



ACT Government Gazette

Gazetted Notices for the week beginning 05 March 2020

VACANCIES

VACANCIES

Calvary Health Care ACT (Public)

Pharmacy

Senior Clinical Pharmacist

Health Professional \$102,115 - \$110,423, Canberra (PN: Several)

Gazetted: 10 March 2020

Closing Date: 5 April 2020

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

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

Reference Number: 11774

Contact Officer: Sarah Smith (02) 6201 6265 sarah.smith@calvary-act.com.au

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

Outpatient Specialist Clinics

Registered Nurse Team Leader

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

Gazetted: 10 March 2020

Closing Date: 15 March 2020

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

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

Reference Number: 11752

Contact Officer: Janeen Johnson janeen.johnson@calvary-act.com.au

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

Diabetes Department

Diabetes Educator

Executive Level Registered Nurse \$94,409 - \$112,691, Canberra (PN: Expected)

Gazetted: 10 March 2020

Closing Date: 10 March 2020

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

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

Reference Number: 11761

Contact Officer: Kathryn Sliwinski (02) 6201 6439 kathryn.sliwinski@calvary-act.com.au

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

Occupational Therapy Services

Senior Occupational Therapist

Executive Level Health Professional \$93,346 - \$98,359, Canberra (PN: Expected)

Gazetted: 06 March 2020

Closing Date: 27 March 2020

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

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

Reference Number: 12795

Contact Officer: Michael Malcomess (02 6201 6087 michael.malcomess@calvary-act.com.au)
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

**Medical Assessment and Planning Unit
MAPU**

Career Medical Officer

Executive Level Career Medical Officer \$142,865 - \$158,871, Canberra (PN: Expected)

Gazetted: 12 March 2020

Closing Date: 6 April 2020

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

Reference Number: 12815

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

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

ACT Health

Health Systems Policy and Research Preventive and Population Health

Assistant Director, Health Promotion

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 24030)

Gazetted: 11 March 2020

Closing Date: 01 April 2020

Details: Are you looking for an exciting opportunity to promote good health and prevent chronic disease for all Canberrans? Health Promotion, in the ACT Health Directorate, wants to recruit an Assistant Director who will be instrumental in planning, development and implementation of programs designed to create healthy environments in the ACT. As Assistant Director, you will provide advice in strategic planning processes that affect the health of Canberrans. You will foster great relationships with our government and non-government partners, manage contracts, and coordinate stakeholder activities. If you enjoy interesting and fulfilling work, have a passion for creating change and want to work in a high performing and innovative team in a government environment we would love to hear from you. ACT Health Directorate is an inclusive employer where all people are respected and valued for their contribution. 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: Desirable: Tertiary qualifications in a relevant field.

Strong demonstrated experience in population health promotion, community development, social marketing, public health and/or related disciplines. Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

How to Apply: Submit a maximum two-page response to the Selection Criteria, a current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cal Chikwendu (02) 5124 9513 cal.chikwendu@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

Library and Learning Services

Resource Access Manager

Professional Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 54587)

Gazetted: 11 March 2020

Closing Date: 18 March 2020

Details: Canberra Institute of Technology (CIT) Library and Learning Services is looking for a Librarian with an eye for detail, who is a good communicator and has experience in applying technologies for the provision, management and access to learning resources and services to Library clients.

The position manages a small team providing centralised purchasing and Library technical services for the CIT Library.

The position is responsible for the management of Library systems and software and for the acquisition of new digital resources.

Eligibility/Other Requirements: An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate membership of the Australian Library and Information Association (ALIA) or a recognised course of study would be highly desirable.

Note: This is a temporary position available from 30 March 2020 until 18 December 2020. Selection may be based on application and referee reports only. If you would like to know more about the position please contact the Contact Officer.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description in no more than two pages, 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: Julieanne Paulazzo (02) 6207 3374 julianne.paulazzo@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

Economic Development

Events ACT

Senior Web Developer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 43456)

Gazetted: 10 March 2020

Closing Date: 22 March 2020

Details: VisitCanberra is looking to fill the role of Senior Web Developer. The successful candidate will be responsible for leading the design, development and maintenance of Canberra brand, tourism and events websites including, but not limited to visitcanberra.com.au, floriadeaustralia.com and enlightencanberra.com. If you love to write quality code, if you're the type of person who prefers to create Wordpress templates from scratch rather than using a third-party template or if you strive to keep up-to-date with the latest web development tools and practices then this role might be for you. As a member of a small and dynamic team they will exhibit and promote values and behaviours essential for a high performing team. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: Selection may be based on written application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: If you are interested in this role, please submit an Expression of Interest of no more than 500 words outlining why you are interested in the role in addition to your experience and/or abilities against the Selection Criteria outlined in the attached Position Description along with a current curriculum vitae and contact details of two referees. Applicants are strongly encouraged to include links to websites which you have either developed yourself, or played a significant role in the development of.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Dean (02) 6205 0662 peter.dean@act.gov.au

Commercial services and infrastructure group

ACT Property Group

Corporate Governance

Governance, Training and HR Manager

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46704)

Gazetted: 05 March 2020

Closing Date: 19 March 2020

Details: Would you like an opportunity to bring together your experience in Corporate Governance, Human Resource (HR) and Training support? Would you like to contribute to the ongoing success of the ACT Property Group? Do you thrive working in a small team? This may be the job for you! ACT Property Group is looking for someone to work closely with the Director of Governance, Business and Corporate Management to support the governance, HR and training aspects of its business. You will bring your experience to a team that is committed to supporting the property management and maintenance services of the ACT Property Group. 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: Qualification/s in Government, Business or Management are highly desirable. 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:

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: Emma Matthews (02) 6205 2693 emmac.matthews@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.

Workforce Capability and Governance

Public Sector Management

Workforce Governance

Policy Officer, Employment and Governance Policy

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 16423)

Gazetted: 06 March 2020

Closing Date: 20 March 2020

Details: Working with the ACT Government Workforce Capability and Governance team, you will inform and shape our workforce through the formulation of leading-edge policy and legislation to foster a positive and adaptive workforce culture which contributes to making Canberra and our public service vibrant, inclusive and thriving. We are in many ways equivalent to a Public Service Commission, however we are unique because our jurisdiction has both local and State government responsibilities. In this position, you will: bring experience in developing and implementing employment policies and legislation; enjoy problem solving and have a keen eye for detail; enjoy working in a fast-paced environment, be flexible and open to change; and be supported by whole of government

guidelines, policies and procedures, and guided by a diverse, inclusive and passionate team. As a Policy Officer, you will develop whole of government employment policies on behalf of the Head of Service, assist in maintaining the legislative employment framework, provide advice on employment policies and legislation, contribute to the implementation of a range of governance projects and support the work of the Remuneration Tribunal, Public Sector Standards Commissioner and other whole of government bodies.

Eligibility/Other Requirements: Relevant qualifications in law, public administration or human resources is highly desirable. For further information on eligibility requirements, please go to: <https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>.

Note: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical permanent or temporary vacancies over the next 12 months. The duties of this position are able to be arranged to suit flexible start and finish times for full-time hours or reasonable part-time hours; subject to negotiation prior to commencement.

How to Apply: Please review the Position Description for details about the role, associated responsibilities and Selection Criteria and submit a written application addressing your suitability for the role against the Selection Criteria. You are encouraged to discuss the role with the contact officer. 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. Applications should include a current curriculum vitae with the details of two referees (one must be a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Hughes (02) 6207 6502 melinda.hughes@act.gov.au

Access Canberra

Licensing and Registrations

Liquor, Gaming and Hospitality Licensing

Team Leader

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 03855, Several)

Gazetted: 10 March 2020

Closing Date: 23 March 2020

Details: Do you have the desire and drive to deliver outcomes? Do you enjoy leading a small team and being challenged, then this job is for you? Access Canberra's Licencing and Registrations Division is seeking a highly motivated Team Leader. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. 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.

The Liquor, Gaming and Hospitality Licensing Unit processes applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission and is looking for dynamic, flexible solution focused applicants to join the unit in the team leader roles. The successful applicants will lead and create a cooperative team focused on delivering regulatory outcomes whilst creating an environment conducive to innovation and change. To be successful in this role you will need to be a self-starter who possesses good organisational skills, be able to manage multiple tasks and display a commitment to providing quality customer service. You will communicate with all levels of management and stakeholders while leading a multi-disciplinary team.

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

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

Notes: An order of merit will be established from this selection process and may be used to fill future identical permanent and short-term vacancies over the next 12 months. The position is located in an activity-based workplace where officers do not have a designated workstation/desk. This position was previously advertised for temporary filling as part of P19153, Several. P03855 is now being advertised as a permanent vacancy and previous applicants are encouraged to reapply.

How to Apply: Interested candidates are requested to submit a pitch of no more than two pages detailing how you are the right person for this opportunity and providing examples to demonstrate how your skills, knowledge,

behavioural capabilities and experience are suited to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Button now.

Contact Officer: andrew nowlan (02) 6205 2534 andrew.nowlan@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Estate and Procurement Management

Property Asset Manager, ACT Property Group

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 39703, several)

Gazetted: 11 March 2020

Closing Date: 1 April 2020

Details: ACT Property Group are seeking applicants with a background in building or asset management and a commitment to ensure good management of government property. Working in a team you will assist with ensuring the building assets managed by ACT Property Group are managed well through the lifecycle. You will need to be able to see the big picture, forward plan and build a case for the required resources and priorities. One of the advertised roles supervises staff providing operational property management, and the other focuses on strategic asset management. The team ensures that buildings are inspected, planned maintenance and inspection programs are in place and that reactive maintenance is managed effectively. The role also monitors unplanned maintenance activities and has an overarching view on the buildings operations. 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. These positions will be part of the Estate and Procurement team implementing the new arrangements and ensuring improved delivery of services to customers and stakeholders. Applicants should have a demonstrated understanding of and experience in property and/or facilities management preferably in government or commercial environments. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current driver's licence. Holds a White Card and Asbestos Awareness certificate.

Qualification/s in property management, procurement, project management, building trades, commercial real estate and/or Asset Management are highly desirable.

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. 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: 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.

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

Contact Officer: Andrew De Boni (02) 6213 0701 andrew.deboni@act.gov.au

Economic Development

Sport and Recreation

ACT Academy of Sport

Sport Psychologist

Professional Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 25837)

Gazetted: 11 March 2020

Closing Date: 18 March 2020

Details: Sport and Recreation is seeking a suitably qualified and experienced Sport Psychologist to join the ACT Academy of Sport (ACTAS). The Sport Psychologist will be an integral member of the ACTAS Performance Services Team and will primarily be responsible for providing best practise applied performance psychology and counselling services to over 100 athletes from Olympic, Paralympic and Commonwealth Games sports.

Eligibility/Other Requirements: Current Psychologist registration with the Psychology Board of Australia.

Member of the Australian Psychological Society. Minimum five years of working experience as a Psychologist with high performance athletes (development and elite) including those with disability, and their coaches.

Strong background in the application of progressive, evidence-based sport psychology services to individual athletes, teams and coaches, in a high-performance sporting environment.

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.

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

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

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. Please also provide evidence of your qualifications, registrations, memberships, and Working with Vulnerable People Check as per the Eligibility/Other Requirements for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerard Corradini (02) 6207 4410 gerard.corradini@act.gov.au

Corporate

Corporate Management

Executive Support and Finance Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 36868)

Gazetted: 11 March 2020

Closing Date: 18 March 2020

Details: Corporate Management provides support to the Directorate in relation to governance framework, corporate policies, compliance and performance reporting, freedom of information coordination, open access implementation, records management, information privacy, risk and fraud management, internal audit, business continuity and emergency management, Ministerial, Executive and Government business tracking, coordination of reporting, facilities and fleet management, security matters and environmental sustainability.

The Executive Support and Finance Officer role primarily supports the Director to maintain high quality and productive relationships with a range of stakeholders in a complex and fast-paced environment, to support the oversight of systems and work practices, as well as the seamless delivery of high calibre business support services to CMTEDD Corporate and the ACT Executive. (The ACT Executive consists of the ACT Government Ministers and their staff). Under limited supervision, the Executive Support and Finance Officer will deliver business support services, including assisting with financial management functions, travel and accommodation arrangements, and liaison with ICT, HR and other areas of the government about provision of services to the ACT Executive. The successful candidate will have need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the directorate and continually apply judgement, initiative, critical thinking and common sense.

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: An understanding and demonstrated knowledge of, ACTPS financial procedures and processes, in particular accounts payable procedures/processes.

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

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a two page pitch addressing the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Henry (02) 6207 0372 tracey.henry@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Customer and Tenancy Management

Customer Relationship Manager, ACT Property Group

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 35618, several)

Gazetted: 11 March 2020

Closing Date: 1 April 2020

Details: .ACT Property Group provides accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. These positions and the team is vital to ensuring that we understand and deliver our services to meet or exceed customer expectations where possible. The people in these positions assist in providing the first point of contact for a group of customers, providing a central account manager for property related activities and coordinating and liaising with other areas in ACT Property Group and Government. These positions also provide day to day management of identified buildings under management or lease, liaison with building owners and advice on service improvements ACT Property 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. These positions will be part of the Customer and Tenancy Management team implementing the new arrangements and ensuring improved delivery of services to customers and stakeholders. The successful applicants will have demonstrated experience in working in a fast paced customer service driven leasing, property management and/or commercial office type role. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current driver's licence. Holds or have the capacity to obtain White Card and Asbestos Awareness. Qualifications in Property Management, Commercial Leasing, Commercial Real Estate, management or similar, or the capacity to obtain is desirable.

Note: There are two permanent positions and one temporary position available for up to 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABWM 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: 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.

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position
Contact Officer: Brianna Crowe (02) 6205 2368 brianna.crowe@act.gov.au

Commercial Services and Infrastructure

ACT Property Group

Customer and Tenancy Management

Lease and Tenant Occupancy Manager

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 25308)

Gazetted: 11 March 2020

Closing Date: 1 April 2020

Details: This role suits someone with experience in drafting and executing sub-leases and licenses, liaising with non-government and government organisations and with a high level of attention to detail. Working with the Director the person in this role provides technical support and a quality assurance and advisory service to customer relationship officers managing the occupancy of ACT Property Group managed buildings. Management of the processes and actions to acquire new sub-leases and the drafting, QA and issuing of leases and licenses over managed properties, along with associated reporting and processes are a key part of the role. To ensure a high quality service, the occupant needs to have experience and expertise in commercial and/or community leasing. 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 Customer and Tenancy Management team implementing the new arrangements and ensuring improved delivery of services to customers and stakeholders. The successful applicant needs to have an understanding of leasing and licensing legislation and procedures for commercial and residential tenancies. 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 current driver's licence. Holds or being able to obtain White Card and Asbestos Awareness. Qualifications in Property Management, Commercial Leasing, Commercial Real Estate or similar are 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 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: 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.

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

Contact Officer: David Doherty (02) 6205 8340 david.doherty@act.gov.au

Revenue Management Division

ACT Valuation Office

Valuation Administration Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 34331)

Gazetted: 11 March 2020

Closing Date: 25 March 2020

Details: The ACT Valuation Office operates within the Revenue Management Division and provides valuation and advisory services to the ACT Government. This is a great opportunity to utilise your developed collaborative and organisational skills to support the output of the valuation team. You will have a strong attention to detail and enjoy working closely with people, managing resources, systems and clients to get things done. We will help you become knowledgeable about every aspect of rating valuation delivery and you will also enjoy the benefits of a flexible working environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: 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: Applicants are asked to provide a pitch of no more than two pages outlining your Qualifications and Experience against the required capabilities. Please provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carlo King (02) 6205 4863 carlo.king@act.gov.au

Access Canberra

Fair Trading and Compliance

Compliance Team

Inspector

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 42702)

Gazetted: 05 March 2020

Closing Date: 19 March 2020

Details: Would you like to make a real difference in the community and contribute to a safer vibrant city? Sick of doing the same thing day in, day out? Like the mixture of working indoor/outdoor? Alrighty then! You won't be bored in this position, which offers up a new challenge every day! The Compliance Team is looking for individuals with a passion for planning and conducting compliance activities. Successful applicants will join a dynamic and supportive team that regulates various pieces of legislation relating to gaming, liquor, security, controlled sports and fair trading, (to name a few!). Successful applicants will be able to demonstrate their ability to engage, educate and enforce in line with Access Canberra's Compliance Framework. As Inspectors successful applicants will be required to exercise powers and use a risk/harm-based regulation model to conduct inspections/investigations, both individually and as a team member.

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 current driver's licence is essential. A Certificate IV in Government (Investigations) or relevant experience in a regulatory environment is desirable but not essential.

Note: This process will establish an order of merit that will remain valid for up to 12 months. This will be used to fill any temporary or permanent vacancies that arise in that period.

How to Apply: Applications should include a curriculum vitae, the details of two referees and a two-page response detailing:

Your most relevant achievement in the last five years and how it relates to this position and its duties, and Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Applications should be submitted via the Apply Button now.

Contact Officer: Janelle Grattidge (02) 6207 0067 janelle.grattidge@act.gov.au

Access Canberra

Construction, Utilities and Environmental Protection Branch

Construction and Worksafe Licensing

Junior Licensing Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 38569, several)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: The Construction and Worksafe Licensing Section processes licences and registrations under a variety of legislation including the *Construction Occupations (Licensing) Act 2004*, the *Architects Act 2004* and the *Work Health and Safety Act 2011*. The team performs these functions on behalf of statutory officers: the Construction Occupations Registrar, the ACT Architects Board and the Regulator of Work Health and Safety. The Section is also responsible for providing administrative support to the compliance and regulatory teams of Access Canberra in relation to the above occupations. It also undertakes compliance activities in relation to Crown lease provisions and the processing of extension of time applications under the *Planning and Development Act 2007*. Within the Section, two teams operate, the Builder and Building Surveyor Licensing Team and the Occupations and Debt Management Team. We are currently looking for Junior Licensing Officer's in both teams whose duty will be to undertake basic licence assessments, process applications, assist in the facilitation of builder examinations, and under general direction of the Assistant Director, undertake various administrative tasks. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please submit a one-page a pitch outlining why you're the best person for the job, referencing the requirements under the attached Position Description, along with your curriculum vitae and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabrielle Barnes (02) 6205 4894 gabrielle.barnes@act.gov.au

Access Canberra

Office of the Deputy Director-General

Strategic Education, Engagement and Compliance Team

Assistant Director, Strategic Education, Engagement and Compliance

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 36428)

Gazetted: 05 March 2020

Closing Date: 18 March 2020

Details: Are you a senior communications professional and/or an officer with regulatory experience who is passionate about providing information to a diverse range of businesses and industries in an engaging and dynamic way?

Do you want to see (and measure) the very real impact of your work as it shapes and supports Canberra as a safe and liveable city?

Do you bring creativity, commitment and drive for data-led and audience-first communication to your work?

Yes, yes and yes? Then this is the job for you.

In this role you will have form an important part of a new team in Access Canberra - the Strategic Education, Engagement and Compliance team - which works collaboratively to improve compliance across industries through proactive and effective engagement and education.

We work closely with the intelligence and data team to develop engagement and educational strategies across a diverse regulatory portfolio and support Statutory Officers in Access Canberra, including the Fair Trading Commissioner, Registrar General, Construction Occupations Registrar, Registrar of Architects and the Registrar for Controlled Sports, to support positive outcomes through implementation of proactive information and education campaigns.

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. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. 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.

Eligibility/Other Requirements:

To be successful as a senior member of this team, you will need to:

Have strong and demonstrated experience in taking an 'industry and stakeholder' first approach to developing effective strategies, materials and information campaigns

Have a proven ability to present what can be complex regulatory and legislative information into information which will resonate with industry and support understanding, enhancing compliance

Use data, insights and evaluation to inform priorities, shape information and measure success

Enjoy being part of team in a fast-paced environment, adapt well to change and have an ability to balance competing priorities.

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

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

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: Provide a two-page pitch which addresses the criteria above as well as demonstrates to us why our team and agency would be better if you joined us.

Include details of two referees, including one which has worked with/or for you as well as one you have worked for/reported to.

Applications should be sent to the Contact Officer.

Contact Officer: Emily Springett (02) 6205 9093 emily.springett@act.gov.au

Workforce Capability and Governance

Public Sector Management

Workforce Governance

Assistant Director, Employment and Governance Policy

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 14779, several)

Gazetted: 06 March 2020

Closing Date: 20 March 2020

Details: Working with ACT Government Workforce Capability team, you will inform and shape our workforce through the formulation of leading-edge policy and legislation to foster a positive and adaptive workforce culture which contributes to making Canberra and our public service vibrant, inclusive and thriving. We are in many ways equivalent to a Public Service Commission, however we are unique because our jurisdiction has both local and State government responsibilities. You will: bring significant experience in developing and implementing complex employment policies and legislation; be passionate about continuously improving processes and expanding knowledge within the team and across the service; have strong leadership and stakeholder management skills; enjoy working in a fast-paced environment, be flexible and open to change; and work with a diverse and inclusive team of passionate policy, legal and HR professionals. We are looking for an outstanding policy professional to lead the development, review and implementation of whole of government employment policies, maintain the legislative employment framework and contribute to the implementation of a range of governance projects. You will work collaboratively with Ministers' offices, Directors-General, Executives and officers across the ACTPS, and key government stakeholders.

Eligibility/Other Requirements: Relevant qualifications in law, public administration or human resources is highly desirable. For further information on eligibility requirements, please go to: <https://www.jobs.act.gov.au/how-we-hire/eligibility-to-apply>.

Note: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical permanent or temporary vacancies over the next 12 months. The duties of this position are able to be arranged to suit flexible start and finish times for full-time hours or reasonable part-time hours; subject to negotiation prior to commencement. There is one permanent vacancy and one temporary

vacancy for three months, with the possibility of extension, subject to additional funding. The Territory is open to considering a secondment arrangement for an employee at level within the Australian Public Service or another jurisdiction to fill the temporary vacancy to provide a rewarding professional developmental opportunity. Secondments build organisational capability by connecting staff and exposing them to new ideas, diverse approaches to policy-making as well as the challenges and practicalities of policy implementation. Under these arrangements, secondees remain employees of their home agency and continue to receive their full salary and benefits, with the Territory reimbursing the home agency. If you are interested in the secondment arrangement, please outline your interest in your application.

How to Apply: Please review the Position Description for details about the role, associated responsibilities and Selection Criteria and submit a written application addressing your suitability for the role against the Selection Criteria. You are encouraged to discuss the role with the contact officer. 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. Applications should include a current curriculum vitae with the details of two referees (one must be a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Hughes (02) 6207 6502 melinda.hughes@act.gov.au

Shared Services ICT

Strategic Business

Portfolio Delivery

Assistant Director Program Delivery

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 39505)

Gazetted: 05 March 2020

Closing Date: 19 March 2020

Details: The Strategic Business Branch are seeking applications for the role of Assistant Director Program Delivery. The successful applicant will manage a range of business projects concurrently with recognised project management methodologies to deliver quality outcomes.

Eligibility/Other Requirements: Professional/Technical Skills and Knowledge

Relevant highly developed knowledge and understanding of project management and/or business analysis processes and their application

Relevant formal qualifications in a recognised business analysis or project management discipline would be highly desirable.

Expertise and leadership skills in delivering agreed business outcomes and solutions by taking initiative, managing resources and setting clear direction.

Highly developed written and verbal communication skills, including presentational skills and the ability to deliver high quality, accurate documentation.

Advanced analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information. Take an innovative and holistic approach to service design and delivery for improved outcomes.

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

Ability to consistently display commitment to high quality customer service principles and practices.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency.

How to Apply: Please submit a two page written response, providing examples from your past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your pitch please provide your curriculum vitae including two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Barbara Hoyle (02) 6207 0837 barbara.hoyle@act.gov.au

Corporate

Corporate Management

Team Lead, Ministerial and Coordination Services

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 30567)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: Corporate Management provides support to the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) in relation to governance framework and corporate policies and performance reporting, freedom of information coordination, records management information privacy, risk and fraud management, internal audit, business continuity management, Ministerial, Executive and Government business tracking, coordination and reporting, facilities and fleet management, security matters, and environmental sustainability. CMTEDD Corporate is seeking an experienced candidate to fill the role of Team Lead, Ministerial and Coordination Services. This position will manage the operations of the Directorate's Ministerial team including, maintaining effective relationships with the Minister's Office and other directorate Ministerial Units. The successful candidate will drive the rollout of digital records management across the directorate using HPE Content Manager (TRIM). The role develops policies and procedures and coordinates requests for the Corporate division. We are looking for someone with outstanding organisational skills, including the ability to effectively prioritise, meet deadlines and has a passion for developing and implementing process and quality improvements. 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 the delivery/management of Ministerial Services and coordination activities. Strong knowledge and working experience in the use of HPE Content Manager (TRIM).

Note: This is a temporary position available immediately up until 10 July 2020 with the possibility of extension 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. It is highly recommended that you speak to the contact officer to obtain additional information about the role and your application.

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

Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a one page pitch addressing the Selection Criteria setting out why you are the best person for the role.

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

Contact Officer: Tracey Henry (02) 6207 0372 tracey.henry@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Assistant Marketing Manager/Media Buyer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 3501)

Gazetted: 05 March 2020

Closing Date: 13 March 2020

Canberra Theatre Centre is seeking an Assistant Marketing Manager with a focus on media buying to join their team. This is a fast-paced role encompasses all aspects of developing and implementing marketing campaigns for the various productions that present at the theatre. Experience in media buying and marketing live performances is a must.

Eligibility/Other Requirements: Degree or equivalent relevant qualification in marketing is desirable. Note:

Applicants must provide a written statement addressing the selection criteria. Selection may be based on application and referees reports only.

Contact Officer: Jennifer Morris 02 6243 5706 jennifer.morris@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Director of Public Prosecutions

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

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

Legal

Paralegal Grade 2

Paralegal Grade 2 \$65,837 - \$71,309, Canberra (PN: 04168)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: The Office of Director of Public Prosecutions (DPP) was established by the *Director of Public Prosecutions Act 1990 (the Act)* as the independent prosecution authority of and for the Territory. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the Executive under the Act, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

We are looking for a highly motivated, enthusiastic and results driven person to fill one of our Paralegal Grade 2 roles. This position requires high attention to detail and the ability to handle competing priorities. Daily you will be having engagement with the AFP starting at 7am. This role requires you to prepare and provide correct documentation to the prosecutors for the daily listing in the courts along with data entry and other administrative support services as directed. You maybe be required to attend court. The role is assigned to the hours 7am – 3.21pm Monday – Friday.

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

Eligibility/Other Requirements: Certificate IV in Legal Services desirable. Willingness to participate in staff rotation. Understanding of the legal process would be an advantage. The successful candidate will be required to undergo a criminal record check.

Applicants should be aware that they will from time to time be exposed to difficult materials through a number of mediums in written, verbal or photographic form in the processing of day to day business.

You may be appointed to a Paralegal Grade 2 without having completed the Mandatory minimum qualifications. Successful applicants are expected to achieve the Mandatory qualification standards within 12 months of employment.

Applicants who have obtained or who are currently enrolled in a Law Degree or equivalent are exempt from obtaining the Diploma of Legal Services.

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

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria, they should be no more than a maximum of half a page per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Smith (02) 6207 5399 joanne.smith@act.gov.au

Legal

Prosecutor Grade 1-2

Prosecutor Grade 1 - 2 \$77,442 - \$121,058, Canberra (PN: 26013, Several)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under *the Public Sector Management Act 1994*, to assist the Director. The duties of the position include prosecute summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; appear in coronial inquests and prepare advices of a routine nature. The complexity of works allocated will depend on your skills experience. The Office of the Director of Public Prosecutions supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Admitted to or eligible to practice as a legal practitioner in the ACT.

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

The occupant of this position will be required to participate in a Saturday court roster.

The occupant of this position will be required to participate in a public holiday court roster.

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

How to Apply: Applicants are asked to please provide your resume and statements addressing the selection criteria, they should be no more than a maximum of half a page per criteria.

Applications should be submitted via the Apply Button now.

Contact Officer: Tania Orourke (02) 6207 5399 tania.orourke@act.gov.au

Legal

Prosecutor Associate List Team

Prosecutor Associate \$71,309 - \$73,494, Canberra (PN: 40553, several)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under *the Public Sector Management Act 1994*, to assist the Director. We are seeking applicants to join our List team who are either admitted as a Legal Practitioner or will meet the criteria prior to appointment. As a part of the List team you will assist in the preparation of the Magistrates Courts lists, appear in mentions and sentence lists and prepare basic advices. To be successful in this role you will have demonstrated high level organisational skills and the ability to manage a busy workload.

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

Eligibility/Other Requirements: Admitted as a Legal Practitioner or meet the criteria prior to appointment. The successful candidate will be required to undergo a National Police check.

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

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria, they should be no more than a maximum of half a page per criteria.

Applications should be submitted via the Apply Button now.

Contact Officer: Joel Hiscox (02) 6207 5399 joel.hiscox@act.gov.au

Legal

Prosecutor Associate Crown Chambers

Prosecutor Associate \$71,309 - \$73,494, Canberra (PN: 40045, Several)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director

We are seeking applicants to join our Crown Chambers who have completed or are in the final year of a Bachelor of Laws. As a part of the role you will act as instructors to counsel in the Supreme Court, assist in the preparation of trials and general litigation, prepare basic advice and engage in file management and other administrative duties as required. The successful applicants need to demonstrate a high level of organisation, analysis and communication skills.

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

Eligibility/Other Requirements: Either have completed or be in the final year of a Bachelor of Laws or meet the criteria prior to appointment. The successful candidate will be required to undergo a criminal record check.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the selection criteria, they should be no more than a maximum of half a page per criteria. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Button now.

Contact Officer: Joel Hiscox (02) 6207 5399 joel.hiscox@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

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Social Worker - Network Student Engagement Team

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 43185, several)

Gazetted: 11 March 2020

Closing Date: 27 March 2020

Details: The Network Student Engagement Team (NSET) is an interprofessional team with a diverse skill set who are working collaboratively to build capacity within students, schools, and the community. They endeavour to increase engagement and improve student outcomes. The NSET Social Workers work collaboratively and transparently with students, caregivers, school care teams and a range of stakeholders to support student engagement. The Social Workers identify areas of need and implement a range of social work interventions to achieve best outcomes for students.

Eligibility/Other Requirements: Minimum requirements: Tertiary qualifications in social work with eligibility for membership of the Australian Association of Social Workers (AASW). Experience working with families as part of a multi-disciplinary team is highly desirable. A current driver's licence is required with the use of own vehicle for work purposes. These positions do not attract school stand down conditions. 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

Note: These are temporary positions available for a period of 12 months with the possibility of extension and/or permanency. An order of merit will be established for filling identical vacancies within the next 12 months from this process. Full-time and part-time hours will be considered. Selection may be based on application and referee reports only

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

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

Contact Officer: Michelle Fogg M: 0435 658 842 michelle.fogg@ed.act.edu.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Communications Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 46508)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: Do you enjoy the fast paced nature of communications? Are you experienced in developing and delivering communication strategies? The Education Directorate is looking for an experienced, creative and proactive communications professional to work collaboratively with officers from across the Branch to address a range of communication priorities. The position will work closely with the Executive and key Branch stakeholders to develop and implement a range of communication and engagement strategies and plans. The position will be responsible for the design, development and promotion of communications material including targeted resources for schools and families.

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

Eligibility/Other Requirements: Experience or qualifications in Communications, Stakeholder Engagement or Media is highly desirable.

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

How to Apply: Applications to include an Expression of Interest addressing the Selection Criteria (no more than two pages), your curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Elton (02) 6207 0740 kathryn.elton@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Project Coordinator

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 37135)

Gazetted: 06 March 2020

Closing Date: 13 March 2020

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures.

This role will ensure projects are delivered in accordance to the (WHOG) standards. Ensure the priorities are managed and quality of projects are delivered in an efficient and fit for purpose manner.

You will support engagement with Directors, Corporate Senior Leaders, Service Managers and external stakeholders to ensure their complex needs are understood, prioritised and incorporated into Directorate plans with progress communicated throughout the delivery process.

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector.

Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders in an education context.

Lastly, you have a great sense of humour, can 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference!

Eligibility/Other Requirements:

Possession of a current drivers licence and access to a private vehicle

Degree qualification in related field or equivalent experience are highly desirable.

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

How to Apply: In two pages or less tell us:

Why you want the role;

What you would bring to the role and what you would get out of it; and

Describe an achievement that you are most proud of.

A current curriculum vitae.

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Button now.

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

Business Services

Infrastructure Capital Works

Capital Upgrades

Project Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 00183)

Gazetted: 10 March 2020

Closing Date: 17 March 2020

Details: The Education Directorate (EDU) is looking for a suitable Project Officer to facilitate minor capital upgrades across the school network. The Project Officer will be required to be flexible in managing minor scope/budgets variances and working in the Capital Upgrades team responsible for facilitating the annual Public School Infrastructure Upgrade (PSIU) program. Stakeholder management with clear communication skills are essential to ensure safe and compliant works are facilitated within tight timeframes and minimise disruptions to school operations with ongoing communication with all stakeholders including the community, schools and EDU.

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months. This is a temporary position available for a period of 15 months with the possibility of extension.

How to Apply: Interested applicants are asked to submit a copy of their curriculum vitae, contact details for at least two referees and a written response of up to two pages addressing the Selection Criteria.

Applications should be submitted via the Apply Button now.

Contact Officer: Nicki Ricza (02) 6205 9437 nicki.ricza@act.gov.au

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

School Performance and Improvement

School Improvement

School Operations

Executive Support Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 46799)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: An exciting opportunity for an Executive Support 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 all aspects of daily school operations for the ACT's 88 public schools.

The role is to provide high level executive administrative support to the five Directors, School Improvement. This role requires excellent oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to confidently work across all levels of the organisation. The ideal candidate will have a flexible and adaptable approach to tasks to ensure work is completed in a timely and efficient manner. The successful applicant will be required to manage electronic workflow systems and record keeping within TRIM record management software. This role includes, but is not limited to: organising meetings, travel arrangements when required, monitoring and managing DSI's diaries and calendars, conducting minor research tasks and drafting correspondence.

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

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

Note: This is a 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

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Finance and Administration Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 44754)

Gazetted: 10 March 2020

Closing Date: 17 March 2020

Details: Lanyon High School is seeking a highly enthusiastic person with a broad set of skills for the position of Finance and Administration Officer. The successful applicant will play an integral role in the school community. The successful applicant will work closely with the schools Business Manager to prepare budgets, estimates and financial returns. The successful applicant will facilitate community hirers for the school, possess a high level of customer service with the ability to multitask and flexibility to work in different areas of the school.

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

How to Apply: Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Button now.

Contact Officer: Jade Uttley (02) 6142 1802 jade.uttley@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

North and Gungahlin Network

Lyneham Primary School

Administrative Coordinator

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 37028)

Gazetted: 06 March 2020

Closing Date: 20 March 2020

Details: Lyneham High School is seeking to fill the role of an Administrative Coordinator. The successful applicants will provide a range of administrative and/or secretariat and/or executive services for the school in support of staff, parents/carers, students and internal and external stakeholders. Communicate and liaise with staff, parents/carers, students, the community, internal and external stakeholders; resolve enquiries; provide appropriate information and sound advice.

Coordinate enrolment/reporting/student absence/ attendance requirements and associated processes in accordance with relevant legislation/policy.

Key responsibilities may include but are not limited to Enrolments, receipting, finance, Coordinate enrolment/reporting/student absence/attendance requirements and associated processes in accordance with relevant legislation/policy.

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

How to Apply: Please submit a current curriculum vitae and a written statement of claims against the Selection Criteria, no longer than four pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara Henderson (02) 6142 1720 sara.henderson@ed.act.edu.au

School Performance and Improvement Division

Tuggeranong Network

Namadgi School

School Administrative Assistant - Enrolments

School Assistant 2 \$48,205 - \$53,228, Canberra (PN: 20655)

Gazetted: 11 March 2020

Closing Date: 25 March 2020

Details: Namadgi School is seeking an energetic, organised and self-motivated officer to undertake the duties of School Administrative Assistant – Enrolments. Under the direction of the Business Manager the successful applicant will manage student enrolment processes including absences, and associated paperwork across Namadgi's Preschool-10 site. The successful applicant will have strong customer service and a proactive approach. It would also be beneficial for the applicant to be proficient in the use of variety of computer applications, databases and spreadsheets with the ability to advice on and implement effective office work practices. The successful applicant will also coordinate the preparation and distribution of school newsletters. Applicants are strongly encouraged to contact the Business Manager for further information regarding this position. The position requires a high understanding of administrative and student processes, computer systems and an understanding of the school environment or the ability to adapt accordingly.

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

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

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: Natasha Milewski (02) 6142 0900 natasha.milewski@ed.act.edu.au

School Performance and Improvement

North Canberra/Gungahlin Network

Lyneham High School

Administrative Assistant

School Assistant 2 \$48,205 - \$53,228, Canberra (PN: 00776)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: Lyneham High School is seeking a highly motivated administrative assistant to join our busy front office team. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

First Aid Certificate or a willingness to undertake appropriate training 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.

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: Jane Herring (02) 6142 1173 jane.herring@ed.act.edu.au

School Performance and Improvement

North and Gungahlin

Franklin Early Childhood School

Executive Teacher

School Leader C \$122,856, Canberra (PN: 46837)

Gazetted: 11 March 2020

Closing Date: 25 March 2020

Details: Franklin Early Childhood School is an expanding school with a population of over 440 students P-4. We are seeking a dynamic and innovative School Leader C to support the principal in the achievement of the goals within

the school's Strategic Plan. The successful applicant will have a passion for coaching and mentoring staff and be able to plan for effective teaching. They will have expertise in working with the broader community to enhance the individual learning progress of students.

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

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

Applications should be submitted via the Apply Button now.

Contact Officer: Kate Flynn (02) 6142 1440 kate.flynn@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

Telopea Park School

Telopea Park School, 7-10 SLC Student Engagement Secondary

School Leader C \$122,856, Canberra (PN: 13156)

Gazetted: 05 March 2020

Closing Date: 19 March 2020

Details: Lead the development and implementation of Year 7 - 10 student engagement programs to support students in their social and emotional development

Be a member of the secondary Student Services Team to support student learning

Oversee, and support for, year coordinators and Youth worker's

Provide Professional Development to staff in the area of Student Engagement

Lead the transition and student pathways programs

Understand the International Baccalaureate Middle Years Programme (IB MYP) and how it relates to student learning

Assist the SLC Welfare in the development of ED student welfare procedures in line with ED policies

Support for Aboriginal and Torres Strait Islander students and lead the school's Reconciliation Action Plan

Communicate and collaborate with parents

Manage Student Leadership programs and SRC

Classroom teaching as requested by the Principal

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

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description and the contact details of two referees. Applications should be sent to by the due date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Clayden (02) 6142 3388 peter.clayden@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

Belconnen Network

Kingsford Smith School

Primary Executive Teacher

School Leader C \$122,856, Canberra (PN: 16678)

Gazetted: 05 March 2020

Closing Date: 19 March 2020

Details: As a member of the executive team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan. Lead and manage the Primary Professional Learning Team with a focus on high levels of learning for all students, collaboration and results driven practice. Work with the school executive Professional Learning Team to lead and implement a Response to Intervention approach across the primary school. Provide leadership of a School-Wide team. Support student social and emotional learning within a Restorative Practices framework and a PBL approach. Undertake an appropriate teaching load and other duties as determined by the Principal.

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

How to Apply: All applicants are to provide a curriculum vitae and response to the five leadership capabilities provided in the Position Description by the closing date.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Karen Murray (02) 6142 3399 karen.murray@ed.act.edu.au

Business Services

People and Performance

HR Business Partner

Assistant Director – HR Business Partner

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 43948)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: The Assistant Director - HR Business Partner is responsible for the day to day provision of proactive HR support and advice to School Leaders and senior management in accordance with the HR Business Partner operating model. The HR Business Partner team is responsible for providing business focussed strategic HR advice to School Leaders and senior management as well as building capacity within the team that enables a partnership with the Directorate's leadership team to deliver a proactive and collaborative approach to HR.

Eligibility/Other Requirements: Desirable: Relevant tertiary qualifications would be an advantage; Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/ Practising Certificate.

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. Please provide referee reports as part of the application process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Goodwin (02) 6205 4539 anthony.goodwin@act.gov.au

School Performance and Improvement

Belconnen Network

University of Canberra High School Kaleen

Science, Physical Education and Health Executive Teacher (PN: 13078)

School Leader C, \$122,856

Gazetted: 11 March 2020

Closing Date: 25 March 2020

Details: University of Canberra High School Kaleen is a 7-10 high school that operates as a Professional Learning Community. The school is looking for a dynamic school leader with high level pedagogy and curriculum leadership skills to join the Executive Team.

Job Description:

As a member of the Executive Team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan.

Lead and manage the PE, Health and Science faculties and Professional Learning teams with a focus on high levels of learning for all students, collaboration and results driven practice.

Co-lead another schoolwide team.

Support student social and emotional learning within a Restorative Practices framework and a Positive Behaviours for Learning approach.

Undertake an appropriate teaching load and other duties as determined by the Principal.

Eligibility/other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Applicants should provide a curriculum vitae (two pages), a statement of claims based on the leadership capabilities outlined in the Position Description, with a focus on the job description specified for the position (maximum six pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Mowbray (02) 6142 0490 daniel.mowbray@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

Suburban Land Agency

Governance and Corporate Services

Governance

Compliance Manager

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 40200)

Gazetted: 11 March 2020

Closing Date: 25 March 2020

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

The encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods;

The encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and

Operational effectiveness, delivering value for money using sound risk practices.

The successful candidate will bring a range of risk and/or compliance experience to the team. They will be familiar with, and comfortable using, risk management frameworks, risk registers and business continuity plans. They will understand the audit process and the implementation and monitoring of recommendations. They will to work collaboratively with all business units across the Agency to implement and deliver good governance outcomes and be supportive and flexible in their approach to changing priorities. They will have a great eye for detail and a commitment to quality.

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

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: Julia Forner (02) 6207 7096 julia.forner@act.gov.au

Business, Governance and Capability

Governance, Compliance and Legal Services

Organisational Governance and Organisational Performance and Assurance

Senior Director Organisational Governance/Senior Director Organisational Performance and Assurance

Senior Officer Grade A \$147,006, Canberra (PN: 37849, Several)

Gazetted: 11 March 2020

Closing Date: 20 March 2020

Details: Are you an experienced leader with a passion for communication, a talent for building business partnerships and a personal commitment to organisational performance? Do you enjoy working collaboratively to problem solve by fitting together all the pieces of the puzzle? The Governance, Compliance and Legal Services Branch of the Environment, Planning and Sustainable Development Directorate is looking for two highly skilled leaders to head up its Organisational Governance and Organisational Performance and Assurance teams. We are looking for creative thinkers with great communication and relationship building skills who can liaise with executives, leaders and staff across our organisation and other parts of ACT Government to provide sound advice and develop best fit business solutions. You will lead, motivate and develop a small, busy and skilled team that is part of an integrated governance Branch. If you are interested in joining our fantastic teams, we look forward to hearing from you. Environment Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive work space. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience and/or qualifications in areas of law, public sector governance, business and/or information management, organisational psychology or a related field is highly desirable.

Notes: These positions will be moving to a new workplace designed for activity-based working (ABW) later this year. Under ABW arrangements, officers will not have designated desks/workstations. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. How to Apply Please submit a one to two page pitch, addressing the selection criteria and telling us why you are the best person for the job. Please include contact details for two referees - one of these must be someone who has worked for you.

Applications should be submitted via the Apply Button now.

Contact Officer: Carolyn O'Neill (02) 6207 6842 carolyn.o'neill@act.gov.au

Land Strategy and Environment

Planning, Land and Building Policy

Land Economics, Land Strategy and Policy

Director, Land Supply and Economics

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 18462)

Gazetted: 06 March 2020

Closing Date: 24 March 2020

Details: The position of Director, Land Economics, Land Strategy and Policy is part of a small team that is responsible for the ACT Government's Land Release Program, and the development and monitoring of policy relating to Greenfield land development, land use and housing.

This position sits within a broader planning policy, land strategy and building policy stream.

The Land Economics and Strategy team is a small team within Land Supply and Policy that:

Translates planning into a well sequenced, long term program of land release that reflects market demand and enables urban renewal and development;

Seeks to achieve the best possible land use outcomes for the community;

Supports the Directorate, the Suburban Land Agency (SLA) and the City Renewal Authority (CRA) with economic and policy analysis and advice.

The successful officer will possess policy development experience and skills to undertake complex qualitative and quantitative analysis as well as the ability to manage high workloads and manage competing priorities.

This is a great opportunity for a motivated officer with good strategic thinking skills to make a significant contribution to the future planning in the Territory.

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: Application 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: Jennifer Finlay (02) 6205 5289 Jennifer.Finlay@act.gov.au

Canberra Health Services

Selection documentation for the following positions may be downloaded from

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

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

Medical Services

Pathology

Anatomical Pathology

Anatomical Pathologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 46278)

Gazetted: 12 March 2020

Closing Date: 03 April 2020

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

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA) with specialist registration in Anatomical Pathology. Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications. Must hold a 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 and vaccination processes against specified infectious diseases.

Contact Officer: Dr Sanjiv Jain (02) 5124 2867 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

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**

Courts and Tribunal

Corporate and Strategic Services

Corporate Information and Systems

Data Analyst

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 31045)

Gazetted: 05 March 2020

Closing Date: 11 March 2020

Details: The Data Analyst role is pivotal in ensuring the Courts and Tribunal of the ACT meets its internal and external statistical reporting requirements, assisting the Manager, Business Intelligence in providing analysis of data and supporting the use of data for proactive case management. The Data Analyst must be customer focused, familiar with data sciences and analytics and experienced in successfully translating data to usable management information.

This role contributes directly to the Courts and Tribunal strategic intent to optimise opportunities provided by the introduction of the Integrated Court Management System (ICMS) and other information systems; including codification of interfaces into and out of ICMS.

The Data Analyst supports the Manager Business Intelligence in ensuring that ICMS and other data is optimised to present to users reliable information to equip them for decision-making. The Data Analyst will do this by analysing users' needs, potential causal relationships between datasets, maintaining data integrity and assisting in the understanding of reported information.

Eligibility/Other Requirements:

An advanced knowledge of database environments and operation is preferred.

A good understanding of or experience in general court practices will be desirable.

Applicants with tertiary qualifications in analytical sciences are encouraged.

How to Apply: Applicants should provide a pitch response to the following questions.

Responses should be limited to 200 words for each question and if possible relate your responses to common court(s) practice.

Describe simple tasks you routinely undertook or maintained which required drafting and executing query code to extract or organise data from or in a data source.

Provide an example of how you contributed to an extraction transformation and load (ETL) (or similar) process to address a project task or requirement.

Describe a piece of work you undertook to test the accuracy of a report. Summarise the logic derived to test the report, the results and what further action was taken to improve its integrity.

Applications should be submitted via the Apply Now button below.

Contact Officer: James McQuillan (02) 6205 4134 james.mcQuillan@courts.act.gov.au

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

ACT Corrective Services

Community Corrections and Release Planning/Programs and Reintegration Programs and Interventions

HP1/2, Specialist Communities Clinician

Health Professional Level 1/2 \$61,986 - \$90,737, Canberra (PN: 35025)

Gazetted: 11 March 2020

Closing Date: 27 March 2020

Details: ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become a Specialist Communities Clinician (Health Professional 1/2) within the Programs and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC).

An interest in rehabilitation, community connections, reintegration and the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

The role may also support detainees with complex needs in the AMC who are not housed in the Women's Area or ACU.

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:

Essential – Tertiary qualification in Psychology, Social Work or Occupational Therapy.

Current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation.

Experience in working with offenders with complex needs would be a distinct advantage. Experience within a forensic setting is desirable but not essential.

This position may require psychological aptitude testing as part of the assessment process.

This position does require a National Police check.

A current driver's licence is essential.

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: This position will be filled at either the Health Professional Level 1 or Health Professional Level 2 level, dependant on the skills and experience of the successful applicant.

How to Apply: Applicants are required to submit four items: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; 2) a current curriculum vitae; 3) a copy of your driver's licence; and 4) the names and contact details of two referees. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Garrington (02) 6207 0784 catherine.garrington@act.gov.au

ACT Emergency Services Agency

Deputy Commissioner

Executive Level 2.3 \$307,053 - \$319,330 depending on current superannuation arrangements, Canberra (PN: E1136)

Gazetted: 05 March 2020

Closing Date: 18 March 2020

Applications are sought for the position of Deputy Commissioner, ACT Emergency Services Agency for temporary filling for a period not exceeding 9 months.

The role of Deputy Commissioner assists the ESA Commissioner in:

Advising the Minister for Police and Emergency Services on the prevention, preparation for, response to and recovery from emergencies; and

Provides strategic leadership of ESA enabling services in support of the efficient and effective operation of each of the emergency services.

The Deputy Commissioner acts as the Commissioner as required under the *Emergencies Act 2004* in the absence of the Commissioner and has proven ability to provide high-level command and control for incidents.

Note: Capacity to obtain and maintain Australian Government Negative Vetting 1 national security clearance.

Remuneration: The remuneration package ranges from \$307,053 to \$319,330 depending on current superannuation arrangements. This includes a cash component of \$245,543.

How to Apply: Interested candidates should submit a two page application and current curriculum vitae (including details of two referees) via email to richard.glenn@act.gov.au by COB 18 March 2020.

Applications should be sent to the Contact Officer.

Contact Officer: Richard Glenn on (02) 6207 0501 or richard.glenn@act.gov.au

ACT Corrective Services

Sentence Management

Community Corrections and Release Planning

Senior Director Sentence Management

Senior Officer Grade A \$147,006, Canberra (PN: 39827)

Gazetted: 06 March 2020

Closing Date: 20 March 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals for the role of Senior Director, Sentence Management, Community Corrections and Release Planning.

The Senior Director, Sentence Management, is responsible for the development and implementation of comprehensive integrated sentence management processes across ACT Corrective Services and for overseeing all sentence management planning activities for detainees within the Alexander Maconochie Centre (AMC).

Further to this, the successful applicant will have line management responsibility for the Sentence Administration Section and also responsibility for ensuring that detainee security classification processes are both independent and robust. You will also contribute to the development and delivery of both the AMC and the Community Corrections medium to long term strategic and operational plan.

In addition, you will be accountable for ensuring that all detainees are supported with an appropriate sentence management plan and for transitional sentence management planning arrangements as detainees return to the community, working in conjunction with other functional heads to ensure effective release plans are in place. You will also establish a timely and comprehensive security classification process for all detainees within the AMC.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills. You will also demonstrate an ability to develop and compose complex workplace documents.

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

Eligibility/Other Requirements:

Undergraduate qualifications in psychology, social work or a related discipline would be highly desirable.

The successful candidate may be required to undergo a National Police Check.

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

Current Driver's Licence.

How to Apply Applicants should submit a response of no more than two pages addressing the Selection Criteria, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Button now.

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

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Domestic Animal Services

Animal Welfare and Education Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 17392)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: The Animal Welfare and Education officer at Domestic Animal Services, provides educational support for in the promotion of responsible dog ownership in the ACT. The role provides both internal and external education materials and presentations in relation to the recently implemented Canberra Model for responsible dog management. The Animal Welfare and Education officer attends external events relating dogs and animal management as required, this does require some weekend work. The role also performs the Secretariat functions for the ACT Animal Welfare Advisory Committee (AWAC). This includes preparing committee agendas, papers, and attending meetings. Preparing committee reports, assisting in drafting of Codes of Practices, and preparing high level briefing documents for the Senior Director, Executive and Government Ministers. In addition the Animal Welfare and Education Officer includes working with Domestic Animal Services Rangers in attending and responding to Animal Welfare complaints and assisting in preparation of case related documents for regulatory action by Domestic Animal Services.

As a member of Domestic Animal Services, you will be required to manage multiple issues, and effectively and efficiently prioritising work. You will work collaboratively in a team environment applying knowledge and experience to gather, analyse and interpret information, and providing advice on the Canberra Model, and Animal Welfare matters.

All team members are encouraged to contribute to the development, achievement and continuous improvement of team objectives and plans to ensure Domestic Animal Services meets community standards and expectations. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

Unrestricted driver's licence.

Experience in or understanding of Animal Welfare matters.

Experience in management of committees.

Preparedness to undertake field based work, wear a uniform and work outside of ordinary hours on occasion.

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:

Animal management experience.

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

How to Apply: Applicants should submit a 'one – two page pitch' and curriculum vitae addressing their suitability and availability for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Johnson (02) 6205 5187 lisa.johnson@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

Birrigai

Birrigai Outdoor School

Business Manager

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 38170)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: Birrigai Outdoor School has a permanent vacancy for a highly motivated individual with strong leadership, interpersonal and time management skills in the Business Manager position. This role is responsible for the daily facility management of the site as well as supervising a small team and managing the financial and administrative aspects of Birrigai Outdoor School.

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

How to Apply: Applicants are 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: Peter Kent (02) 62052006 peter.kent@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.

Transport Canberra and Business Services

Transport Operations

Human Resources and Safety

Training and Development Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 39764)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: The TCO Human Resources (HR) Business Unit consists of three teams HR, Training and Development and Work Health and Safety (WHS). The HR team provides position and occupancy management, workforce planning, pay and leave management, enterprise agreement interpretation, operational policy and procedural development, support in relation to people matters, and recruitment support across all Transport Canberra Operations business areas. The Training and Development team provides on boarding, training and capability development to the Bus Operations business area. The WHS team provides operational WHS support to the Bus Operations business area, currently three sites across Canberra, as well as liaising with WorkSafe ACT, ComCare, SafeWork Australia, and other WHS stakeholders. The Training and Development Officer is a critical role within the training team, this role is responsible for assisting the in the design, planning and implementation of bus driver and workshop staff on boarding and training, including the delivery of a Certificate III in Driving Operations to new drivers, capability development through the delivery of continuity training to bus driving and workshop operational staff, developing and maintaining training and assessment documentation, training resources, tools and processes.

To be successful in this position you will need to:

Have skills to effectively design, plan and implement operational training requirements.

Have highly developed communication and facilitation skills to deliver components of various training programs.

Have high level organisational skills including the ability to effectively prioritise and use your initiative to work effectively in a busy team.

The ACT Public Service is committed to building a culturally diverse workforce and 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:

Drivers Licence is mandatory.

Qualifications in human resources and/or learning and development is highly desirable.

Experience in delivering training programs to an operational workforce, such as in the transport or logistics industries would be beneficial.

How to Apply: Please attach your curriculum vitae and provide a one-page pitch demonstrating your Skills and Behaviour and Professional/Technical Skills and Knowledge in relation to the duties and responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Allan Taylor (02) 6207 8109 allan.taylor@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.

Chief Operating Office

People and Capability

Organisational Development

Inclusion Coordinator, Culture and Strategy

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 27229)

Gazetted: 06 March 2020

Closing Date: 20 March 2020

Details: Are you a human resources (HR) professional with a passion for workplace diversity and inclusion? Do you want the opportunity to work with great people in a rewarding career that shapes our city's future? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. People and Capability are seeking applications from proactive and enthusiastic candidates to join our branch as the Inclusion Coordinator in the Culture and Strategy team. In this role you will bring drive and enthusiasm to support the development of a range of projects and programs aligned with TCCS's People Strategy 2019-2023, with special focus providing knowledge and advice on diversity and inclusion aspects. The successful candidate will be responsible for supporting business units in TCCS becoming a diverse and inclusive workplace, including advice on reasonable adjustment and employment pathways. Our values are Excellence, Safety, Collaboration, Respect, Innovation and Integrity. We want our organisation to be full of talented people who believe in and demonstrate behaviours in line with our values.

Eligibility/Other Requirements: Tertiary studies are highly desirable and a minimum of three years' experience in a similar or complementary role.

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply Applicants should submit a response of no more than two pages addressing the Selection Criteria, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Button now.

Contact Officer: Sharon Swincer (02) 6205 6190 sharon.swincer@act.gov.au

Transport Canberra

Transport Canberra Operations

Fleet/Tuggeranong Workshop

Administration Support Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 37173)

Gazetted: 06 March 2020

Closing Date: 20 March 2020

Details: Transport Canberra is seeking a proactive and enthusiastic Administrative Support Officer. This position will start immediately. The Administrative Support Officer will provide administration and support to the Workshop Manager and Workshop team to assist in the day to day running of the workshops. To be successful in this position you will need to have excellent communication skills, participate in the continuous improvement projects for the Fleet Services team, be a team player, with the ability to also work independently, and contribute

to a culture of constant improvement and innovation. The ACT Public Service is committed to building a culturally diverse workforce and 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:

Drivers Licence is mandatory

Experience in Workshop Management System (TIMS) would be an advantage.

How to Apply: Please attach your curriculum vitae and provide a one-page pitch demonstrating how your skills and experience address the requirements listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alistair Kirkpatrick (02) 6207 7540 alistair.kirkpatrick@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

Chief Executive Officer and Executive Branch Manager, ACT Cemeteries Authority

Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E1134)

Gazetted: 06 March 2020

Closing Date: 20 March 2020

Details: The board of CANBERRA Cemeteries is pleased to advise that it is looking for a highly motivated CEO capable of navigating a complex and at times ambiguous stakeholder environment. This position requires a person with strong project management and community engagement skills able to operate at a strategic and operational level in a compassionate and authentic way to deliver high quality services.

The position of Chief Executive Officer and Executive Branch Manager (CEO) ACT Cemeteries Authority is an ex-officio member of and reports to the Board of ACT Cemeteries Authority and has an additional reporting line to the Executive Group Manager Territory and Business Services within the Transport Canberra and City Services Directorate.

The position has accountability for leading two new and critical projects for ACT Government:

- 1) The development, completion and operation of a new crematorium at Gungahlin Cemetery, and
- 2) The design, completion and operation of a new major cemetery in the south of Canberra.

The CEO leads a team of indoor and outdoor staff providing quality burial services to the community across three cemeteries at Woden, Gungahlin and Hall. The role implements Board approved strategies to modernise quality services which are inclusive, accessible and broaden community engagement and interaction.

The successful candidate will require executive level capabilities to lead the operational management of the organisation including governance, management reporting, resource management (financial, physical and human resources), stakeholder engagement (community, Minister, Board, TCCS Executive and other Directorates/organisations) and future planning. The CEO must align the organisation's culture to reflect Board, government and community expectations and values.

Remuneration: The position attracts a remuneration package ranging from \$221,815 to \$230,275 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

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: Stephen Bartos 0423 808 313 stephen.bartos@webone.com.au

Chief Operating Office

Governance and Ministerial Services

Boards and Committees

Director Boards and Committees

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 18438)

Gazetted: 06 March 2020

Closing Date: 13 March 2020

Details: The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated people to fill the role of Director, Boards and Committees which sits within the Ministerial Services team and is responsible for the provision of advice and support to all boards and committees within TCCS to ensure strong governance frameworks and procedures are in place. The position is also responsible for directly managing the ACT Veterinary Practitioners Board secretariat. Ideally, you will have the ability to lead the provision of high level and quality advice and implement processes in a timely manner and across a networked environment, have experience in developing and implementing strong governance protocols and procedures for the effective operations of board and committees and demonstrated leadership and management experience in a diverse workforce in an agile, flexible and changing environment.

Note: Selection may be based on written application and referee reports only. It is highly recommended that you speak to the contact officer to obtain additional information about the role and your application. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and one page pitch to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Johnson (02) 6205 5187 lisa.johnson@act.gov.au

Chief Operating Officer

Chief Information Officer

Systems and Information Management

Spatial Systems Administrator

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 23568)

Gazetted: 10 March 2020

Closing Date: 24 March 2020

Details: Transport Canberra and City Services are seeking an experienced systems administrator to fill the position of Spatial Systems Administrator within the Chief Information Office. You will be responsible for the system administration of spatial business systems ensuring locational information management for the Directorate. Ideally, you will have extensive experience in the management of large business systems with respect to data management, database and platform administration as well as the crucial software interoperability relating to spatial data and its outputs. The position reports directly to the Systems and Information Manager and is a subject matter specialist responsible for administration of the Corporate Geographic Database, Enterprise Data Warehouse and the Geospatial Ecosystem as well as the entire ESRI suite of products that enable spatial capability across the Directorate. The position is also responsible for the management and administration of the metadata for data products within these business systems.

Eligibility/Other requirements: Experience and knowledge of ESRI products and enterprise platform architecture. Experience and knowledge of Databases (both on premises and cloud) and related management tools that allow for management such as TOAD, Python, FME etc.

A tertiary level qualification appropriate to the scope of activities to be performed is highly desirable.

Experience and knowledge of project management methodologies

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

How to Apply: Interested candidates are requested to submit their application of no more than two pages addressing the attached Selection Criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Infrastructure and Health Support Services

Facilities Management

Major Projects Liaison Officer

Senior Officer Grade A \$147,006, Canberra (PN: 45849)

Gazetted: 12 March 2020

Closing Date: 20 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 of publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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

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:

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

The Major Projects Liaison Officer reports to the Facilities Director and will undertake activities, as a Facilities Management representative, to support the delivery of services of the newly constructed major projects at Canberra Health Services (CHS).

The Major Projects Liaison Officer is responsible for ensuring project alignment with the CHS facilities team, providing high level facilities management project input including ongoing FM engagement across whole of campus modernisation initiatives and alignment with CHS strategic asset management systems and FM specification standards.

Eligibility/Other Requirements:

Desirable:

Must maintain tertiary qualifications in a building related discipline or a building trade qualification, and/or at least 10 years of building-related project management, maintenance or service experience is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for two years with the possibility of extension up to a maximum of five years as per the recruitment guidelines. Acceptance may be based on application only.

Contact Officer: John Kilday 0415 455 020 john.kilday@act.gov.au

Clinical Services

Medicine

Clinical

Assistant Director of Nursing (ADON) Inpatients

Registered Nurse Level 4.3 \$139,701, Canberra (PN: 16234)

Gazetted: 12 March 2020

Closing Date: 26 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.

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 Assistant Director of Nursing (ADON) Inpatients holds a senior nursing leadership position within the Division of Medicine. The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within Medicine. The ADON Inpatients reports to the Director of Nursing. You will actively support, guide and collaborate with the Inpatient Clinical Nurse Consultants within Medicine in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure and policies across CHS and the national governing bodies. The ADON will also work in collaboration with the other ADONs in the Division and Unit Directors to deliver high quality person-centred care.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Relevant post graduate qualifications or equivalent.

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.

Contact Officer: Kellie Noffke (02) 5124 2012 kellie.noffke@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Care

RACS Nursing

Rapid Assessment of the Deteriorating Aged at Risk (RADAR) Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 23758)

Gazetted: 12 March 2020

Closing Date: 24 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:

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

The RADAR Registered Nurse Level 2 will actively contribute to provision of short-term assessment and management of elderly clients who are living in the community or in a Residential Aged Care Facility (RACF) in collaboration with other team members. Clients are referred by their General Practitioner (GP) who have a deteriorating elderly patient in the community who can potentially be managed at home or in a RACF thus avoiding unnecessary hospital admissions. The RADAR Registered Nurse Level 2 position works closely with GP's, Geriatricians and in conjunction with other health professionals to lead and coordinate safe, appropriate and timely care of patients in the community.

Eligibility/Other Requirements

Mandatory:

Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency, AHPRA.

Desirable:

Post Graduate studies in the Health-related field

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*.

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

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Social Worker - Child Health Targeted Support Services

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 29755)

Gazetted: 12 March 2020

Closing Date: 24 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.

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

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

The 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.

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

Overview of the work area and position:

The Child Health Targeted Support Services includes the Community Paediatric and Child Health Service (CPCHS) and Child at risk Health Unit (CARHU).

CPCHS provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with biological/medical causes of behavioural and emotional disturbance. The Social Worker position will support the multidisciplinary team to promote positive client outcomes through the provision of high-quality clinical services, networking, health promotion activities and education. This is a rewarding and exciting position within a vibrant service that will require someone with the ability to be flexible and initiate and manage change within the service.

Eligibility/Other Requirements:

Mandatory

Degree in Social Work

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

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

Desirable:

Post graduate qualifications in a relevant field are 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 is a temporary position available for five months.

Contact Officer: Jaime Bingham (02) 5124 2712 jaime.bingham@act.gov.au

Infrastructure and Health Support Services

Clinic Support Services

Sterilising and Cleaning

Training Officer, Sterilising Services

Technical Officer Level 3 \$73,974 - \$83,600, Canberra (PN: 11741)

Gazetted: 12 March 2020

Closing Date: 26 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:
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 Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. The Sterilising Services (SS) section is embedded within this Division.

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

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

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

Eligibility/Other Requirements:

Mandatory:

Certificate III in Sterilising and certificate IV training and assessment

Adept in the use of Microsoft Office and IT support systems

Experience in working with healthcare setting

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Aishwarya Konakalla (02) 5124 3146 aishwarya.konakalla@act.gov.au

Clinical Services

Medicine

Gastroenterology and Hepatology

Gastroenterology and Hepatology Unit Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 32297)

Gazetted: 12 March 2020

Closing Date: 26 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.

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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 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.

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

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

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

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Cancer Support Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 46499)

Gazetted: 12 March 2020

Closing Date: 19 March 2020

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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 Cancer Support Nurse will work as part of the division's Cancer Specialist Nurse Team. The Cancer Support Nurse role is responsible for supporting the Cancer Specialist Nurses who co-ordinate 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)

Desirable:

Holds or is working towards relevant post graduate nursing qualifications

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

Note: This is a temporary position available immediately until 30 June 2020. Please note the position may be appointed to based solely on written application and referee reports.

Contact Officer: David Larkin 51248540 David.Larkin@act.gov.au

Chief Executive Officer

Pathology

Administration

Pathology Quality Officer

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 17388)

Gazetted: 12 March 2020

Closing Date: 23 March 2020

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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

ACT Pathology is a subdivision of the Medical Services division of Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round.

Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospitals and in the community

The Quality Department within ACT Pathology is responsible for coordinating, monitoring, maintaining, improving and evaluating activities for ongoing pathology accreditation, standards compliance, Quality Management System performance and patient safety.

This position works within the quality team and reports directly to the Quality Manager.

Eligibility/Other Requirements:

Mandatory: Minimum tertiary qualifications are a degree in Medical Laboratory Science/Medical Science or an equivalent science degree majoring in Pathology disciplines.

Desirable:

Experience with a quality management system based on NATA requirements.

NATA internal audit and ISO 15189 training.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

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

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

Contact Officer: Lloyd Allen 02 5124 4004 lloyd.allen@act.gov.au

Clinical Services

Women, Youth and Children

Women's and Children's Health Administration

Administration Team Leader, Fetal Medicine Unit

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 31421)

Gazetted: 12 March 2020

Closing Date: 26 March 2020

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Overview of the work area and position

Canberra Health Services' Division of Women, 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.

Eligibility/Other Requirements:

Desirable: Strong organisational skills with a high degree of drive.

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

Experience with using hospital based databases is desirable, but not mandatory.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Clinical Services

Critical Care

Critical Care Administration

EMET Program Support Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 40085)

Gazetted: 12 March 2020

Closing Date: 26 March 2020

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Overview of the work area and position

The Emergency Medicine Education and Training (EMET) Program was established to improve care for patients requiring urgent and emergency care in Australia. The Commonwealth Department of Health has funded ACEM to administer the EMET program since 2011, as a component of the Emergency Medicine Program (EMP). The EMET Program is delivered by Canberra Hospital Emergency Department Specialists to a number of regional Emergency Departments in the surrounding regions.

Working closely with Emergency Medicine Specialists within the Canberra Hospital Emergency Department, the Program Support Officer is responsible for coordinating and supporting the EMET program.

Under limited direct supervision you will be responsible for liaising with training sites to facilitate their training requirements, confirming training dates and resource availability.

The Program Support Officer will collate data and prepare reports on training that has been undertaken for the Australasian College for Emergency Medicine (ACEM).

This position is based in the Emergency Department at Canberra Hospital and reports to the Operations Manager, Division of Critical Care.

Eligibility/Other Requirements: Mandatory: Prior to commencement successful candidates will be required to: Undergo a pre-employment National Police check.

Desirable: Current driver's licence.

Note: This is a temporary position available until December 2020 with the possibility of extension. This position is part-time at 7:21 hours per week and the full-time salary noted above will be paid pro rata. Working days are negotiable.

Contact Officer: Lindsay Ottaway (02) 5124 4500 lindsay.ottaway@act.gov.au

Business Support Services

Logistics Support

Sterilising Services

Technical Officer Level 1

Sterilising Services Technical Officer Level 1 \$58,539 - \$61,374, Canberra (PN: 29417)

Gazetted: 12 March 2020

Closing Date: 20 March 2020

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Overview of the work area and position:

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

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

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

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

Qualifications and experience:

Desirable:

Relevant qualification in Sterilising such as Certificate III in Sterilising.

A current driver's license is highly desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Natalie Ogilvie 02 5124 2283 natalie.ogilvie@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health

Administrative Services Officer

Administrative Services Officer Class 2 \$56,689 - \$62,598, Canberra (PN: 36051)

Gazetted: 12 March 2020

Closing Date: 25 March 2020

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Overview of the work area and position:

Justice Health Services is part of the Mental Health, Justice Health and Alcohol and Drug Services. Justice Health Services (JHS) Primary Health Team provides high quality primary and forensic mental health care to people located within the Alexander Maconochie Centre (AMC), Dhulwa Mental Health Unit (DMHU) and young people at Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties.

Under the direction of the Assistant Director of Nursing (ADON), the Administration Support Officer is responsible for the provision of high level administrative and customer service to consumers of the Health Clinic at the AMC.

The Administration Support Officer's role is to assist in the day to day running of the clinic, including liaising with correctional staff, reception duties, answering and screening telephone calls, processing health referrals and assisting other administrative staff and health professionals.

This position(s) will be required to work at different sites within the Justice Health Services program.

Qualifications and experience

Desirable:

Current Driver's licence

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: Rory Maguire 02 5124 2523 rory.maguire@act.gov.au

CHS Quality, Safety, Innovation and Improvement

CHS QSII Clinical Safety and Quality

Patient Experience Team

Consumer Participation Manager

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 42427)

Gazetted: 12 March 2020

Closing Date: 20 March 2020

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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 improvement.

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

Clinical Effectiveness

Patient Safety

Patient Experience

Governance

The Patient Experience unit provides support to clinical and non-clinical staff to assist in the delivery of safe, effective and person-centred health care. The Manager is responsible for the management of the Patient Experience unit which incorporates Consumer Handouts, Surveys, Advance Care Planning and Consumer Feedback and Engagement to support improvements in the delivery of person-centred, safe and effective care.

Eligibility/Other Requirements:

Desirable:

Experience working in a health care setting

Relevant tertiary qualifications

Prior to commencement successful candidates will be required to:

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

Undergo pre-employment National Police check.

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

Contact Officer: Heather Needham 02 5124 9565 heather.needham@act.gov.au

Clinical Services

Cancer and Ambulatory Support

Walk in Centres

Advanced Practice Nurse - Walk in Centres

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 43222, several)

Gazetted: 12 March 2020

Closing Date: 24 March 2020

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Overview of the Work Area and Position

The Walk in Centre's (WiC) are a primary health service with Advance Practice Nurses (APN) and Nurse Practitioners (NP) that provide episodic care for minor injury and illness to the ACT community and surrounds.

Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by protocols, medication standing orders and clinical decision making.

Eligibility/Other Requirements:

Mandatory:

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

Minimum of five years post graduate nursing experience.

Ability to work across all ACT Walk-in Centres, as directed.

Desirable:

Primary health assessment experience.

Tertiary level qualification OR Post Graduate course work or study.

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:

There are several permanent, temporary and casual full and part time positions available. A merit list will be compiled and used for similar vacancies over the next 12 months.

Contact Officer: Cassandra Beaumont (02) 5124 8546 cassandra.beaumont@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Assertive Community Outreach Service Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 27384)

Gazetted: 12 March 2020

Closing Date: 20 March 2020

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Overview of the work area and position:

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

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

The nursing position is based in the Assertive Community Outreach Service (ACOS), a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). ACOS is a community based mental health service that provides team clinical management for consumers with a mental illness and complex needs and is situated at the Belconnen Community Health Centre though a large portion of clinical work is completed via outreach interventions around ACT.

The position involves providing clinical management in a shared team environment, supervising staff and providing clinical oversight to the team. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

ACOS operates an extended hour's 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, weekends and public holidays.

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 (MoC) which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to

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

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

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

The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing severe and enduring mental illness and complex needs. 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 MoC 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 a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements:

Mandatory Qualifications:

Approved tertiary qualifications or equivalent in nursing.

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

More than 12 months nursing experience in a mental health services, and

Strong understanding of adult community mental health services.

Current Passenger Vehicles Driver's.

Desirable:

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

Highly desirable qualifications:

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

Clinical Services

Chief Operating Officer

Patient Flow

Patient Flow Manager

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 23980)

Gazetted: 12 March 2020

Closing Date: 25 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.

Overview of the work area and position

The Patient Flow Manger reports to the Director of Nursing Patient Flow, CHS, and is responsible for managing access and patient flow in a safe, efficient and coordinated manner across CHS using digital technology and daily management systems as key building blocks of effective inpatient bed management.

The Patient Flow Manger is responsible for professional leadership and the operational management of nursing services in the Patient Flow Unit. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

It is desirable that the applicant holds or is progressing towards a tertiary level management qualification at a masters or equivalent level.

Hold a current ACT driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: Full-Time position, 38 hours per week on a rotating roster.

Contact Officer: Sarajane Collins (02) 5124 4244 sarajane.collins@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Registered Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22030)

Gazetted: 12 March 2020

Closing Date: 26 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.

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 Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is a contemporary evidence-based service providing high quality alcohol and drug services guided by the principles of harm minimisation. The ADS incorporates 6 areas including:

- Opioid Treatment Services
- Medical Services
- Consultation and Liaison Services
- 10 bed Inpatient Withdrawal Unit
- Police and Court Drug Diversion Service
- Counselling and Treatment Service

ADS provided information, advice, referral, intake assessment and support for ACT residents struggling with substance abuse issues. We offer services for individuals, their family and friends, general practitioners, health professionals and business and community groups.

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision to provide sound clinical services and interventions to clients of Alcohol and Drug Services.

This includes participation in quality management improvement initiatives to promote optimal service delivery and the maintenance of professional competencies. The Registered nurse position is supported by a cohesive and multidisciplinary team.

To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

Eligibility/Other Requirements:

Mandatory:

- Approved tertiary qualifications or equivalent in nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Three years recent nursing experience in an Alcohol and Drug facility, and sound understanding of Alcohol and Other Drugs.

Desirable:

- Post Graduate Qualification in AOD Nursing or working towards such, and
- Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

This is a temporary position available from 23 April 2020 until 2 September 2020. This position(s) may be required to participate in overtime and/or a rotation roster.

Contact Officer: Joan MacGregor (02) 5124 4916 joan.macgregor@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Ministerial, Governance and Corporate Support

Directorate Liaison Officer

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 45667)

Gazetted: 06 March 2020

Closing Date: 20 March 2020

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

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

The Directorate Liaison Officer (DLO) reports to the Executive Branch Manager, Ministerial, Governance and Corporate Support and works within a small Ministerial, Services team within the branch. The DLO is required to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office, and as necessary other Minister's Offices, and provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. The position will have significant contact with Directorate Officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

Eligibility/Other Requirements: Previous experience in a Ministerial office environment would be highly regarded.

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

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

Applications should be submitted via the Apply Now button below.

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

Light Rail

Assistant Director Business Manager

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46363)

Gazetted: 10 March 2020

Closing Date: 22 March 2020

Details: Do you enjoy working collaboratively and forming strategic professional partnerships to achieve key results? Do you have experience managing all aspects of administration and governance and want to be a key part of a high performing project team? If so then this could be the role for you! Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra. Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015). The Assistant Director, Business Manager role reports to the Executive Group Manager (EGM) Project Director Light Rail, and is responsible for managing all aspects of the administration and governance of the Light Rail project team, including drafting and quality control of confidential documentation, actioning Freedom of Information requests and high level administrative support. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Desirable: Relevant tertiary qualifications in an administration or business field will be an advantage. A good working knowledge of Objective will be an advantage. An understanding of the ACT government business and administrative processes, or equivalent.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashley Cahif (02) 6205 1212 ashley.cahif@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Kylie King 863-13461, Section 68(1), 5 March 2020

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

Hiren Patel 863-49034, Section 68(1), 10 March 2020

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

Emily Preston 863-12354, Section 68(1), 5 March 2020

Infrastructure Manager/Specialist 3 \$187,161

Hamish Stephens 863-50713, Section 68(1), 10 March 2020

Community Services

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

Sandhya Alisary 858-73221, Section 68(1), 12 March 2020

Education

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

Genevieve McInnes 862-80479, Section 68(1), 10 March 2020

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

Virginia Morcos 843-45507, Section 68(1), 5 March 2020

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

Jemma Robbins 785-01171, Section 68(1), 7 March 2020

Cleaning Services Officer Class 2 \$50,373 - \$52,250

Bo Ra Khay Yu 865-21666, Section 68(1), 3 February 2020

Cleaning Services Officer Class 2 \$50,373 - \$52,250

Eh Htoo Gyi 865-21674, Section 68(1), 3 February 2020

Cleaning Services Officer Class 2 \$50,373 - \$52,250

Felipe Chacon Ramos 865-21682, Section 68(1), 3 February 2020

Cleaning Services Officer Class 2 \$50,373 - \$52,250

Bo Ra Khay Yu 865-21666, Section 68(1), 3 February 2020

Cleaning Services Officer Class 2 \$50,373 - \$52,250

Dawit Hadish 865-21658, Section 68(1), 3 February 2020

Cleaning Services Officer Class 2 \$50,373 - \$52,250

Tshogyel Palmo 865-21594, Section 68(1), 3 February 2020

Cleaning Services Officer Class 2 \$50,373 - \$52,250

Marisol Romero Perez 865-20153, Section 68(1), 3 February 2020

Cleaning Services Officer Class 2 \$50,373 - \$52,250

Renu Grover 865-21762, Section 68(1), 5 February 2020

Cleaning Services Officer Class 2 \$50,373 - \$52,250

Eh Baw Mu Soe Kyipay 865-23098, Section 68(1), 3 February 2020

Environment, Planning and Sustainable Development

Senior Professional Officer Grade A \$147,006

Mary (Rosie) Cooney 863-48816, Section 68(1), 10 March 2020

Justice and Community Safety

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

Nicola McAnulty 863-48533, Section 68(1), 9 March 2020

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

Surendra Sivapathasundram 858-79703, Section 68(1), 5 March 2020

Transport Canberra and City Services

Special Needs Transport Attendants (GSOS2) \$52,665 - \$54,745

Elaine Czeti 863-46394, Section 68(1), 3 March 2020

EGSO4.2 - Workshop Staff \$68,875

Shaun Mullan 858-73918, Section 68(1), 10 March 2020

Bus Operator - Training \$69,746

Michael Oliver 863-47258, Section 68(1), 29 February 2020

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

Sharon Swincer 863-40996, Section 68(1), 6 March 2020

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

David Wright 863-42000, Section 68(1), 6 March 2020

Canberra Health Services

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

Eleni Gabrielides 865-54687, Section 68(1), 10 March 2020

Administrative Services Officer Class 2/3 \$56,689 - \$69,125

Michelle Harris 862-65615, Section 68(1), 5 March 2020

Administrative Services Officer Class 2/3 \$56,689 - \$69,125

Jibu Jacob 862-63257, Section 68(1), 12 March 2020

Administrative Services Officer Class 2/3 \$56,689 - \$69,125

Manveer Sidhu: 863-74969, Section 68(1), 6 March 2020

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

Jetlyn Payne 857-91410, Section 68(1), 10 March 2020

Health Professional Level 5 \$126,577 - \$142,494

Yograjsinh Sagar 863-47573, Section 68(1), 11 March 2020

ACT Health

Information Technology Officer Class 2 \$85,394 - \$97,732

Breepthi Babu Remani 863-75363, Section 68(1), 5 March 2020

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

Siobhan Barrett 863-47952, Section 68(1), 16 March 2020

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

Kylie Robson 863-48584, Section 68(1), 10 March 2020

Major Projects Canberra

Infrastructure Officer 1 \$70,876 - \$83,743

Haytham Alaiek 858-53298, Section 68(1), 5 March 2020

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

Tracie Walters 865-54513, Section 68(1), 10 March 2020

TRANSFERS

Canberra Health Services

Nicole Carey: 817-52510

From: Health Professional Level 2 90737

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 23479) (Gazetted 16 January 2020)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Commercial Services and Infrastructure

Property and Venues

Executive

Kellie Bradley: 853-47862

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. 46822) (Gazetted 18 October 2019)

Access Canberra

Fair Trading Compliance

Parking and Traffic Camera Compliance

Benjamin Hobbs: 853-50711

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34356) (Gazetted 10 February 2020)

Shared Services ICT

Technology Services

Technical Services Delivery

Thomas Lemmon: 821-09965

From: Information Technology Officer Class 2 \$85,394 - \$97,732

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14413) (Gazetted 11 January 2020)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Andrew Stead: 835-70593

From: Child and Youth Protection Professional Level 3 \$98,414 - \$103,427 (up to \$108,305 on achieving a personal upgrade)

Community Services

To: †Child and Youth Protection Professional Level 4 \$112,542 - \$120,754

Community Services, Canberra (PN. 03854) (Gazetted 30 October 2019)

Children, Youth and Families

Child and Youth Protection Services

Kim Ward: 853-46325

From: Child and Youth Protection Professional Level 3 \$98,414 - \$103,427 (up to \$108,305 on achieving a personal upgrade)

Community Services

To: †Child and Youth Protection Professional Level 4 \$112,542 - \$120,754

Community Services, Canberra (PN. 34296) (Gazetted 30 October 2019)

Education

Business Services

Strategic Finance

School Resourcing and Finance

Emelia Kayser-Gascoigne: 849-11935

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

Education

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

Education, Canberra (PN. 00296) (Gazetted 5 November 2019)

Environment, Planning and Sustainable Development

Planning Delivery

Merit Assessment

Dachuan Wang: 827-31949

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 03041) (Gazetted 6 May 2019)

Canberra Health Services

Chief Operating Officer Clinical Services

Eric Agyemang-Duah: 836-01636

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 32565) (Gazetted 13 February 2020)

Chief Operating Officer Clinical Services

Amie Johns: 846-98740

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

Canberra Health Services

To: †Registered Midwife Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 23979) (Gazetted 30 January 2020)

Clinical Services

Debbie Kaczor: 741-05761

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 12013) (Gazetted 30 January 2020)

Chief Operating Officer Clinical Services

Amaly Khalaf: 748-74923

From: Health Professional Level 4 \$107,475 - \$115,687

Canberra Health Services

To: †Health Professional Level 5 \$126,577 - \$142,494

Canberra Health Services, Canberra (PN. 40755) (Gazetted 13 February 2020)

Canberra Hospital and Health Services

Tambudzai Manzou: - 844-32934

From: Assistant in Nursing \$52,300 - \$54,070

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 39461) (Gazetted 11 June 2019)

Chief Operating Officer Clinical Services

Vanessa Reid: 827-25688

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. 21585) (Gazetted 5 December 2019)

Canberra Hospital and Health Services

Melissa Warylo: 789-40799

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45691) (Gazetted 6 December 2019)

Canberra Hospital and Health Services

Marissa Young: 772-00166

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. 24132) (Gazetted 5 December 2019)