD) is seeking applications from suitably qualified and experienced accounting professionals to take up the role of Finance Officer.

This role is responsible for providing financial support to the Directorate's capital works program, cash management and external budgeting process.

To be successful in this role you will possess a sound understanding of the management accounting and have experience of using financial management information systems. You will be an organised self-starter with the ability to focus on the details and have a proven track record of ensuring high quality customer service while delivering competing priorities within specified timeframes.

Eligibility/Other Requirements:

A degree in accounting (or similar) would be advantageous.

Moderate to advanced skills in Microsoft Excel and Word programs

Experience with Oracle financial management system would be advantageous.

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

How to Apply: Please submit a written application of one page, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: YunX Chen (02) 6207 2941 yunx.chen@act.gov.au

Business, Governance and Capability

Finance information and Assets

Director, Sustainability

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 46757)

Gazetted: 25 February 2020

Closing Date: 10 March 2020

Details: The Business Services and Sustainability team is a small multi-skilled team which offers support to the Directorate with procurement and contract activities; fleet; sustainability; security; property and facilities management (including management of physical facilities, predominantly through ACT Property Group). Under general direction, undertake work as required to support the Senior Director, Business Services and Sustainability to manage sustainability, and broader functions of the Directorate.

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. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Boyd (02) 6207 0773 janet.boyd@act.gov.au

Urban Renewal

Asbestos Response Taskforce

Director, Finance

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 34864)

Gazetted: 24 February 2020

Closing Date: 2 March 2020

Details: Are you a qualified Senior Accountant looking for their next big challenge? Do you thrive when working in a fast-paced, multifaceted division? Are you a confident finance professional who is capable of leading and influencing others?

The Urban Renewal Branch of the Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for a highly skilled and enthusiastic finance professional who wants to be part of a committed, multi-disciplinary team to deliver quality outputs for the Directorate. This role will provide you with the opportunity to work with passionate people delivering projects and policies on behalf of the ACT Government for the Community. The successful applicant will be comfortable working in a regularly changing environment addressing complex and sensitive issues.

If you are ticking the above requirements, we want to hear from you.

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

Eligibility/Other Requirements: Relevant degrees and CPA/CA qualifications, with experience in internal and external budgeting and financial management, incorporating statement of intent, financial reporting, annual financial statements including notes and statement of performance is highly desirable.

Note: This is a temporary position available from 29 April 2020 until 30 June 2021 with the possibility of extension. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit a 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 an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

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

Business, Governance and Capability

Finance, Information and Assets

Business Services

Director, Business Support Services

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 36749)

Gazetted: 24 February 2020

Closing Date: 9 March 2020

Details: Brief description of the Branch

The Business Services and Sustainability team is a small multiskilled team which offers support to the Directorate with procurement and contract activities; fleet; sustainability; security; property and facilities management (including management of physical facilities, predominantly through ACT Property Group).

Brief description of the role and its requirements

Under general direction, undertake work as required to support the Senior Director, Business Services and Sustainability to manage procurement and contracts for the Environment, Planning and Sustainable Development Directorate, in accordance with the ACT Government Procurement policies and procedures.

Eligibility/Other Requirements:

Relevant experience in the Public Sector at local, state or federal level;

Extensive experience in procurement and contract management;

Experience in financial systems.

Note: This is a temporary position available from March 2020 for a period of 12 months with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. 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: Janet Boyd (02) 6207 0773 janet.boyd@act.gov.au

Climate Change and Sustainability

Program Delivery

Household and Community Unit

Assistant Director

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 11294)

Gazetted: 20 February 2020

Closing Date: 27 February 2020

Details: Program Delivery is seeking to employ an Assistant Director to manage the Household and Community Team while the substantive officer is on maternity leave. In this position, you will oversee a team of three to four staff who are responsible for developing and delivering a range of programs that support householders to make their homes and lifestyles more sustainable.

The Household team is an active and engaging work environment, with excellent opportunities to contribute to the on-ground delivery of a range of sustainability awareness and action programs.

Eligibility/Other Requirements:

Occasional weekend work will be required.

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. Current driver's licence is required.

Note: This is a temporary position available immediately until 12 February 2021, 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.

How to Apply: Applications are sought from potential candidates and should include a two page pitch that addresses the Selection Criteria included in the Position Description, a curriculum vitae, and the contact details of at least two referees.

Applications should be submitted via the Apply Button now

Contact Officer: Eliza Hopkins (02) 6207 2078 eliza.hopkins@act.gov.au

Climate Change and Sustainability

Community Leadership

Assistant Director, Community Leadership

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 24279, several)

Gazetted: 20 February 2020

Closing Date: 6 March 2020

Details: Do you want to play a central role in the ACT's world-leading climate change response? Are you an energetic person who knows how to build effective partnerships with businesses and the community? The Directorate is seeking Assistant Director to fill two positions in the Community Leadership Unit of the Climate Change and Sustainability Division. This team will work with key stakeholders in business and the community building strong partnerships to drive innovation in emissions reduction and climate resilience. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current driver's licence is required.

Note: There is one full-time Permanent position and one full-time Temporary contract until March 2021 with the possibility of extension available. One position will be backfilling staff on maternity leave. Some weekend and after hours work will 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. 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: Applications are sought from potential candidates and should include a two page pitch that addresses the Selection Criteria included in the Position Description, a curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Miriam McMillan (02) 6205 3685 miriam.mcmillan@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>

Clinical Services

Mental Health Justice Health Alcohol & Drug Services

Office Chief Psychiatrist

Adult General Psychiatrist

Senior Specialist \$222,205, Canberra (PN: 41805, several)

Gazetted: 27 February 2020

Closing Date: 25 December 2020

Overview of the work area and position: The Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) Division of Canberra Health Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres and other community settings including people's homes. Mental Health, Justice Health and Alcohol & Drug Services include the following programs: Adult Acute Mental Health Services Adult Community Mental Health Services o Rehabilitation and Specialty Mental Health Services Forensic Mental Health Services o Alcohol and Drug Services o Child and Adolescent Mental Health Services Justice Health Services The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The position will be accountable and responsible to the Clinical Director of the relevant program area through an Individual Learning and Development Plan. The position holder is also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. The successful applicant will have senior specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also have a demonstrated track record of working in a multi-disciplinary team environment, supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role. 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 (AHPRA). Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications. Evidence of satisfactory participation on the RANZCP Continuing Professional Development Program. Desirable: o Knowledge of the Mental Health Act 2015 and other related legislation. 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.

Contact Officer: Karen Grace, Executive Director Mental Health Justice Health Alcohol & Drug Services (02) 5124 7950

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

Medical

General Medicine

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 10499, several)

Gazetted: 27 February 2020

Closing Date: 9 March 2020

Overview of the work area and position: The Department of General Medicine (GM) manages patients with multiple active co-morbidities or undifferentiated illness under the age of 80 years that requiring ongoing hospital care. We are a busy inpatient service with consultation and outpatient clinic responsibilities. We are a diverse specialty and are looking at introducing joint roles to give applicants the opportunity to have a flexible job plan and work in complementary areas within the Division. As such, the General Medicine role will be combined with the expanding Hospital in the Home (HITH) Service with the aim of managing patients with a wide array of acute medical conditions in the home (e.g. infections, heart failure, COPD, exacerbations of neurological conditions) rather than in the hospital setting. The HITH department is well resourced with medical, nursing and allied health staff. The position will undertake rapid access clinics and 'in reach' into the Emergency Department to assess suitable patients to transfer to the HITH model of care. Applicants should have had training and experience in Acute and General Medicine. Medical sub-specialty training is desirable. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced and Basic Physician Trainees in General Medicine. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff (including physician trainees). There are significant opportunities to undertake research and quality assurance projects. 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 (AHPRA). Fellowship of the Royal Australasian College of Physicians, preferably with General Medicine accreditation although relevant specialty accreditation will be considered or equivalent specialist qualifications. 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: There are currently 3 permanent part time positions available up to 24 Hours per week.

Contact Officer: Dr Ashwin Swaminathan (02) 5124 5148

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

Mental Health Justice Health Alcohol and Drug Services

Office Chief Psychiatrist

Adult General Psychiatrist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 41805, several)

Gazetted: 27 February 2020

Closing Date: 25 December 2020

Overview of the work area and position: The Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) Division of Canberra Health Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention

centres and other community settings including people's homes. Mental Health, Justice Health and Alcohol & Drug Services include the following programs: Adult Acute Mental Health Services Adult Community Mental Health Services Rehabilitation and Specialty Mental Health Services Forensic Mental Health Services Alcohol and Drug Services Child and Adolescent Mental Health Services Justice Health Services The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The position will be accountable and responsible to the Clinical Director of the relevant program area through an Individual Learning and Development Plan. The successful applicant will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. 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 (AHPRA). Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications. Evidence of satisfactory participation on the RANZCP Continuing Professional Development Program. Desirable: o Knowledge of the Mental Health Act 2015 and other related legislation. 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.

Contact Officer: Karen Grace, Executive Director Mental Health Justice Health Alcohol & Drug Services (02) 5124 7950

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

Emergency Services Agency

People, Culture and Training

Emergency Services Agency Training

Training Coordination Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 03862)

Gazetted: 25 February 2020

Closing Date: 10 March 2020

Details: The Emergency Services Agency (ESA) are looking for a dynamic individual to perform the role of Training Coordination Officer in the ESA Training Team. The Training Coordination Officer will work with all ESA Services to assist them in meeting their training needs. This includes facility bookings, course scheduling and the procurement of training solutions. The successful applicant will be a good communicator, have good customer service skills and be a problem solver.

Eligibility/Other Requirements: Driver's licence is essential. Experience working in a training environment is mandatory for this role. 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: A merit list will also 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: To apply, please write a two-page pitch that demonstrates how you would perform the role against the listed Performance and Behavioural capabilities in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Harriott (02) 6207 3964 mark.harriott@act.gov.au

Emergency Services Agency

ACT Fire and Rescue

Community Fire Unit Membership Support Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 46771)

Gazetted: 21 February 2020

Closing Date: 6 March 2020

Details: The ACT Fire and Rescue (ACTF&R) Community Fire Unit (CFU) Membership Support Officer will provide administrative support to ACTF&R's CFU Coordinator and other members of the ACTF&R Training and Development team.

This position will provide a range of services to the volunteer workforce that make up the ACTF&R CFUs across the Territory, including participating in community engagement activities, assisting the Coordinator with the management of CFU member welfare, learning and development.

A large part of the role is engagement with volunteers and other staff both internal and external to ACTF&R and the use of ACTF&R's CFU data bases.

Eligibility/Other Requirements: Ability to use electronic record management systems such as VETtrack, TRIM, HPRM or Objective will be highly regarded. Experience in the design and implementation of volunteer programs related to the recruitment, retention, and support of volunteers will be highly regarded. Knowledge of adult learning and the Australian Skills Qualification Authority framework is desirable. Experience working together with uniformed staff and volunteers to conduct community engagement activities 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.

Valid driver's licence, is essential.

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 addressing the Selection Criteria are to be submitted as a cover letter of no more than two A4 pages, Aerial 10pt font together with a curriculum vitae (more than five pages). Applications are to include the contact detail for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Bonn 0428 925 677 katherine.bonn@act.gov.au

ACT Courts and Tribunal

Magistrates Court

Registrar's Office (Magistrates Court)

Legal Officer

Legal Officer Grade 1 \$66,097 - \$133,121, Canberra (PN: 37348)

Gazetted: 24 February 2020

Closing Date: 11 March 2020

Details: The ACT Courts and Tribunal is seeking an experienced lawyer for the role of Legal Officer (and Deputy Registrar) within the Registrar's Office (Magistrates Court).

The Deputy Registrar of the ACT Magistrates Court is responsible to the Registrar for the exercise of statutory powers, administrative and management matters. The successful applicant will have effective legal management and analytical skills to undertake the judicial functions and the provision of legal services, including but not limited to alternative dispute resolution. The successful applicant will also provide legal and policy advice as required, exercise sound judgement in relation to the management and investigation of complex and sensitive matters and is expected to be able to build sound working relationships with a range of key stakeholders and represent the Court at inter-agency meetings.

The ACT Courts and Tribunal supports workplace 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: Admission as a Practitioner of the High Court or Supreme Court of an Australian State or Territory. Previous experience working in a court environment is 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: 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 (refer to the Professional and Behavioural Capabilities outlined in the Position Description), along with your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jayne Reece (02) 6207 1203 jayne.reece@courts.act.gov.au

**Assistant Commissioner/Executive Branch Manager, Operational Support
Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1102)**

Gazetted: 25 February 2020

Closing Date: 19 March 2019

Details: Establish newly created, Organisational Capability function

Strategic & hands-on leadership - transformation & change

Complexity & diversity - projects, policy, people & governance

The Organisation

ACT Corrective Services (ACTCS) is part of the Justice and Community Safety Directorate and a dynamic and innovative organisation in the justice sector, contributing to a safer community for all. ACTCS' key objectives are to reduce reoffending and positively change lives, through the safe and secure custody of detainees, the delivery of rehabilitative, educational and vocational programs and the management of community-based corrections programs.

Whilst small in geographical footprint and scale, ACTCS enjoys keen interest from stakeholders and visibility in the unique context of oversight and Human Rights. High performing leaders in ACTCS deftly move between the strategic and hands-on, and are agile in their use resources. IS THIS YOU?

The Position - Leadership of Operational Support

As Assistant Commissioner, you will stand-up the newly created Operational Support function and deliver a range of new, key initiatives that will produce organisational outcomes and community-wide benefits. You will take ownership of a range of services for the Commissioner and the operational divisions, including policy development and review, quality assurance, risk management and oversight, and organisational capability. Most critically, you will establish a Project Management Office (PMO) for projects to be designed off-line and once implemented, mainstreamed back into the BAU.

This vital role will have significant impact on the organisation as you contemporise, enable and deliver to support the diverse needs of ACTCS. Robust frameworks, best-practice methodologies with clear outcomes and implementation plans, plus regular communication and reporting will be part of your professional DNA, along with fiscal management, stakeholder engagement and quality assurance.

As a leader in a smaller jurisdiction you have to think bigger than your own direct line of responsibility, and act tactfully with seconded resources in an environment of change and transformation. System design, business planning and workforce capability development are all part of the longer term and create a professionally rewarding and challenging Senior Executive role in the ACT Public Sector.

You're Experience

We are seeking an experienced, public sector Senior Executive, with demonstrated success leading diverse functions in a complex, service development and delivery environment. Expertise will include program/project management, policy development, stakeholder engagement, quality assurance and risk management, at a suitable level. Success standing up an Operational Support function/PMO will be highly regarded.

Corrections insight whilst advantageous, is not necessary.

Remuneration: The position attracts a remuneration package ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

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

How to Apply: For a candidate information pack (Position Description etc) about this exciting Canberra-based role, email rebecca.bauer@hudson.com

For enquires call REBECCA BAUER in Hudson Brisbane on (07) 3258 8305. Please apply online at au.hudson.com quoting ref. 186487.

Contact Officer: Rebecca Bauer (07) 3258 8305 rebecca.bauer@hudson.com

ACT Corrective Services

Executive Branch Manager, Corporate ACT Corrective Services

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E850)

Gazetted: 25 February 2020

Closing Date: 6 March 2020

Details: The Justice and Community Safety Directorate is seeking expressions of interest for an experienced senior executive to fill the role of Executive Branch Manager, Corporate ACT Corrective Services ASAP to 30 October 2020. ACT Corrective Services, as a partner in the criminal justice system, contributes to safety through excellence in the delivery of adult correctional and community services. ACTCS Corporate Services are responsible for providing corporate enabling functions to support operations and for strengthening organisational governance. The Executive Branch Manager, Corporate is responsible for providing leadership, effective management and political judgement in the delivery of correctional administrative and support services to the agency. Manage multidisciplinary corporate administrative teams, ensuring responsive service delivery to internal and external users including building organisational capability and capacity. Provide sound high-level financial advice and possess a good understanding of treasury and government processes.

Remuneration: The position attracts a remuneration package ranging from \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

How to Apply: Interested candidates are requested to submit an expression of interest of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to jon.peach@act.gov.au no later than COB 6 March 2020.

Applications should be sent to the Contact Officer.

Contact Officer: Jon Peach (02) 6207 0879 jon.peach@act.gov.au

Corporate

Communications, Engagement and Media

Senior Director, Communications, Engagement and Media

Senior Officer Grade A \$147,006, Canberra (PN: 43152)

Gazetted: 20 February 2020

Closing Date: 5 March 2020

Details: The Justice and Community Safety Directorate (JACS) is seeking applications for the role of Senior Director Communications, Engagement and Media. The Communications, Engagement and Media unit leads the directorate's efforts to deliver high quality communications and engagement opportunities, to ensure the community is informed and engaged, as well as responding to media outlets and the creation of media material during Legislative Assembly sitting periods. The Senior Director coordinates and facilitates the directorate's communications, engagement, media and public information activities. This includes the provision of high quality and responsive public information for government initiatives, and acting as media spokesperson when required. The position works collaboratively with Ministers' offices, the JACS Director-General, other Executives and officers across the directorate, ACTPS and other stakeholders. Responsible for communications for the directorate, the Senior Director will have oversight of strategic and operational communications, public information and media services for business units as diverse as legislation, policy and parliamentary drafting through to corrective services and the ACT Courts and Tribunal. The position requires outstanding leadership, relationship management, strategic, and communications skills. Additionally, this position requires a good understanding of ACT Government

processes and reporting frameworks, and very strong organisational skills. The successful candidate will possess strong stakeholder engagement abilities and highly effective collaboration skills.

Eligibility/Other Requirements: Relevant tertiary qualifications, and/or a minimum of three years' experience as a graded journalist or in a similar public relations and strategic communication role would be highly desirable.

The successful applicant will need to be available for occasional weekend and after-hours work required, with access to recovery leave. Background/Security clearance checks may be conducted.

Note: This is a temporary position available for a period of six months with the possibility of extension up to less than 12 months and/or permanency. 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.

How to Apply: Demonstrate your experience, skills and behaviours in carrying out the duties outlined above by providing:

a one to two page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, your curriculum vitae, name and contact details of two referees

Applications should be submitted via the Apply Button now.

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

Corporate

Office of the Chief Operating Officer

Executive Officer/Director

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 05397)

Gazetted: 21 February 2020

Closing Date: 6 March 2020

Details: Justice and Community Safety (JACS) is seeking an experienced candidate to fill the role of Executive Officer/Director in the Office of the Chief Operating Officer. This position provides high-level executive support to the Chief Operating Officer (COO) and requires leadership, relationship management, and strategic analysis and communications skills. The role delivers strategic advice and support on Directorate and whole-of-government priorities to the COO and the other JACS Corporate Executives. Undertaking duties on behalf of the COO, the successful applicant assists in the oversight of the Office of the COO and liaises with the Ministers' Offices, Senior Executives and Business Unit heads and key staff as required. This position will also undertake projects, conduct research and analysis, and provide high-quality and timely briefing. Flexibility and willingness to provide support as priorities emerge, and the ability to work as part of a small team are also important attributes for undertaking the role. The successful applicant should have a good knowledge, or capacity to quickly gain good knowledge, of ACT Government policies and processes and a sound understanding of corporate functions and processes.

Eligibility/Other Requirements: Formal qualifications or experience in a relevant field is highly desirable

Background / Security clearance checks may be conducted

Note: This is a temporary position available for a period of six months with the possibility of extension up to less than 12 months and/or permanency. 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.

How to Apply: Demonstrate your Experience, Skills and Behaviours in carrying out the duties outlined above by providing: a one to two page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural capabilities of the position, a current curriculum vitae, name contact details of two referees

Applications should be submitted via the Apply Button now.

Contact Officer: Moira Crowhurst (02) 6207 8420 moira.crowhurst@act.gov.au

Legislation, Policy and Programs

Civil Law

Senior Policy Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 35620, several)

Gazetted: 26 February 2020

Closing Date: 11 March 2020

Details: The Civil Law team in Legislation, Policy and Programs, are seeking applications for multiple positions which may work across one or more sections of Civil Law. The Civil Law team provides legal policy advice, delivers law reform and provides project management across a range of civil and administrative law topics, which include: Access to Justice: Responsible for judicial and tribunal appointments and entitlements; restorative reforms of coronial processes; reforms to courts and tribunal legislation; reforms to electoral laws; legal assistance policy; and community legal centres support and funding arrangements.

Housing and Consumer Protection: Responsible for projects promoting access to housing, citizens' rights and consumer protection, including reforms of residential tenancies law; retirement villages regulation; professional standards regulation; defamation law; consumer protection law; and general civil law.

Human Rights and Social Policy (HRSP): Responsible for reforms of the Official Visitor scheme; statutory review of the *Human Rights Commission Act 2005*; discrimination law reforms; gender and LGBTIQ policy; privacy law; and elder abuse. HRSP is also responsible for scrutinising and assessing all Government Bills for compatibility with the *Human Rights Act 2004*; liaising with policy officers to address compatibility issues; advising the Attorney-General on compatibility; and delivering human rights training. Expertise in human rights law would be considered favourably for work related to HRSP.

Senior Policy Officers deliver critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of civil law. This is an opportunity to join a busy team that makes a significant contribution to the Government's access to justice agenda, which has a tangible impact on the lives of Canberrans.

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

Note: Applicants should indicate whether they are interested in a particular section of the Civil Law team or whether they would be happy to work across any of the sections. An order of merit list may be established from this selection process and may be used to fill identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

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

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

Territory and Business Services

Libraries ACT

Collections Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 14019)

Gazetted: 21 February 2020

Closing Date: 9 March 2020

Details: Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. Libraries ACT provides public library services for the community over ten sites, online and through a range of programs.

The Collections Officer is a key member of the Collections team. Under the supervision and guidance of the Collections Manager, and in collaboration with other members of the collections and other library teams, the Collections Officer administers Libraries ACT's collection services and programs, such as Book Club service and recycle/redistribution of deselected material. We are looking for candidates who are innovative, interested in delivering new programs/services to meet customer expectations, and enjoy the challenges of a fast-paced environment. This position works collaboratively with all library staff.

Eligibility/Other Requirements: This position works on a fortnightly roster that will include a Saturday shift. This position does 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.

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 Selection Criteria and include an up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Chan (02) 6207 5446 amy.chan@act.gov.au

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

Transport Canberra and Business Services

Executive Branch Manager, Light Rail Operations

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1008)

Gazetted: 25 February 2020

Closing Date: 10 March 2020

Details: The Executive Branch Manager, Light Rail Operations is a key role within TCCS responsible for overseeing the successful operational delivery of light rail by the contracted partner.

The Executive Branch Manager is responsible for managing the contract, creating and maintaining strong relationships with the contracted partner and resolving any contract related issues.

The role is supported by a small team ensuring the responsibilities of both the Territory and Canberra Metro under the Project Agreement are observed. This includes managing interactions with the Light Rail Operator as well as leading the co-ordination across the ACT Government of related activities, including emergency services, road interfaces, legislation, planning approvals, ticketing and revenue protection.

A critical component of the role involves leading, managing and monitoring all contract management activities ensuring contract compliance and continuous improvement. The ideal candidate will possess strong attention to detail, contract management acumen coupled with experience working within an operational and safety conscious context.

Remuneration: The position attracts a remuneration package ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

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

How to Apply: 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: Judith Sturman (02) 6205 2639 judith.sturman@act.gov.au

Chief Operating Officer Group

Chief Information Office

Program Manager

Infrastructure Officer 3 \$107,723 - \$118,250, Canberra (PN: 46543)

Gazetted: 25 February 2020

Closing Date: 3 March 2020

Details: The role of the Chief Information Office (CIO) within Transport Canberra and City Services (TCCS) is to deliver high quality governance services, systems and advice to support the Directorate in achieving its strategies, goals, policies, program outcomes and deliverables. We are seeking a motivated and self-driven Program Manager to deliver the Customer Service Request Management Project for TCCS. Successful candidate will be capable of negotiating and working with vendors, Shared Services ICT and various business units within TCCS. Requires strong leadership and an extensive knowledge of IT and Digital project planning and operations, design and deployment as well as system life cycle management.

Eligibility/Other Requirements: Relevant tertiary qualifications, certification or equivalent in Information Technology and Digital Transformation highly desirable.

Note: This is a temporary position available from March 2020 up until March 2023.

How to Apply: Applicants should address the following criteria. 300 words maximum per criteria.

Demonstrated ability to deliver ICT Projects.

Demonstrated highly developed IT and digital analytical, conceptual research and written communication skills.
Demonstrated expertise in budget planning, financial management, contractor management and resource management

Demonstrated high level of motivation and ability to set and achieve work priorities, including well-developed coordination and problem-solving skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deb Butt (02) 6205 8581 deb.butt@act.gov.au

City Services

ACT NoWaste

Waste Regulation

Assistant Director

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 39833)

Gazetted: 26 February 2020

Closing Date: 4 March 2020

Details: The ACT Container Deposit Scheme (CDS) was introduced in mid-2018 to encourage recycling and reduce littering. The ACT CDS is a partnership involving industry, Government and the community. Industry is responsible for delivering a range of collection points, at which members of the community can redeem used beverage containers for a 10-cent refund. Government administers and regulates the scheme through contracts, agreements and legislation. With 18 months having passed since the ACT CDS commenced, now is the time to draw on lessons and experience, and to make changes to how the scheme operates; this will involve removing unnecessary administrative and regulatory barriers, in order to make the scheme more efficient and effective against in meeting it's objectives. Additionally, the ACT CDS will change to align with schemes in other jurisdictions, to ensure consistency for industry and the community. The Assistant Director, in collaboration with a range of program partners, will drive and make these changes.

Eligibility/Other Requirements:

Mandatory – Experience working in an environment undertaking a range of regulatory activities such as compliance monitoring, auditing, assurance, enforcement, or investigation.

Mandatory – As a minimum, a current Class C Drivers Licence or equivalent.

Desirable – A Work, Health and Safety Construction Induction “White Card”, first aid qualification, and completion of personal safety training (such as Situational Awareness).

Highly Desirable – One or more of the following qualifications: Certificate IV in Government (Statutory Compliance), Certificate IV in Government (Investigations), Certificate IV in Quality Audit, or equivalent.

Note: This is a temporary position available immediately until 30 September 2020 with the possibility of extension up to 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. 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: With reference to the Position Description, applicants should provide a one page 'pitch' outlining how their Skills and Experience will enable them to deliver against the requirements of this role. Applicants must submit their pitch and a curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Alex Taylor (02) 6207 3468 alex.taylor@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

Chief Executive Officer

Employee Advocate

Senior Officer Grade A \$147,006, Canberra (PN: 25610)

Gazetted: 27 February 2020

Closing Date: 9 March 2020

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.

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.

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

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

Overview of the work area and position

The Employee Advocate will play a key role in providing sound and considered advice to employees within Canberra Health Services whilst ensuring that the legislative requirements in relation to employment frameworks are adhered to. While the Employee Advocate role is an autonomous role you will work closely with all areas of the People and Culture Branch in particular the Employee Services team who provide employee relations services, support and advice to employees within Canberra Health Services. The main responsibilities of the role of Employee Advocate will be to;

Provide high level and considered advice to employees who are experiencing bullying or interpersonal issues in the workplace in accordance with relevant legislation,

Consult and liaise with external community agencies/groups that may be engaged to resolve workplace issues or conflict,

Contribute to positive outcomes through leadership and accountability.

This is a unique opportunity for a high energy professional interested in playing a key role within Canberra Health Services.

Eligibility/Other Requirements:

Highly Desirable:

A tertiary qualification in a related field eg, Law, Social Work, HR

Extensive knowledge of and experience in conflict resolution

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Nicole Stevenson 02 5124 4702 nicole.stevenson@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

CNC - Custodial Mental Health Services

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 34421)

Gazetted: 27 February 2020

Closing Date: 11 March 2020

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.

Overview of the work area and position:

Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers particularly with regards to suicide and self harm. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide

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

Eligibility/Other Requirements:

Mandatory:

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

Desirable: Current driver's licence.

Holds or is working towards postgraduate in clinical nursing practice is highly desirable.

Previous experience within a corrections/forensics, environment would be well regarded.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for 13 months.

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

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Radiation and Oncology Clinic Nurses

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 27898)

Gazetted: 27 February 2020

Closing Date: 9 March 2020

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 publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

Overview of the work area and position:

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

Radiation Oncology is a busy outpatient and treatment area, incorporating brachytherapy, a Nurse Led Clinic and patients undergoing concurrent radiation and chemotherapy.

The Clinical Development Nurse (CDN) will be responsible for the facilitation of training and education and support to graduate nurses, student nurses and new and existing staff within Radiation Oncology, Cancer Rapid Assessment Unit and CRCC Outpatients. The CDN will monitor mandatory training and competency assessment, quality initiatives, feedback, reflective practice and innovative change to ensure the provision of service excellence and safe patient care.

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Holds Certificate IV in Workplace Training and Assessment

Prior to commencement successful candidate will be required to:

Undergo a pre-employment National Police check.

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

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

Note: This position is part-time at (32) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Julie O'Rourke 02 5124 3510 Julie.O'Rourke@act.gov.au

Clinical Services

Women, Youth and Children

Community Health Programs, Central Regional Team

School Youth Health Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 41584)

Gazetted: 27 February 2020

Closing Date: 12 March 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Four Walk-in Centres: which provide free treatment for minor illness and injury.

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

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

Overview of the Work Area and Position

School Youth Health Nurses are experienced Registered Nurses who have specialised in adolescent health.

School Youth Health Nurses provide trauma informed care; working with a preventative focus including early identification, brief intervention and harm minimisation. The program provides individual consultations, small group work, supports teachers with the health curriculum, and supports whole school health promotion.

School Youth Health Nurses are based in allocated ACT Government Secondary Schools, with 1 day per week working in the City Health Centre, at 1 Moore Street, Canberra City (Wednesday).

The SYHNs do not provide or teach first aid, care for wounds or administer medication.

The SYHNs do not provide or teach first aid, care for wounds or administer medication.

Eligibility/Other Requirements:

Mandatory:

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

Experience working in Adolescent Health

Current driver's licence

Desirable:

A minimum of four years' experience working in adolescent health

Qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This position is covered under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2018-2021. The rate of pay is at 88% of the rate paid to an equivalent employee. This rate of pay takes into account the nurse not attending work during school stand down periods (term breaks). Work days are Monday to Friday 0800-1630 or 0830-1700hrs.

Contact Officer: Julie Irving (02) 5124 1790 julie.g.irving@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Alcohol and Other Drug Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 45092, several)

Gazetted: 27 February 2020

Closing Date: 13 March 2020

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 publicly funded health facilities, programs and services including but not limited to:

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

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

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

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

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

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

Overview of the work area and position:

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

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

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

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

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

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

Eligibility/Other Requirements:

Mandatory:

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

Highly Desirable:

Previous experience in custodial health

Previous experience working with clients with substance abuse issues

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

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note:

This position is part-time at (32) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Stephanie Parry (02) 5124 2424 stephanie.parry@act.gov.au

Chief Operating Officer Clinical Services

Medicine

Renal Outpatients

Renal EMR Support Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22316)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

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 publicly funded health facilities, programs and services including but not limited to:

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

Overview of the work area and position

Canberra Health Services Division of 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 Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care.

The Clinical information and data coordinator nurse will be responsible for managing and developing Clinical Vision 5 (CV5) nursing capabilities including data retrieval across the Renal Network. The position is based at the Canberra Hospital in the ACT and reports to the Clinical Nurse Consultant of Renal Outpatients.

Eligibility/Other Requirements:

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

Desirable:

Post graduate studies relevant to the speciality field

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This position is part-time at (32) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Alison Winsbury 02 5124 3062 Alison.Winsbury@act.gov.au

Chief Operating Officer Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Consultation and liaison Nurses

Comorbidity Clinician

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 29215)

Gazetted: 27 February 2020

Closing Date: 17 March 2020

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.

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

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the Work Area and Position

The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS provides a range of specialist services for people affected by alcohol and other drug use incorporating 6 areas including:

Opioid Treatment Services

Medical Services,

Consultation and Liaison Service,

10 bed Inpatient Withdrawal Service

Police and Court Drug Diversion Service

Counselling and Treatment Services

This position works collaboratively with individuals who experience both mental health and substance use disorders and, at the divisional level to ensure individuals have positive health outcomes. This position works with ACT Mental Health Services to build the capacity of health care providers to work effectively with people with mental health disorders and alcohol and other drugs issues. This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, counselling and group work to adults. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. This position may be required to work across multiples sites.

Eligibility/Other Requirements:

Mandatory:

For Social Work:

Degree in Social Work.

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

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

For Psychology:

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

Applicants must have a minimum of three years (ideal five years) post-qualification experience.
For Counselling Eligible qualification pathways.

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

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

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

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

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course, AND (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course,

OR (ii) Three-year part-time ANZAP training in the Conversational Model. Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Desirable:

Current drivers 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 requirements for allied health.

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

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Daniel Panozzo 02 5124 2591 daniel.panozzo@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health Services

Social Worker, Occupational Therapist, or Psychologist

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 16183)

Gazetted: 27 February 2020

Closing Date: 9 March 2020

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.

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.

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

A Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position:

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

carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

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

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

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

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

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

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

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

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

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

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

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

Eligibility/Other Requirements:

Mandatory Qualifications:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

Minimum of three years, ideally five years, post-qualification experience.

For Psychology

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

Minimum of three years, ideally five 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 three years, ideally five years, post-qualification experience.

Other qualifications:

Current driver's licence.

Highly desirable qualifications:

Have a strong understanding of working in an adult community mental health service.
For Psychology: Approved or eligible for approval as a Psychology Board of Australia Supervisor.
Prior to commencement successful candidates will be required to: Comply with Canberra Health service credentialing and scope of clinical practice requirements for allied health professionals.
Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).
Undergo a pre-employment National Police check.
Note: This is a temporary position available for a period of six months.
Contact Officer: Jade Nolan 02 5124 1499 jade.nolan@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Cancer Supportive Care Team

Psychologist 0.8 FTE

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 25676)

Gazetted: 27 February 2020

Closing Date: 9 March 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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Cancer and Ambulatory Support

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

Overview of the work area and position:

The Canberra Health Services Cancer Supportive Care Team (CSCT) sits within the Division of Cancer and Ambulatory Support (CAS). The service aims to provide cancer patients, carers and their support network with timely treatment, information and support services.

The CSCT is comprised of cancer specialist nurses, psychologists, social workers and administrative staff who provide holistic support to cancer patients who use our services.

The overall functions of the Psychologist will:

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

Provide individual or group service delivery.

Perform normal professional work under general professional guidance.

May perform novel, complex, critical or difficult tasks with professional supervision.

Participate in the supervision and training of other staff, as directed.

Eligibility/Other Requirements:

Mandatory:

General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA)

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

Desirable:

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology

Area of Practice Endorsement in Clinical Psychology and eligibility to supervise higher degree students

Previous work experience as a Clinical Psychologist is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note:

This position is part-time at (30) hours per week and the full-time salary noted above will be pro-rata. Group

Attraction and Retention Incentive (ARIn): \$9,594 - \$13,496.

Successful applicants may be eligible for the CHS Psychology Group ARIn. Speak to the Contact Officer listed to find

out if you could be eligible. Please note: The ARIn will be reviewed every 12 months where the ARIn may be

terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet

the eligibility criteria as outlined in the ARIn framework

Contact Officer: David Larkin (02) 6174 5637 david.larkin@act.gov.au

Clinical Services

Cancer and Ambulatory Support

BreastScreen ACT

Program Support/Project Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 41113)

Gazetted: 27 February 2020

Closing Date: 9 March 2020

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Overview of the Work Area and Position

BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic.

Under general direction, the Program Support/ Project Officer is responsible for managing the day to day operations and human resource management of client support staff in BreastScreen ACT. This role also includes undertaking projects to improve processes and systems to enhance the Service. The Administration team provide a key role in supporting business outcomes and meeting national requirements.

Eligibility/Other Requirements:

Highly desirable:

Management experience in the day to day operations of an administrative team.

Knowledge of and a good working understanding (or ability to quickly acquire) of the BreastScreen Information System.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Julie Strickland (02) 6205 5412 julie.strickland@act.gov.au

Chief Executive Officer

Allied Health

Allied Health Adviser

Aboriginal and Torres Strait Islander Liaison Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 45149)

Gazetted: 27 February 2020

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Overview of the Work Area and Position

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

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

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

Eligibility/Other Requirements:

Highly desirable:

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

Knowledge of Aboriginal and Torres Strait Islander community organisations.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

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

Contact Officer: Joyce Graham 02 5124 2176 joyce.graham@act.gov.au

Clinical Services

Surgery

Surgical Services Administration

Personal Assistant to Director of Nursing - Surgery

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 25066)

Gazetted: 27 February 2020

Closing Date: 9 March 2020

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

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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.

Overview of the work area and position:

The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of 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, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Ophthalmology services, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Personal Assistant works within a small team of other executive support administrative staff. Under general direction, the Personal Assistant to the Director of Nursing manages the daily administrative activities of the Director's office including telephone calls, correspondence, presentations, diary management, taking minutes, travel and liaising with other members of the team.

Eligibility/Other Requirements:

Mandatory:

To be eligible for temporary employment with the ACT Public Service you must hold a valid work visa, be an Australian citizen or a permanent resident. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Desirable:

Previous experience in a health environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Contact Officer: Ryan Murray (02) 5124 4175 ryan.murray@act.gov.au

Clinical Services

Surgery

Surgical Administration

Surgical Bookings Clerk

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 28536, several)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

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The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of 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, Ophthalmology, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Surgical Bookings Department maintains the Elective Surgery Waiting List (ESWL) for the Canberra Hospital and co-ordinates theatre bookings and associated equipment requirements for individual surgical specialties.

Overview of the work area and position:

Under direction of the Assistant Director of Nursing – Surgical Booking, the Booking Clerk will provide administrative support for the Surgical Bookings Unit.

Eligibility/Other Requirements:

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:

These are temporary positions available for six months with the possibility of extension and/or permanency.

Contact Officer: Ryan Murray (02) 5124 4175 ryan.murray@act.gov.au

Clinical Services

Medicine

Gastroenterology and Hepatology Unit

Registered Nurse - Gastroenterology and Hepatology Unit

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 42452)

Gazetted: 27 February 2020

Closing Date: 11 March 2020

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Overview of the work area and position:

The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients:

Gastroscopy

Colonoscopy

Bronchoscopy

Endoscopic ultrasound

Ano-rectal manometry services

The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions. The Registered Nurse role reports to the Gastroenterology and Hepatology Clinical Nurse Consultant and is responsible for facilitating, contributing and supporting the delivery of best practice nursing care to patients of the GEHU.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Sharon Chambers (02) 5124 3488 sharon.chambers@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Program

Scholarship Maternal and Child Health (MACH) Service

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 19716)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

Details: About us:

Canberra Health Services (CHS) 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.

CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

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

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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.

Overview of the work area and position:

ACT Health promotes a learning culture and is providing an exciting opportunity for three Registered Nurses to undertake a Graduate Diploma of Child and Family Health whilst working part time in the Maternal and Child Health (MACH) service. This is the second year of the program and it aims to develop a sustainable pathway for Registered Nurses to undertake tertiary study while obtaining relevant work experience leading to a work ready experienced MACH workforce upon graduation. For more information please contact the Contact Officer.

Maternal and Child Health nurses support the National Framework for Universal Child and Family Health services.

MACH Nurses adhere to the Competency Standards (Victoria). These domains are:

Legal, professional and ethical practice.

Promotion of child and family health and wellbeing through knowledge and practice.

Promotion of maternal and child health within the context of public health policy.

Knowledge development and research.

Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

MACH Services are delivered across ACT from Health Centre locations to outreach clinic sites.

Eligibility/Other Requirements:

Mandatory:

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

Hold a minimum one year full time equivalent post graduate nursing experience preferably with recent clinical experience in a relevant clinical area for example midwifery (highly desirable), paediatrics, neonatal nursing, or primary health care.

Be willing and eligible to enrol in the graduate diploma of Child and Family Health with our Child and Family Health partnership university.

Current driver's licence.

Desirable:

International Board Certified Lactation Consultant.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary position available for 12 months. This position is part-time at (24 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Sally Campbell (02) 5124 1701 sally.campbell@act.gov.au

Clinical Services

Medicine

Gastroenterology and Hepatology Unit

Registered Nurse- Gastroenterology and Hepatology Unit

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 16324)

Gazetted: 27 February 2020

Closing Date: 11 March 2020

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Overview of the work area and position:

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The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

The Registered Nurse role reports to the Gastroenterology and Hepatology Clinical Nurse Consultant and is responsible for facilitating, contributing and supporting the delivery of best practice nursing care to patients of the GEHU.

Eligibility/Other Requirements

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Sharon Chambers (02) 5124 3488 sharon.chambers@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Therapist Psychological Interventions

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 40921)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

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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.

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:

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

Overview of the work area and position:

The Therapist (psychological interventions) position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The successful applicant of the Health Professional 2 Therapist position is responsible for conducting clinical assessments and delivering psychological 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 Level as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the relevant Discipline Principal (MHJHADS).

Eligibility/Other Requirements:

For Psychology

Mandatory:

Hold General Registration with the Psychology Board of Australia.

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

Desirable:

Current driver's licence.

For Social Work

Mandatory:

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

Desirable:

Current driver's licence.

Accreditation as a Mental Health Social Worker with the AASW.

For Occupational Therapy

Mandatory:

Hold registration with the Occupational Therapy Board of Australia.

Professional membership or eligibility for professional membership of Occupational Therapy Australia (OTA).

Minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service

Desirable:

Current driver's licence.

Endorsement as a Better Access to Mental Health Occupational Therapist with OTA.

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

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

Comply with Canberra Health Services occupational screening requirements related to immunisation, and

Undergo a pre-employment National Police check.

Note: This is a temporary position available for a period of five months.

Contact Officer: Nikki O'Dwyer (02) 5124 1752 nikki.o'dwyer@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Unit

Social Worker

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 45531)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

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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:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

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 six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

At this level it is expected that you will provide high quality interventions and achieve sound outcomes for people under routine supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Level HP1, Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

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

Eligibility/Other Requirements:

Mandatory:

Degree in Social Work.

Professional membership or eligibility for membership of the Australian Association of Social Workers (AASW). Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

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*.

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

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

Note:

This is a 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

Rehabilitation Aged and Community Services

Allied Health

Social Worker

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 19778)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services (CHS) is 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.

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

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

Overview of the work area and position:

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive

Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Care team (RACC) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

Eligibility/Other Requirements:

Mandatory

Degree in Social Work

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

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

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

Desirable

Current driver's license

Previous experience in a health setting.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Contact Officer: Patrice Higgins (02) 5124 0075 patrice.higgins@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Acute Care of the Elderly Unit

Endorsed Enrolled Nurse

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 27285, several)

Gazetted: 27 February 2020

Closing Date: 12 March 2020

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

Canberra Health Services 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:

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,

We are looking for enthusiastic and experienced nurses to fill positions at the Endorsed Enrolled Nurse Level (EEN).

The EEN 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

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*.

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

Note:

There are both part-time and full-time permanent positions available and the full-time salary noted above will be paid pro rata for the part-time positions. These positions work at 24/7 rotating roster, including a regular contribution to night shift. Selection may be based on application and referee report only.

Contact Officer: Maya Zwikael (02) 5124 0431 maya.zwikael@act.gov.au

Clinical Services

Women, Youth and Children's Services

Women Youth and Children Operational

Administrative Officer Outpatients

Administrative Services Officer Class 2 \$56,689 - \$62,598, Canberra (PN: 33187, several)

Gazetted: 27 February 2020

Closing Date: 10 March 2020

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:

Canberra Health Services' 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 Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

The position provides administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS and Clinical Portal. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

Contact Officer: Angela Watson (02) 5124 7677 angela.j.watson@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Women's Health Reception

Administrative Services Officer Class 2/3 \$56,689 - \$69,125, Canberra (PN: 28663)

Gazetted: 27 February 2020

Closing Date: 5 March 2020

Details: Canberra Health Services

Our Vision: creating exceptional health care together

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

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

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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 Women, Youth and Children 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 ACT Women's Health Service (WHS) provides inter-professional and holistic nursing, medical and counselling services to women in the ACT. Services are provided from both central and outreach locations. WHS understands that disadvantage and vulnerability contributes to poor physical and emotional health for many women. For this reason we give priority to women who experience significant barriers to health service access. These barriers may include, but are not limited to, the impact of violence, social or economic disadvantage, disability, language, culture, sexuality or isolation.

Eligibility/Other Requirements:

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata. This role is based at the City Health Centre from a Wednesday- Friday.
Contact Officer: Mitchel Green (02) 5124 2776 mitchel.green@act.gov.au

Clinical Services

Medicine

Cardiology Outpatients

Senior Cardiac Physiologist

Health Professional Level 5 \$126,577 - \$142,494, Canberra (PN: 21981)

Gazetted: 27 February 2020

Closing Date: 11 March 2020

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:

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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

An exciting opportunity exists for a dedicated Senior Cardiac Physiologist (Cardiac Sonographer and/or Cardiac Physiologist) to lead a busy and exciting team environment as an integral part of the Department of Cardiology at Canberra Hospital, Canberra Health Services.

The Senior Cardiac Physiologist is responsible for the leadership and management of a busy team of Cardiac Sonographers and Physiologist, organising the maintenance of all relevant cardiology equipment (including acquisition, maintenance and replacement), participation in tender and contract negotiations, and the submission of budget applications, expenditure reports and inventory management.

The position reports directly to the Director of Cardiology for clinical operational matters. The position also assumes the role of Cardiac Physiologist/Sonographers Professional lead and reports to the Executive Director of Allied Health for professional governance matters, whilst maintaining strategic relationships with the Senior Allied Health Manager.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Science, Applied Science or equivalent.

Graduate Diploma of Cardiac Ultrasound or equivalent (including current ASAR registration), OR IBHRE qualification.

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

Applicants must have a minimum of five years post-qualification experience

Desirable:

Hold a current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This is a temporary position available for six months with possibility of extension. Selection may be based on application and referee reports only. The position requires the performance of clinical duties equivalent to at least 0.6 FTE and the successful candidate must have the capacity to participate in an on call roster if required.

Contact Officer: Ren Tan (02) 5124 2178 ren.tan@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Cancer Allied Health

Adolescent, Young Adult and Sarcoma Cancer Specialist Nurse

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

Gazetted: 27 February 2020

Closing Date: 10 March 2020

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Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

Overview of the work area and position:

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

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

Eligibility/Other Requirements

Mandatory:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: This is a temporary position available for a period of up to nine months from the 11 June 2020 up until 22 February 2021. Selection may be based on written application and referee reports only.

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

Quality, Safety, Innovation and Improvement

QSII Clinical Safety and Quality

Patient Safety Unit

Clinical Safety System Coordinator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 04552)

Gazetted: 27 February 2020

Closing Date: 10 March 2020

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

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

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

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

Overview of the Work Area and Position

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

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

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

The following teams within Quality, Safety, Improvement and Innovation Unit are aligned with the key elements of high-quality health care and include the Patient Safety Team (Incident Management Team, Clinical Review Team, Mortality & Morbidity Coordination, Medico Legal Team), Clinical Effectiveness (Policy Team, Data and Quality Assurance) Patient Experience (Patient Experience, Advance Care Planning, Quality Improvement) and Patient Safety and Quality Improvement (National Standards, Project management including Choosing Wisely and Clinical Incident Management Program).

The Patient Safety Team's responsibilities include:

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

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

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

The Clinical Safety System Coordinator's primary function is to coordinate clinical incident management processes across all CHS divisions. The position reports to the Team Leader, Incident Management Team, Quality, Safety, Improvement and Innovation.

Eligibility/Other Requirements:

Mandatory:

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

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

Undergo a pre-employment Police check.

Note: This is a temporary position available for a period of six months.

Contact Officer: Jeni Ritchie (02) 5124 9570 jeni.ritchie@act.gov.au

Clinical Services

Women, Youth and Children

Nurse and Midwifery

Access and Operations Co-ordinator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 42277)

Gazetted: 27 February 2020

Closing Date: 9 March 2020

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.

Canberra Health Services is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with ACT Health's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

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

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

Overview of the work area and position:

The Division of Women, Youth and Children 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 for the ACT and surrounding regional areas. CHWC provides care to women and children across maternity, gynaecology, paediatric and neonatology services. The Nurse/Midwife Access and Operations Co-ordinator (AOC) positions are responsible for the coordination and management of clinical requirements and leadership after hours to facilitate capacity across CHWC clinical areas.

The role works closely with the Canberra Health Services Access Unit whilst providing operational support for CHWC Clinical Nurse/Midwifery Managers and team leaders. This position provides a central point of contact and escalation for CHWC.

Reporting to the Assistant Director of Nursing and Midwifery (Clinical Support), the role contributes to the provision of safe effective care through coordinating responses to manage patient flow issues.

Eligibility/Other Requirements:

Mandatory

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

Desirable:

Post graduate qualification in a relevant nursing or midwifery field

Holding or working towards a higher degree in a relevant field.

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

Undergo a pre-employment National Police check,

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

Note:

This position is part-time at 32 hours (0.84 FTE, 4 shifts per week) per week and the full-time salary noted above will be pro-rata. The role operates seven days per week, morning and evening shifts.

Contact Officer: Fiona Cameron (02) 6142 6159 fiona.j.cameron@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Business Support Mental Health

Executive Support Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 40604)

Gazetted: 27 February 2020

Closing Date: 10 March 2020

Details: About us

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CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS' Quality Strategy and government priorities and aligning them with ACT Health's Territory Wide Services Framework.

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

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

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 Executive Support Officer support and provide advice to clinical division Executive Directors as part of the Canberra Health Services executive support team. The main duties of these roles are coordination and preparation of government business including briefings and correspondence, internal minutes, cabinet submissions and assembly material, and divisional business and projects. The Executive Officer also works closely with their relevant Executive Director support the priorities of their division.

The Clinical Services divisions, led by the Chief Operating Officer, focus on CHS' strategic approach to delivering high quality acute, subacute, inpatient, outpatient and community based health care, with an emphasis on safe, effective and efficient access to treatment.

The Clinical Services divisions include the Divisions of:

Medicine

Surgery

Critical Care

Women, Youth and Children

Rehabilitation, Aged and Community Services

Cancer and Ambulatory Services

Mental Health, Justice Health, Alcohol and Drug Service

The Executive Support Officer reports to the Executive Officer and works closely with the Executive Director and senior management team within their allocated division. There is also an indirect reporting relationship to the Executive Director of the relevant division that the Executive Officer reports to.

Eligibility/Other requirements:

Relevant experience in a complex healthcare environment is desirable. Tertiary qualifications will be considered an advantage.

Note: This is a temporary position available for two months.

Contact Officer: Kelly Daly (02) 5124 1099 kelly.daly@act.gov.au

Quality Safety Innovation and Improvement

Clinical Safety and Quality

Quality Improvement

Quality Safety Business Partner

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 41420, several)

Gazetted: 27 February 2020

Closing Date: 9 March 2020

Details: 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, Alcohol and Drug Services.

Overview of the Work Area and Position

The Quality, Safety, Innovation and Improvement Division supports the delivery of Canberra Health Services' strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements.

The Division provides strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across Canberra Health Services.

This is achieved through:

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

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

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

Clinical Effectiveness

Patient Safety

Patient Experience

Governance

The Quality and Safety Business Partner will work closely with their allocated executive and management teams to support quality assurance and quality improvement in clinical and/or operational effectiveness, quality outcomes, patient safety and patient experience. Working as a member of the Quality Improvement Team, the business partner will provide day to day support to the allocated division for patient safety, clinical effectiveness and quality of care. The role is a key linkage to the broader Quality, Safety, Innovation and Improvement division and will facilitate communication and partnerships between divisions.

Critical to the success of the Business Partnership team is the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to quality and safety initiatives, advocating for and on behalf of the division whilst representing the strategic directions and priorities of the Quality, Safety, Innovation and Improvement Division.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in a health profession and be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) or be eligible for membership of the appropriate professional organisation.

Desirable:

Proven understanding of patient safety, quality improvement, methodologies, tools and techniques.

Practical experience in clinical governance at a senior level in a health organisation

Detailed understanding of leadership, risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check

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

Note: These are temporary positions available for six months with possibility of extension. Multiple positions, permanent and temporary with potential for permanency. Recruitment to positions will also be advertised as a Registered Nurse 3.1 and considered with the Health Professional 4 applicants in one selection process.
Contact Officer: Amanda Boers or Heather Needham (02) 5124 9875 or (02) 512 4956 amanda.boers@act.gov.au or heather.needham@act.gov.au

ACT Health

**Office of the Director General
Communications and Government Relations
Online Strategy and Design
Multimedia Designer
Administrative Services Officer Class 5 \$79,253 - \$83,888 (PN: 41983)**

Gazetted: 24 February 2020

Closing Date: 9 March 2020

Details: An exciting opportunity has been created for a Multimedia Designer to join a future focused and high performing communication team. Working under general direction, the Multimedia Officer reports to the Senior Director, Online Strategy and Design and works closely and collaboratively with the Strategic Communications and Media teams. The Multimedia Designer role is recognised as being a valuable addition to a great team and will play a vital role in many important health communication projects and campaigns. To be successful in this role you will need to have a passion for and be an expert in video production, photography and graphic design. You will work collaboratively within the communication team and across the Directorate to generate and produce content for our communication channels including social media, website and intranet.

Eligibility/Other Requirements:

Undergo a pre-employment National Police Check

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

Tertiary qualifications in Graphic Design, videography or a relevant discipline are highly desirable.

How to Apply: To apply please send us your two-page pitch demonstrating your experience and suitability to perform the role, your current curriculum vitae and a portfolio of your work. Your pitch should include relevant examples that demonstrates the Technical and Behavioural capabilities set out in the Position Description. If you wish to find out more about the position, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jack Walsh (02) 5124 9439 jack.walsh@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Administrative Services Officer Class 3 \$64,230 - \$69,125

James Andric 853-73825, Section 68(1), 29 February 2020

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$64,230 - \$69,125

Duminda Abeywickrama Dissanayaka 853-65761, Section 68(1), 21 February 2020

Senior Officer Grade C \$107,475 - \$115,687

Margaret Barnes 863-44399, Section 68(1), 20 February 2020

Administrative Services Officer Class 6 \$85,394 - \$97,732

Joel Defazio 858-67649, Section 68(1), 20 February 2020

Administrative Services Officer Class 2 \$56,689 - \$62,598

Ivan Dulgerov 858-70565, Section 68(1), 24 February 2020

Administrative Services Officer Class 2 \$56,689 - \$62,598

Tara Ellison 858-72739, Section 68(1), 24 February 2020

Administrative Services Officer Class 6 \$85,394 - \$97,732

Pamela Elton 835-32060, Section 68(1), 21 February 2020

Administrative Services Officer Class 5 \$79,253 - \$83,888

Ashlee Garske 853-49198, Section 68(1), 21 February 2020

Administrative Services Officer Class 6 \$85,394 - \$97,732

Isabelle Gath 853-48371, Section 68(1), 21 February 2020

Administrative Services Officer Class 2 \$56,689 - \$62,598

Paul Kerr-Laslett 858-70581, Section 68(1), 24 February 2020

Senior Officer Grade B \$126,577 - \$142,494

David Last 827-59837, Section 68(1), 21 February 2020

Administrative Services Officer Class 2 \$56,689 - \$62,598

Mirco Matevski 853-77711, Section 68(1), 24 February 2020

Senior Officer Grade C \$107,475 - \$115,687

Amanda Rogers 863-43302, Section 68(1), 24 February 2020

Professional Officer Class 1 \$60,292 - \$83,600

Jessica Stephens 853-50375, Section 68(1), 21 February 2020

Administrative Services Officer Class 2 \$56,689 - \$62,598

Vernon Taylor 858-70557, Section 68(1), 24 February 2020

Administrative Services Officer Class 5 \$79,253 - \$83,888

Lauren Wubbels 848-75268, Section 68(1), 24 February 2020

Information Technology Officer Class 1 \$69,125 - \$78,687

Connor Yonan 863-47813, Section 68(1), 21 February 2020

Community Services

Administrative Services Officer Class 4 \$71,309 - \$77,212

Sarah Ruzic 863-47346, Section 68(1), 24 February 2020

Education

School Assistant 2/3 \$48,205 - \$58,781

Alison Cairns 858-18783, Section 68(1), 26 February 2020

Health Professional Level 2 \$66,096 - \$90,737

Sarah Darnley-Stuart 863-48699, Section 68(1), 24 February 2020

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Shannon Orefice 862-80401, Section 68(1), 24 February 2020

School Assistant 2/3 \$48,205 - \$58,781

Natasha Sparke 863-48656, Section 68(1), 3 March 2020

Environment, Planning and Sustainable Development

Senior Officer Grade A \$147,006

Sally-Anne Clark 863-14632, Section 68(1), 25 February 2020

Senior Officer Grade A \$147,006

Jasmyn Lynch 863-48744, Section 68(1), 2 March 2020

Senior Officer Grade A \$147,006

Chris Malouf 863-49026, Section 68(1), 2 March 2020

Justice and Community Safety

Senior Officer Grade C \$107,475 - \$115,687

Heather McAulay 863-43038, Section 68(1), 20 February 2020

Administrative Services Officer Class 6 \$85,394 - \$97,732

David Nancarrow 863-48103, Section 68(1), 26 February 2020

Transport Canberra and City Services

Administrative Services Officer Class 4 \$71,309 - \$77,212

Jessica Vitney 858-56421, Section 68(1), 24 February 2020

Canberra Health Services

Registered Nurse Level 3.1 \$108,237 - \$112,691

Elizabeth Anderson 863-48795, Section 68(1), 10 March 2020

Health Professional Level 2 \$66,096 - \$90,737

Siddharth Bhatia 845-19431, Section 68(1), 19 March 2020

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

Alice Cotter 859-53440, Section 68(1), 23 March 2020

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

Megan Godfrey 856-73457, Section 68(1), 19 March 2020

Health Professional Level 2 \$66,096 - \$90,737

Sarah Hall 862-09146, Section 68(1), 5 March 2020

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

Melanie Kriss 862-65498, Section 68(1), 8 April 2020

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

Kathy Milutin 863-48832, Section 68(1), 25 February 2020

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

Hyeseon Moon 857-44577, Section 68(1), 19 March 2020

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

Katherine Richardson 857-91242, Section 68(1), 27 February 2020

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

Brooklyn Smith 861-32513, Section 68(1), 24 February 2020

Administrative Services Officer Class 4 \$71,309 - \$77,212

Sneha Sudheer 863-75005, Section 68(1), 20 February 2020

ACT Health

Senior Information Technology Officer Grade C \$107,475 - \$115,687

Brendan Douglas 863-47864, Section 68(1), 24 February 2020

Senior Information Technology Officer Grade C \$107,475 - \$115,687

Scott Yeadon 863-47848, Section 68(1), 24 February 2020

Major Projects Canberra

Infrastructure Officer 4 \$127,670 - \$145,050

Erica Pilgrim-Day 853-79645, Section 68(1), 24 February 2020

Infrastructure Officer 4 \$127,670 - \$145,050

Michael Whitehouse 835-79408, Section 68(1), 21 February 2020

TRANSFERS

Chief Minister, Treasury and Economic Development

Jody Gleeson: 817-31875

From: Senior Officer Grade A \$147,006

Environment, Planning and Sustainable Development

To: Senior Officer Grade A \$147,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 37685) (Gazetted 7 January 2020)

Justice and Community Safety

Kai Cui: 835-84215

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Justice and Community Safety

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Justice and Community Safety, Canberra (PN. 38900) (Gazetted 29 January 2020)

Canberra Health Services

Oliver Campos: 831-21819

From: Health Professional Level 3 \$93,346

Canberra Health Services

To: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 33063) (Gazetted 19 December 2019)

Hanneka Symonds: 827-18058

From: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 14434) (Gazetted 30 January 2020)

ACT Health

Charmaine Barratt: 853-59257

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Canberra Health Services

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

ACT Health, Canberra (PN. 40715) (Gazetted 16 October 2019)

Adrian Baxter: 853-64347

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Canberra Health Services

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

ACT Health, Canberra (PN. 40714) (Gazetted 16 October 2019)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Access Canberra

Construction and Utilities Branch

Construction and Worksafe Licensing

Gabrielle Barnes: 838-51731

From: Administrative Services Officer Class 6 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development, Canberra (PN. 45643) (Gazetted 12 November 2019)

Treasury

Revenue Management Group

Operations

Joanne Darnell: 835-92434

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 02749) (Gazetted 7 January 2020)

Access Canberra

Construction and Utilities Branch

Construction, Worksafe Licensing and Debt Management

Samantha Stennett: 827-24247

From: Administrative Services Officer Class 3 \$64,230 - \$69,125

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development, Canberra (PN. 15487) (Gazetted 13 January 2020)

Shared Services

Finance and Payroll Services

Financial Reporting

Caroline Yvon: 747-86982

From: Senior Professional Officer Grade C \$107,475 - \$115,687

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development, Canberra (PN. 09650) (Gazetted 6 June 2020)

Community Services

Office of the Director-General

Quality, Complaints and Regulation

Office of the Senior Practitioner

Kelly Anne Dundon: 786-89143

From: Senior Officer Grade C \$107,475 - \$115,687

Community Services

To: †Senior Officer Grade B \$126,577 - \$142,494

Community Services, Canberra (PN. 11875) (Gazetted 23 January 2020)

Housing ACT

Infrastructure and Contracts

Specialist Homelessness Service Delivery

Sheila Ligo: 848-64489

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Justice and Community Safety

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Community Services, Canberra (PN. P11215) (Gazetted 28 October 2019)

Education

Service Design and Delivery

Student Engagement

Inclusion and Engagement

Rebecca Adams: 821-08479

From: Administrative Services Officer Class 5 \$79,253 - \$83,888

Community Services

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Education, Canberra (PN. 44587) (Gazetted 3 June 2019)

Service Design and Delivery

Student Engagement

Occupational Violence and Complex Case Management

Kayla Ball: 848-64008

From: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)
Community Services
To: †Health Professional Level 4 \$107,475 - \$115,687
Education, Canberra (PN. 46617) (Gazetted 24 December 2019)

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Luke Coleman: 843-31084

From: Classroom Teacher \$71,113 - \$106,448
Education

To: †School Leader C \$122,856

Education, Canberra (PN. 15916) (Gazetted 8 November 2019)

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

School Performance and Improvement

South Canberra/Weston School Network

Melrose High School

Judith Rogers: 779-05297

From: Administrative Services Officer Class 4 \$71,309 - \$77,212
Education

To: †Administrative Services Officer Class 5 \$79,253 - \$83,888

Education, Canberra (PN. 40228) (Gazetted 3 December 2019)

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

School Performance and Improvement

North Gungahlin

Gold Creek School

Melissa Schmidt: 829-69260

From: Administrative Services Officer Class 4 \$71,309 - \$77,212
Education

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Education, Canberra (PN. 44157) (Gazetted 16 January 2020)

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Hannah Welch: 840-51787

From: Administrative Services Officer Class 2 \$56,689 - \$62,598
Canberra Health Services

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Education, Canberra (PN. 36968) (Gazetted 12 November 2019)

Environment, Planning and Sustainable Development

Urban Renewal

Strategic Projects and Infrastructure

Jennifer Yong: 853-29728

From: Infrastructure Officer 2 \$85,498 - \$98,365
Environment, Planning and Sustainable Development

To: †Infrastructure Officer 3 \$107,723 - \$118,250

Environment, Planning and Sustainable Development, Canberra (PN. 31387) (Gazetted 20 January 2020)

Justice and Community Safety

ACT Corrective Services

Community Based Corrections

Probation and Parole

Rodney Taylor: 848-77917

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Justice and Community Safety

To: Administrative Services Officer Class 6 \$85,394 - \$97,732

Justice and Community Safety, Canberra (PN. 43722) (Gazetted 23 October 2019)

Transport Canberra and City Services

Chief Operating Officer

Chief Finance Officer

CFO's Office

Nada Kos: 835-89606

From: Senior Officer Grade C \$107,475 - \$115,687

Transport Canberra and City Services

To: †Senior Officer Grade B \$126,577 - \$142,494

Transport Canberra and City Services, Canberra (PN. 13652) (Gazetted 17 December 2019)

Canberra Health Services

Chief Operating Officer Clinical Services

Jody Alexander: 827-38104

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 25306) (Gazetted 5 December 2019)

Chief Operating Officer Clinical Services

Michelle Boxx: 853-59644

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45505) (Gazetted 19 December 2019)

Rehabilitation, Aged and Community Services

Community Care Program

Physiotherapy

Erin Dean: 836-55802

From: Health Professional Level 2 \$66,096 - \$90,737

Canberra Health Services

To: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 21028) (Gazetted 3 October 2019)

Chief Operating Officer Clinical Services

Deborah Hammett: 848-76367

From: Administrative Services Officer Class 3 \$64,230 - \$69,125

Canberra Health Services

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Canberra Health Services, Canberra (PN. 29745) (Gazetted 17 October 2019)

Chief Operating Officer Clinical Services

Edda Koina: 816-76423

From: Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade)
Canberra Health Services

To: †Health Professional Level 5 \$126,577 - \$142,494

Canberra Health Services, Canberra (PN. 37803) (Gazetted 12 December 2019)

Clinic Services

Surgery

Surgical Administration

Tania Lawrence: 259-42264

From: Registered Nurse Level 3.2 \$122,360
Canberra Health Services

To: †Registered Nurse Level 4.3 \$139,701

Canberra Health Services, Canberra (PN. 14158) (Gazetted 1 August 2019)

Canberra Hospital and Health Services

Alison Moore: 756-32563

From: Registered Nurse Level 3.2 \$122,360
Canberra Health Services

To: †Registered Nurse Level 4.3 \$139,701

Canberra Health Services, Canberra (PN. 26098) (Gazetted 12 December 2019)

Chief Operating Officer Clinical Services

Leanne Muir: 821-04267

From: Registered Nurse Level 3.1 \$108,237 - \$112,691
Canberra Health Services

To: †Radiation Therapist Level 4.1 \$123,311 - \$127,390

Canberra Health Services, Canberra (PN. 45339) (Gazetted 19 December 2019)

ACT Health

Health Systems, Policy and Research Group

Preventive and Population Health

Epidemiology

Elizabeth Chalker: 836-56784

From: Health Professional Level 4 \$107,475 - \$115,687
ACT Health

To: †Senior Officer Grade A \$147,006

ACT Health, Canberra (PN. 30691) (Gazetted 3 December 2019)

Office of the Director-General

Communications and Government Relations

Strategic Communications and Engagements

Merryn Jelbart: 853-74641

From: Senior Officer Grade B \$126,577 - \$142,494
ACT Health

To: †Senior Officer Grade A \$147,006

ACT Health, Canberra (PN. 44930) (Gazetted 20 December 2019)

Major Projects Canberra

Project Development and Support

Contract and Prequalification

Samantha O’Ryan: 823-77871

From: Paralegal Grade 3 \$73,494 - \$77,212

Justice and Community Safety

To: †Senior Officer Grade C \$107,475 - \$115,687

Major Projects Canberra, Canberra (PN. 46008) (Gazetted 13 December 2019)

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

Infrastructure Finance and Capital Works

Social Project Management

Ziqing Xiao: 853-29680

From: Infrastructure Officer 2 \$85,498 - \$98,365

Major Projects Canberra

To: † Infrastructure Officer 3 \$107,723 - \$118,250

Major Projects Canberra, Canberra (PN. 37838) (Gazetted 20 June 2019)

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