



ACT Government Gazette
Gazetted Notices for the week beginning 29 January 2020

VACANCIES

ACT Electoral Commission

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

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

Election Project Officers

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

Gazetted: 31 January 2020

Closing Date: 9 February 2020

Elections ACT is seeking additional full-time temporary staff to assist in our preparations for the 2020 Legislative Assembly election.

Temporary election project roles will become available throughout the year and we encourage anyone interested in working for the ACT Electoral Commission during this exciting and dynamic time, to apply.

Elections ACT has two ASO5 level Election Project Officer roles commencing as soon as possible and concluding in November 2020.

Depending on employee suitability, interest and skillset, the election projects involved could range from election operations, corporate administration, communications or client relations.

The ACT Electoral Commission is committed to building a culturally diverse workforce and an inclusive workplace.

As part of this commitment we strongly encourage people from an Aboriginal and/or Torres Strait Islander background, or People with Disability, and those who identify as LGBTIQ to apply for any position.

As an electoral officer you will be required to perform duties on election and referendum days.

How to apply: We are seeking a one page maximum, expression of interest (EOI), stating the applicant's skill set, experience and detailing the applicant's interest in working for Elections ACT. EOIs should be emailed to electionsstaffing@act.gov.au.

If you wish to apply we ask that you also register to work for Elections ACT

at <https://form.act.gov.au/smartforms/landing.htm?formCode=1068>.

If you have any questions, please contact this office on (02) 6205 0033 (Monday to Friday 9:00am to 5:00pm) or email electionsstaffing@act.gov.au

Contact Officer: Elections Staffing (02) 6205 0033 electionsstaffing@act.gov.au

Election Project Officers

Administrative Services Officer Class 3-5 \$64,230- \$ 83,888, Canberra (PN: Various)

Gazetted: 31 January 2020

Closing Date: 31 March 2020

Elections ACT is seeking additional full-time temporary staff to assist in our preparations for the 2020 Legislative Assembly election.

Temporary election project roles will become available throughout the year and we encourage anyone interested in working for the ACT Electoral Commission during this exciting and dynamic time, to apply.

Elections ACT has the following roles available, on a full-time basis:

- Election Project Officers (ASO5 level) –one commencing in July and concluding in November 2020; and
- Four Election Project Officers (ASO3 level) – starting between April and July and concluding in November 2020.

Depending on employee suitability, interest and skillset, the election projects involved could range from election operations, corporate administration, communications or client relations.

The ACT Electoral Commission is committed to building a culturally diverse workforce and an inclusive workplace.

As part of this commitment we strongly encourage people from an Aboriginal and/or Torres Strait Islander background, or People with Disability, and those who identify as LGBTIQ to apply for any position.

As an electoral officer you will be required to perform duties on election and referendum days.

How to apply: We are seeking a one page maximum, expression of interest (EOI), stating the applicant's skill set, experience and detailing the applicant's interest in working for Elections ACT.

If your interest is only for one of the position levels or you would like to be considered for any position, please indicate this as part of the EOI.

EOIs should be emailed to electionsstaffing@act.gov.au.

If you wish to apply we ask that you also register to work for Elections ACT

at <https://form.act.gov.au/smartforms/landing.htm?formCode=1068>.

If you have any questions, please contact this office on (02) 6205 0033 (Monday to Friday 9:00am to 5:00pm) or email electionsstaffing@act.gov.au

Contact Officer: Elections Staffing (02) 6205 0033 electionsstaffing@act.gov.au

ACT Audit Office

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

Performance Audit

Senior Auditor - Performance Audit

Senior Auditor \$86,240 - \$105,023, Canberra (PN: 45816)

Gazetted: 30 January 2020

Closing Date: 17 February 2020

Details: The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team. As a Senior Auditor you will be responsible for assisting in the planning and implementation of performance audits and other reviews and investigations of the operations of ACT public sector entities. You should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting accountability in the public administration of the Australian Capital Territory. To achieve this the ACT Audit Office undertakes a range of activities which include conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must have high level spoken English. All ACT Audit Office employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence.

Note: A Selection Advisory Committee will conduct shortlisting and a selection process based on written applications and an interview. 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 asked to address the Key Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jonathan Brown (02) 6205 2438 jonathan.brown@act.gov.au

Performance Audit

Assistant Director, Performance Audit

Audit Manager \$110,805 - \$119,471, Canberra (PN: 42800)

Gazetted: 30 January 2020

Closing Date: 17 February 2020

Details: The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team. An Assistant Director has a reasonable level of autonomy and is responsible for planning performance audits, other reviews and investigations, managing stakeholder relationships and supporting performance audit colleagues. You should have an awareness of, and understanding and commitment to, the

values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting accountability in the public administration of the Australian Capital Territory. To achieve this the ACT Audit Office undertakes a range of activities which include conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must have high level spoken English. All ACT Audit Office employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence.

Note: A Selection Advisory Committee will conduct shortlisting and a selection process based on written applications and an interview. 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 asked to address the key Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact details for two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Laura Thomas (02) 6205 1187 laura.thomas@act.gov.au

ACT Health

Policy, Partnerships and Programs

Executive Branch Manager, Health Policy and Strategy

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1083)

Gazetted: 05 February 2020

Closing Date: 19 February 2020

Details: ACT Health Directorate is seeking a suitably qualified and experienced person to fill the role of Executive Branch Manager, Health Policy and Strategy within the Policy, Partnerships and Programs Division.

The Policy, Partnerships and Programs Division leads and coordinates all strategic policy and stakeholder engagement activities for ACT Health Directorate.

The position offers an excellent opportunity for the right candidate to lead a dynamic and multidisciplinary team to develop and implement local and national health policy to support the health of the ACT population. To be successful in this position will require a diverse skill set inclusive of an understanding of the responsibilities and accountabilities of this role, demonstrated capacity in developing policy in a complex environment, strategy and effective communication to foster and build strong partnerships across the ACT health system and the ACT Public Service.

You will have a strong focus on values-led leadership to develop and maintain a high-performance culture, with the ability to motivate and inspire a team to deliver on government priorities and commitments.

You will have a demonstrated track record of successfully leading and managing a team in a complex environment.

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

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

How to Apply: Interested candidates should submit an application addressing the ACT Public Service Executive Capabilities and a current curriculum vitae (including the contact details of two referees).

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Culhane (02) 5124 9392 michael.culhane@act.gov.au

**Office for Mental Health and Wellbeing
Lifespan Project Engagement Officer**

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 26947)

Gazetted: 31 January 2020

Closing Date: 14 February 2020

Details: The LifeSpan Project Officer role sits within the Office for Mental Health and Wellbeing and is focused on contributing to policy development and projects under the LifeSpan Integrated Suicide Prevention Framework that work towards reducing the incidence of suicide amongst Aboriginal and Torres Strait Islander peoples, through a range of health and wellbeing initiatives, funding agreements and relationship management.

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

Note: This is a temporary position available from March 2020 up until 30 June 2021. Selection may be based on application and referee reports only.

How to Apply: Please provide a written application against the Selection Criteria and a copy of your curriculum vitae, together with the contact details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Ros Garrity (02) 5124 9735 ros.garrity@act.gov.au

Health Systems, Policy and Research

Public Health, Protection and Regulation Health Protection Service Communicable Disease Control

Project Officer Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 45242)

Gazetted: 3 February 2020

Closing Date: 17 February 2020

Details: The Communicable Disease Control (CDC) Section at the Health Protection Service is seeking Expressions of Interest for a full-time Project Officer.

The CDC projects position is a temporary position responsible for providing project and administrative support to the CDC Section. The position works with the CDC Senior Director, and Unit Directors on documents and projects relating to CDC specific matters. This includes the review and preparation of policies, procedures, briefs, reports and other written material.

The successful applicant will be organised, an effective communicator (both written and oral), and have proven liaison and negotiation skills.

Eligibility/Other Requirements: Prior to commencement you will be required to undergo a National Police Check.

Note: This is a temporary position available from 6 March 2020 for a period of six months with the possibility of extension.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Vanessa Johnston (02) 5124 9455 vanessa.johnston@act.gov.au

Health Systems, Policy and Research

Preventive and Population Health

Health Promotion Project Officer Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 25152)

Gazetted: 30 January 2020

Closing Date: 17 February 2020

Details: We are a team of health promoters in the ACT Health Directorate. We are a passionate, dedicated bunch of humans who work really hard to create healthy environments in the ACT that promote good health and prevent chronic disease. We are great communicators and are excellent at fostering and building relationships with our government and non-government partners. We are a really supportive, fun group of people (if we do say so ourselves...) and we have an excellent opportunity for someone to join our awesome team!

You will support the planning, development and implementation of health promotion programs and initiatives, manage contracts, and coordinate/manage stakeholder activities and a bunch of other things which you can read about in the position description. 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 then hit that apply button! 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:

Be able to obtain a Working with Vulnerable People Card in accordance with the Working with Vulnerable People (Background Checking) Act 2011.

Desirable:

Tertiary qualifications in a relevant field.

Strong demonstrated experience in population health promotion, community development, social marketing, public health and/or related disciplines.

Note: This is a temporary position to cover maternity leave for a period of up to 12-months with the possibility of extension. Full time is preferred but part time will be considered. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a 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: Emma Nikolic (02) 5124 9534 emma.nikolic@act.gov.au

Calvary Health Care ACT (Public)

Medical

MAPU

Career Medical Officer

Career Med Officer 1.4 - 1.5 \$142,865 - \$158,871, Canberra (PN: LP7238)

Gazetted: 05 February 2020

Closing Date: 23 February 2020

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

Reference Number: 11422

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

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

Medical Imaging

Deputy Director of Medical Imaging

Health Professional 4 Year 2 Sonographer SEA \$114,855, Canberra (PN: LP7902)

Gazetted: 05 February 2020

Closing Date: 11 February 2020

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

Reference Number: 11554

Contact Officer: Kristine Lindner 02 6201 6141 Kristine.Lindner@calvary-act.com.au

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

Medical

Physiotherapy

Senior Emergency Department Physiotherapist

Health Professional 3.1 - 3.5 CP \$93,347- \$103,237, Canberra (PN: LP7039)

Gazetted: 05 February 2020

Closing Date: 23 February 2020

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

Reference Number: 11548

Contact Officer: Jeanie Weber 02 6201 6194 jeanie.weber@calvary-act.com.au

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

Medical

Pharmacy

Clinical Pharmacist

Health Professional 2.3-2.9 \$77,356 - \$93,488, Canberra (PN: LP7694)

Gazetted: 05 February 2020

Closing Date: 23 February 2020

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

Reference Number: 11559

Contact Officer: Sarah Smith sarah.smith@calvary-act.com.au

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

Peri-Operative Services

Peri-Operative Services Manager

Registered Nurse 4 Grade 3 \$139,701, Canberra (PN: LP7060)

Gazetted: 05 February 2020

Closing Date: 16 February 2020

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

Reference Number: 11558

Contact Officer: Fiona Carruthers 02 6201 6851 Fiona.Carruthers@calvary-act.com.au

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

Medical Imaging

Deputy Director of Medical Imaging

Medical Imaging 4 Year 2 SONOGRAPHER \$127,25, Canberra (PN: LP7902)

Gazetted: 04 February 2020

Closing Date: 11 February 2020

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

Reference Number: 11554

Contact Officer: Kristine Lindner 02 6201 6141 Kristine.Lindner@calvary-act.com.au

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

Health Information Services

Health Information Services Officer

Administration Service Officer 2.1 - 2.5 \$55,934 - \$62,598, Canberra (PN: LP8572)

Gazetted: 04 February 2020

Closing Date: 16 February 2020

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

Reference Number: 11214

Contact Officer: Maree Winbank (02) 6201 6260 maree.winbank@calvary-act.com.au

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

Maternity

Milk Room

Enrolled Nurse

Executive Level Enrolled nurse Level 1 \$61,658 - \$65,876, Canberra (PN: Expected)

Gazetted: 30 January 2020

Closing Date: 9 February 2020

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

Reference Number: 11476

Contact Officer: Janine McEwan (02) 6201 6036 Janine.McEwan@calvary-act.com.au

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

Maternity

Registered Midwife

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

Gazetted: 30 January 2020

Closing Date: 2 February 2020

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

Contact Officer: Jane Dedaecker (02) 6201 6306 Jane.Dedaecker@calvary-act.com.au Applications can be forwarded to: <https://calvarycareers.mercury.com.au>

Canberra Institute of Technology

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

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

Education and Training Services

Trade Skills

Construction

Administration Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 17195)

Gazetted: 30 January 2020

Closing Date: 6 February 2020

Details: Canberra Institute Technology (CIT) is seeking a fulltime person to perform the duties of Administration Officer within the Trade Skills Construction Department at its Bruce Campus.

The person will need a strong background in Customer service, High Risk training requirements, CIT LMS and student record keeping requirements, including maintaining and interrogating operational registers.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary, part-time position available immediately until 9 February 2021 with the possibility of permanency. This position is part-time at (25) hours per week and the full-time salary noted above will be pro-rata.

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

Applications should be submitted via the Apply Button now.

Contact Officer: Patricia Collins (02) 6205 5491 patricia.collins@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

Revenue Management

Policy and Objections

Business Support Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 42997)

Gazetted: 31 January 2020

Closing Date: 7 February 2020

Details: An opportunity exists for a highly skilled officer to apply for a position in the Objections and Policy section of the ACT Revenue Office. The duties include determining objections to ACT taxes, instructing the ACT Government Solicitor with respect to appeals in the ACAT and Supreme Court and providing advice on revenue policy.

Note: This is a temporary position available immediately until 31 July 2020. Selection may be based on application and referee reports only. 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: 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 Button now.

Contact Officer: Peter Cain (02) 6207 1413 peter.cain@act.gov.au

Workplace Safety and Industrial Relations

Injury Management Team

Senior Rehabilitation Case Manager

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 09382, several)

Gazetted: 04 February 2020

Closing Date: 16 February 2020

Details: If you have a genuine interest in helping people, a belief in the health benefits of good work and a desire to achieve return to work outcomes, then we'd like to hear from you. We are looking for a highly motivated, industrious professional who can communicate with influence, take a client-centric approach and tenaciously work with others to create options to overcome barriers and achieve outstanding rehabilitation and return to work outcomes. The position of Senior Rehabilitation Case Manager centres on the delivery of high quality and proactive rehabilitation and return to work services for the ACT Government. You will provide high-level support and assistance to employees and their workplaces when an employee sustains an injury or becomes ill in the workplace. You will need to demonstrate empathy, critical thinking and resilience, and have a proven record of exercising sound judgment and considered decision-making in complex and sensitive situations. You will have advanced skills in stakeholder engagement, as your ability to establish and maintain strong, productive relationships with internal and external stakeholders is essential. Sophisticated organisational capabilities are a must, as you will effectively manage priorities and meet tight deadlines, day to day. In return, you will be a part of a supportive, high-performing team in a positive and people-centred culture where continuous improvement and learning is encouraged and the contributions of all are valued.

Eligibility/Other Requirements: A qualification in allied health or previous work experience in an occupational rehabilitation role will be highly regarded.

Note: There are several temporary vacancies available for a period of six months with the possibility of permanency. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your curriculum vitae, contact details of two referees and a two-page written response to support your application. In your response, please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Samantha Foster (02) 6207 6893 samantha.foster@act.gov.au

Shared Services

Technology Services

Application Services Delivery

SharePoint Developer

Information Technology Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 41421)

Gazetted: 04 February 2020

Closing Date: 18 February 2020

Details: Do you have experience developing and supporting SharePoint-based solutions? Would you like to advance your technical skills through exposure to the latest collaboration and workflow tools? Are you driven to seek out opportunities for improvement? Shared Services ICT seeks an energetic, results-driven person to join a team of specialists responsible for the delivery of the ACT Government's SharePoint Service. This includes the provision of end-user support, the investigation and resolution of issues, and the completion of site development, maintenance and monitoring activities. The successful applicant will play a key role on a variety of projects

involving the implementation of innovative solutions using SharePoint Online, Office 365, Power Platform, and custom-developed code.

Note: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. An order of merit will be established from the selection process which may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. All enquiries regarding the role should be directed to the Contact Officer.

How to Apply: Please provide a personal pitch of no more than two pages providing examples of your achievements, experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description, your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Mark Mathieson (02) 6205 2335 mark.mathieson@act.gov.au

Access Canberra

Customer Coordination

Applications and Approvals

Customer Service Officer – Supervisor

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 14631, Several)

Gazetted: 31 January 2020

Closing Date: 7 February 2020

Details: The Application and Approvals Team within Access Canberra is seeking expressions of interest for our Supervisor positions. As a Supervisor you will ensure the team provides a high level of customer service to the ACT community. You will require excellent communication and people skills, including the ability to motivate and develop individuals and be committed to the goals of the Access Canberra's business plan for tomorrow.

Successful applicants will oversee and take responsibility for range of complex applications and will coordinate the work of our staff, who provide innovative, high quality customer services through the Access Canberra Environment Planning and Land and Building Services Shopfronts.

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

Eligibility/Other Requirements: This position does involve direct supervision of personnel.

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

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, curriculum vitae and the contact details of at least two referees. The written application should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Button now.

Contact Officer: Maria Wood (02) 6207 1632 maria.wood@act.gov.au

Shared Services

Commercial Services

Record Services

Systems Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 39216)

Gazetted: 03 February 2020

Closing Date: 10 February 2020

Details: Record Services is seeking a well organised and experienced HPE CM systems administrator to join our team. The successful applicant will have a sound knowledge of HPE CM reporting, structure and the ability to analyse data on a large scale. The role will require the occupant to manage and report on a number of data cleansing projects as well as day to day management of users both internal and external to Record Services.

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

How to Apply: Applicants should provide a current curriculum vitae and two page personal pitch with the Position Description in mind.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Construction and Utilities Branch

Construction and Worksafe Licensing

Licensing Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 11071, several)

Gazetted: 30 January 2020

Closing Date: 13 February 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.

The Section is made up of two teams, the Builder and Building Surveyor Licensing Team and the Occupations and Debt Management Team. We are currently looking for Licensing officers whose duty will be to undertake licence assessments, administer builder examinations and engage with industry, registered training organisations and compliance officers.

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

How to Apply: Please submit a one-page a pitch outlining why you're the best person for the job, along with your curriculum vitae and two reference.

Applications should be submitted via the Apply Button now.

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

Shared Services

Strategic HR and Corporate

Executive Assistant

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 31507)

Gazetted: 30 January 2020

Closing Date: 13 February 2020

Details: The Executive Branch Manager, Strategic Human Resources and Corporate within Shared Services in the ACT Government, is currently seeking an extraordinary organiser who is able to co-ordinate and manage all the activities in this busy HR office. The Executive Assistant is responsible for delivering professional and efficient administrative support to the Executive Branch Manager and the Branch.

This position will suit you if you are detail-focused, proactive, committed to running a well-organised executive office and to delivering quality customer service. You will excel in the role if you have a collaborative approach and are able to exercise sound judgement and discretion.

Previous experience as an Executive Assistant and some exposure to HR and Communications and Engagement will be highly regarded.

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

How to Apply: Please provide your curriculum vitae, contact details of two referees and a two-page written response to support your application. In your response, please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Izzie Gosling (02) 6205 2043 izzie.gosling@act.gov.au

Workforce Capability and Governance

Deputy Director-General, Workforce Capability and Governance

Workforce Capability and Governance

Executive Level 3.3 \$374,074 - \$389,348 depending on current superannuation arrangements, Canberra (PN: E812)

Gazetted: 31 January 2020

Closing Date: 16 February 2020

Develop and drive workforce policies and programs at a whole-of-government level

Unique, rewarding and career-defining opportunity

Key member of the executive leadership team

Package \$374k - \$389k

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service (ACTPS). It provides strategic advice and support to the Chief Minister, Ministers and Cabinet on policy, financial and economic matters, service delivery, whole of government and public service issues. Within CMTEDD, Workforce Capability and Governance is responsible for advising the Chief Minister, the Minister for Employment and Workplace and the Head of Service on policies, programs and initiatives that will underpin and enhance the workforce capability of the ACTPS.

In this pivotal senior role, you will work closely and collaboratively with all ACT Government Directors-General, agency heads and senior executives to ensure that the ACTPS is at the forefront of workforce policy and strategy development and acknowledged as a national leader in this field. You will also be expected to develop strong and enduring relationships with key stakeholders and provide support for the statutory offices of the Public Sector Standards Commissioner and the ACT Remuneration Tribunal.

To be a strong contender, you will need to have an outstanding record of achievement in strategic policy development and implementation, preferably gained in a complex, politically sensitive and operationally diverse public sector organisation. You will also have a good understanding of contemporary and emerging workforce capability and governance issues and an established record of ethical leadership and accountability in public administration. Your collegiate approach and well-honed leadership and stakeholder management skills will be complemented by an interpersonal style that engenders trust and respect.

Remuneration: The position attracts a remuneration package ranging from \$374,074 to \$389,348 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$305,472.

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: Before applying, please obtain selection documentation by emailing admin@ianhansen.com.au. If additional information is required, please contact Ian Hansen on 0408 306 769. Applications close on 16 February 2020.

Contact Officer: Ian Hansen 0408 306 769 admin@ianhansen.com.au

Communications and Engagement

Senior Director, Engagement

Senior Officer Grade A \$147,006, Canberra (PN: 31351)

Gazetted: 31 January 2020

Closing Date: 14 February 2020

Details: Come and join a team who are committed to ensuring the Canberra community is well informed and engaged on issues that matter to them. As the Senior Director, Engagement you will provide strategic leadership and direction that ensures our citizens are at the heart of important policies, programs and services. You will plan and prioritise the work of a hardworking multidisciplinary team that provides advice to Executives, Ministers and a

diverse range of business units. You will support the delivery of high-quality communications as well as community and stakeholder engagement projects. You will be strong collaborator who can manage a high performing team, always look for ways to improve, negotiate effectively with a range of stakeholders across government, the broader community and media. You will be well supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan. If you enjoy the challenge of a fast-paced and ever-changing environment, want to see the results of your work in the community, have extensive experience in both developing and implementing integrated communication and engagement strategies, including for both traditional and digital we would love to hear from you. 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 significant experience managing communications and engagement teams is preferred.

Note: The successful applicant will need to be available for occasional weekend and after-hours work, with access to recovery leave. The ability to work flexibly with some out of hours work is required. This position is located in an activity-based working (ABW) environment where staff do not have a designated workstation/desk.

How to Apply: Tell us how you can contribute your expertise and skills to lead this team in no more than two pages along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

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

Shared Services

Strategic HR and Corporate

Employee Relations

Senior Director, Employee Relations

Senior Officer Grade A \$147,006, Canberra (PN: 45758)

Gazetted: 31 January 2020

Closing Date: 17 February 2020

Details: Shared Services employs 950 people and provides strategic, technical, tactical and transactional support for ICT, finance, human resource and commercial services to ACT Government Directorates. Strategic HR and Corporate Branch provides advice and support to Shared Services business units in Human Resources and corporate management, with a focus on being a valued business partner. In this role, you will guide, advise and coach managers and executives through the wide variety of complex people-related matters that arise in the workforce. To succeed in the role, you will need to have extensive experience as an Employee Relations Manager, with expert knowledge and high-level skills in Industrial Relations/Employee Relations. A sound understanding of the ACT's employment framework will be highly regarded. You will be required to establish and maintain effective and diverse strategic business partnerships to ensure key outcomes. Our preferred candidate for this role must be resilient, flexible and able to demonstrate strong interpersonal skills and high-level influencing, leadership and organisation skills. Your expert written communications skills will be heavily relied on to ensure that all records and written communications are accurate and clear when communicating with executive, managers, staff and external bodies. Your sound judgement and ability to analyse and find solutions to complex problems will enable you to excel in this position.

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

Eligibility/Other Requirements: Tertiary qualifications or extensive experience in an industrial relations or human resources related discipline will be highly regarded.

Note: 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 provide your Resume, contact details of two Referees and a two-page written response to support your application. In your response, please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Al McLean (02) 6207 2260 al.mclean@act.gov.au

Corporate

Corporate Management

Ministerial and Executive Support

Director, Ministerial and Executive Support

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 45508)

Gazetted: 04 February 2020

Closing Date: 11 February 2020

Details: Chief Minister, Treasury and Economic Development (CMTEDD) Corporate is looking for a team lead for the Ministerial and Executive Support Team.

The team supports two functions:

Support to the ACT Executive, being the eight Ministers, their staff and office, which includes the provision of advice relating to the operation of the *Legislative Assembly Members Act*, the exercise of financial delegation on behalf of the Ministers' Offices, and the oversight of administrative tasks such as arrangements for domestic and international travel;

and the CMTEDD Ministerial team which provides traditional ministerial/correspondence, briefing and coordination activities, but also provides financial and budget management support to the Corporate Group, and through the use of HPE Content Manager (TRIM) drives the rollout of digital records management across the directorate, and strives to progress digital workflow and digital process improvement. The position requires strong attention to detail, a professional approach to stakeholder management, and a working knowledge of Total Records Information Management (TRIM). Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a two-page pitch outlining your experience and/or abilities against the requirements (professional/technical skills and knowledge; and behavioural capabilities) in relation to the stated duties outlined in the position description and your curriculum vitae with contact details for at least two referees.

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

Applications should be submitted via the Apply Now button below.

Corporate Management

Digital Strategy and Transformation

Senior Business Analyst/Service Designer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 41090)

Gazetted: 31 January 2020

Closing Date: 18 February 2020

Details: Are you looking to be a part of a team that is establishing itself as the change agents within Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and leading Digital and Strategic ICT transformation?

A team where you get to describe, challenge, pivot and design your ideas using modern toolkits and resources.

Work with data, create BI and analytics dashboards, facilitate ideas using Agile and Lean tools like Lean Canvas, Value stream mappings and M.O.S.T or bring your own.

As Senior Business Analyst/ Service Designer you:

Can research, understand and build digestible artefacts that illustrate business processes.

Consult with stakeholders to understand operating models to synthesise findings and translate them into current service blueprints.

Identifying pain points and opportunities to develop future service blueprints and

Have experience with running co-design workshops, gathering feedback and drawing useful insights.

If you are someone who is energetic, enterprising, enjoys building strong relationships and can manage work within a fast-paced environment then Digital Strategy and Transformation (DST) is the right place for you. It's an opportunity you will not want to miss.

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

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

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 two page response to the Selection Criteria setting out why you are the best person for the Senior Business Analyst/Service Designer role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christo Norman (02) 6205 9332 christo.norman@act.gov.au

Shared Services

Shared Services ICT

Technology Services

Senior O365 Specialist

Senior Information Technology Officer Grade C \$107,475 - \$115,687, Canberra (PN: 32968)

Gazetted: 05 February 2020

Closing Date: 19 February 2020

Details: Shared Services is on the journey of building the most modern, performance and resilient O365 offerings utilising market leading platforms such as Office 365 and Microsoft Azure. We are seeking an experienced engineer who possess strong technical and development expertise who has previously worked on O365 development and deployments, possess knowledge of enterprise applications and workloads, and has excellent communication skills to deliver a game changing O365 experience to the ACT Government directorates. The O365 specialist is required to provide direction and specialist knowledge in applying Cloud technologies to client business challenges, support technical resources within the team as well as prospective partners and stakeholders and provide feedback to Senior Management on the customer experience and gather feedback on new desired features and capabilities. Please review the Position Description for further details about the role and the capabilities required to perform the duties and responsibilities of the position.

Eligibility/Other Requirements:

The successful applicant will be required to provide high level technical support in the following products:

Office 365 Technologies – Power Apps, Power Automate, MS Teams, Power BI

Integrating on-premises Active Directory with Azure AD as well as AWS Identity and Access Management (IAM)

Microsoft Exchange with Email Archiving and/ or Exchange On-Line

Microsoft SharePoint (including SharePoint Online and OneDrive for Business)

Advanced skills in any of the following would also be advantageous:

Microsoft Windows Powershell / Powershell DSC

Azure / AWS Cloud Technologies and templating using JSON / YAML

Microsoft Server Operating Systems 2008/2008R2/2012/2012R2/2016/2019

VMware vSphere ESX including vCentre

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

How to Apply: Please submit a written response of up to three pages, contact details for at least two referees and a current curriculum vitae. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role

Applications should be submitted via the Apply Button now.

Contact Officer: Sara Bensley (02) 6207 5074 sara.bensley@act.gov.au

Access Canberra

Projects, Governance and Support

Accommodation and Business Services

Accommodation and Business Services Assistant Director

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 02124, expected vacancy)

Gazetted: 03 February 2020

Closing Date: 17 February 2020

Details: If you pride yourself on your ability to engage with change projects, enjoy working with people to achieve outcomes and relish the prospect of negotiating “win – win” outcomes, we’d love to hear from you.

Access Canberra has adopted Activity Based Working (ABW) and is looking for a capable Accommodation and Business Services Assistant Director who will be comfortable getting out and about, is willing to engage and collaborate with our teams- wherever they are working- and has the ability to adapt and respond to opportunities or issues as they arise. We are looking for a person who will engage genuinely with our teams, wants to “make things better”, is comfortable leading change and responds positively to challenges.

Access Canberra values highly committed problem solvers who take pride in getting things done.

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: Drivers licence essential.

Note: This is a temporary expected vacancy available for a period of 11 months with the possibility of extension.

This position is within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. The successful applicant will be required to work across multiple work locations

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 attached Position Description.

If this sounds like a role you could sink your teeth into, please submit a written application, of no more than two pages (though any jokes included in your application will be considered a bonus and not considered in the word count), responding to the two statements below, contact details of at least two referees and current curriculum vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Detail your greatest achievements in the last five years and how they relate to this position and its duties.

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

Shared Services ICT

ICT Strategic Business

ICT Commercial Services

Assistant Director, ICT Strategic Sourcing

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 46161)

Gazetted: 30 January 2020

Closing Date: 13 February 2020

Details: ICT Commercial Services procures and manages software and licensing which is key to ACT Government operations. The Section requires a self-starter with procurement and contract management experience, and an interest in ICT sourcing, to fulfil the role of Assistant Director, ICT Strategic Sourcing (Senior Officer Grade C).

The successful applicant will work with the Director, ICT Strategic Sourcing on oversight of the ACT Government's Oracle licensing arrangements. The ACT Government has recently entered into a Whole of Government arrangement with Oracle covering technical licensing. The ACT Government also currently utilizes several Oracle applications for key operational requirements. The Assistant Director, ICT Strategic Sourcing will co-ordinate an Oracle Governance Group and Territory Oracle Forum, and provide input to current planning around future ACT Government Oracle requirements.

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

Note: This is a temporary position available initially for six months, with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process, and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should respond with their curriculum vitae and a short (four pages) document addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Fietz (02) 6205 8050 geoff.fietz@act.gov.au

Shared Services

Payroll and HR Systems

HR Systems

Assistant Director, Test Team

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 16486)

Gazetted: 30 January 2020

Closing Date: 13 February 2020

Details: As a team leader of the HR Systems Test Team, you will manage the HRMS test environment, test processes and procedures, ensuring all HRMS system functionalities and interfaces are fully tested before deployment to the production environment.

This includes assisting the design and implementation of best practice payroll systems processes and the development of procedures to support these processes.

This position works closely with other team members in the HR Systems, Payroll, Data Reporting, Recruitment, Business Improvement and team leaders across the Human Resources network, Shared Service ICT and other directorates.

This position reports directly to the Senior Director, HR Systems.

Eligibility/Other Requirements:

Qualifications in a HR related discipline is desirable though not essential.

An understanding of software systems chris21 and HR21 would be advantageous.

Educational and professional qualifications checks may be undertaken prior to employment.

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

How to Apply: Please provide a response to the Position Description of no more than two pages, along with your curriculum vitae and referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruce James (02) 6205 1033 bruce.james@act.gov.au

Shared Services ICT

Technology Services Branch

Technical Service Delivery

Senior Sharepoint Administrator

Senior Information Technology Officer Grade C \$107,475 - \$115,687, Canberra (PN: 14318)

Gazetted: 30 January 2020

Closing Date: 13 February 2020

Details: Shared Services are seeking an appropriately skilled and experienced person to join our SharePoint team as a Senior SharePoint Administrator.

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: The successful applicant will be required to provide high level technical support in the following products:

SharePoint 2013 and above including SharePoint Online

SharePoint related infrastructure including IIS and SharePoint backups

Microsoft Teams and One Drive for Business

SharePoint-related third party tools

Advanced skills in any of the following would also be advantageous:

Microsoft Windows Powershell / Powershell DSC

Microsoft Windows Server and related infrastructure (DNS, WINS, DHCP, WSUS, NTFS)

Microsoft Server Operating Systems 2008/2008R2/2012/2012R2/2016

VMware vSphere ESX including vCentre

The successful applicant will be required to have or be able to attain a security clearance at the Baseline level.

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than three 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 Button now.

Contact Officer: Bruce Bull (02) 6207 3575 bruce.bull@act.gov.au

Community Services

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

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

Inclusion and Participation

Executive Branch Manager, Social and Community Inclusion

Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E1119)

Gazetted: 05 February 2020

Closing Date: 19 February 2020

Details: The Community Services Directorate are seeking a highly skilled individual to fill the role of Executive Branch Manager, Social and Community Inclusion within the Division of Inclusion and Participation.

Reporting to the Executive Group Manager, Inclusion and Participation, the Executive Branch Manager, Social and Community Inclusion will have oversight of six portfolios and will be responsible for the delivery of a significant number of grants programs and ensuring that Ministerial priorities are met. The portfolios also deliver on Commonwealth priorities and cross-jurisdictional priorities related to NDIA, Disability Reform, Veterans, Seniors, Women, Emergency Management and Countering Violent Extremism.

To be successful in this role you will demonstrate extensive experience in human services service delivery and program management and an understanding of the relationships between the Directorate, Government, portfolio Ministers and community agencies and peak bodies. A track record in and reputation in superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills is a must.

This is a significantly important role that engages across the community and provides the opportunity to truly make a difference across the ACT.

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

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

How to Apply: Please submit no more than two pages detailing your skills against the selection criteria and details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Murray (02) 6207 5046 christine.murray@act.gov.au

Office of the Director-General

Quality, Complaints and Regulation

Children and Young people Death Review Committee

Senior Research and Review Officer

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 31199)

Gazetted: 03 February 2020

Closing Date: 17 February 2020

Details: A long-term opportunity exists in Quality, Complaints and Regulation with the Children and Young People Death Review Committee.

The ACT Children and Young People Death Review Committee is an external independent statutory Committee established under the *Children and Young People Act 2008*. The Committee membership comprises the Chairperson and 12 members with expertise in the areas of psychology, paediatrics, epidemiology, child forensic medicine, public health administration, engineering and child safety products, working with Aboriginal and Torres Strait islander children and young people, a social worker and a police officer with experience in working with children and young people and families.

The Committee's functions include: establishing a Register of deaths of children and young people; identifying patterns and trends; and undertaking research that aims to help prevent or reduce the likelihood of deaths of children. The Committee may make recommendations about legislation, policies, practices and services, aimed at reducing the number of child deaths in the ACT. The Committee must report to the Minister for Community Services each year and must use its best endeavours to report to the Minister on the deaths of children and young people.

Under the direction of the Senior Director-Quality, Complaints and Regulation, and in consultation with the Committee, undertake research related to the deaths of children and young people included on the Committee's Register. The Senior Research and Review Officer will undertake a key role to enable the ACT Children and Young People Death Review Committee to carry out its functions according to the *Children and Young People Act 2008*. The Senior Research and Review Officer will, where determined by the Committee, coordinate, gather and collate information and prepare documentation concerning the death of a child or young person in the ACT and present the documentation to the Committee for consideration in carrying out its review function.

Eligibility/Other Requirements: Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline

At least 2 years' experience working with children, youth and/or families in a social work/case management role

Proficiency with Microsoft programs and client database applications

Current driver's licence

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

Note: This is a temporary position available immediately until 13 January 2023 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a (maximum) two-page pitch in response to the Position Description detailing how you are best suited to the role, including examples and a current curriculum vitae.

Applications should be submitted via the Apply Button now.

Contact Officer: Michelle Waterford (02) 6205 9104 michelle.waterford@act.gov.au

Cultural Facilities Corporation

Canberra Theatre

Ticketing

Manager, Canberra Ticketing

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 012 A)

Gazetted: 05 February 2020

Closing Date: 21 February 2020

Details: Are you passionate about customer service, worked in the private sector? Have proven success in leading a dynamic sales and call centre team? Understand the demands of business development and management of staff?

Canberra Theatre Centre's box office, Canberra Ticketing, sells tickets for over 200 events each year. Leading a dynamic team of full time and casual staff, you are passionate about customer service, excel at managing a team of staff, have private sector working experience and are keen to play a crucial role in the development of Canberra

Theatre Centre's ticketing business and contribute to Canberra Theatre Centre's success. You are skilled at process management, and care deeply about quality assurance. Tech savvy and analytical, you learn new systems quickly and understand the importance of fulfilment, customer service and data acquisition to Canberra Theatre Centre's marketing activities. Canberra Theatre Centre is an exciting place to exercise your managerial and customer service skills, if this ad sounds like you, it is guaranteed to be a rich and rewarding experience.

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

How to Apply: Please provide a two-page pitch demonstrating your experience and suitability to perform the role. Your pitch should include relevant examples that address the selection criteria set out in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mike Domigan 02 6243 5754 mike.domigan@act.gov.au

Education

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

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

School Performance and Improvement

North and Gungahlin Network

Harrison School

Student Services Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 33599)

Gazetted: 03 February 2020

Closing Date: 10 February 2020

Details: Harrison School is seeking a highly motivated person to undertake the position of Student Services Officer. Harrison School is a dynamic and complex Preschool to Year 10 School. This position involves an officer to provide students services and administrative support in Timetable solution, Sentral and Maze programs. The successful applicant will have proven excellence in customer service and demonstrated high level competence in time management, managing and prioritising administrative tasks and be highly proficient in the use of a variety of computer applications and able to work independently and collaboratively with staff.

Eligibility/Other Requirements: Prior to commencing in 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 until 30 June 2020 with possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Interest applicants are asked to provide a current curriculum vitae, and responses to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Debbie Carne (02) 6142 2200 Debbie.Carne@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Executive Assistant and Staffing Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 42711)

Gazetted: 30 January 2020

Closing Date: 13 February 2020

Details: Lanyon High School is seeking a highly experienced, energetic, organised and self-motivated officer to undertake the duties of Executive Assistant and Staffing Officer.

The successful applicant will work closely with the Principal, Business Manager and the school Executive team undertaking various administrative duties. The successful applicant will possess excellent organisational, communication and customer service skills and will have the ability to work independently within a dynamic work environment with competing demands. The successful applicant will effectively and accurately enter data, produce

records/reports and provide administrative support to staff. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible part of a collaborative administrative team.

Eligibility/Other Requirements:

An ASO4 is required to work during stand down periods between school terms to undertake duties as directed, for example, records management, program preparation. This will be subject to negotiation with the principal.

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

Willingness to undertake HASS program training in relation to complex healthcare procedures and tasks with 1 on 1 RN training and CIT targeted skill set outside working hours.

Desirable:

Certificate III or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services)

Knowledge of office practices and procedures.

Knowledge of Microsoft Office packages.

First Aid qualification.

Experience in a primary school environment.

Note: This is a temporary position available 28 April 2020 for a period of 6 months with the possibility of extension and/or permanency. 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.

Service Design and Delivery

Student Engagement

Network Student Engagement Team

Hearing Support Itinerant Teacher

Classroom Teacher \$71,113 - \$106,448, Canberra (PN: 07544, several)

Gazetted: 05 February 2020

Closing Date: 19 February 2020

Details: The Hearing Support Itinerant Teacher, under broad direction is responsible for supporting positive outcomes for students (P-12) who are Deaf/Hard of Hearing, by working in partnership with schools, families and community agencies. This work takes a student focused and evidence-based approach to support inclusive education in all ACT government schools.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*. **Highly Desirable:** Postgraduate qualifications (e.g. Master of Disability Studies (Deaf/Hard of Hearing); and/or experience in the field is desirable. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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. Flexible working arrangements will be considered.

How to Apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers. Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Applications should be submitted via the Apply Now button below.

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

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

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Administration and Enrolments Officer

School Assistant 4 \$65,487 - \$70,910, Canberra (PN: 38289)

Gazetted: 30 January 2020

Closing Date: 13 February 2020

Details: Lanyon High School is seeking a highly experienced, energetic, organised and self-motivated officer to undertake the duties of Administration and Enrolments Officer.

The successful applicant will work closely with the Business Manager undertaking various administrative duties.

The successful applicant will possess excellent organisational, communication and customer service skills and will

have the ability to work independently within a dynamic work environment with competing demands. The

successful applicant will effectively and accurately enter data, produce records/reports and provide administrative support to staff. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible part of a collaborative administrative team.

Eligibility/Other Requirements:

A School Assistant 4 is required to work six days during stand down periods between school terms to undertake duties as directed, for example, records management, program preparation. This will be subject to negotiation with the business manager.

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

Willingness to undertake HASS program training in relation to complex healthcare procedures and tasks with 1 on 1 RN training and CIT targeted skill set outside working hours.

Desirable:

Certificate III or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services)

Knowledge of office practices and procedures.

Knowledge of Microsoft Office packages.

First Aid qualification.

Experience in a high school environment.

Note: This temporary position commences 28 April 2020 and is available for a period of 6 months with the possibility of extension and/or permanency. 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.

Business Services

People and Performance

Workplace Relations

Director - Workplace Relations

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 36327)

Gazetted: 03 February 2020

Closing Date: 17 February 2020

Details: The Workplace Relations Team sits within People and Performance Branch and is responsible for Enterprise Bargaining and implementing ACT Public Service Enterprise Agreements for employees of the Education Directorate. The successful applicant will support Enterprise Agreement bargaining and implementation activities,

provision of advice to senior executive staff and managers and leadership of a results driven team with a focus on deliver of the Directorate's workplace relations agenda and broader Human Resource (HR) initiatives.

Eligibility/Other Requirements: Relevant tertiary qualifications, professional memberships relevant to HR and/or AHRI Professional Accreditation/Practicing Certificate are desirable.

How to Apply: Applications should provide a written response against the position Selection Criteria, current curriculum vitae and contact details for at least two referees including a current supervisor/manager.

Applications should be submitted via the Apply Button now.

Contact Officer: Alison Stott (02) 6205 9203 alison.stott@act.gov.au

Service Design and Delivery

Learning and Wellbeing Policy and Design

Learning and Teaching Policy and Service Design

Assistant Director - Financial Literacy

School Leader C \$122,856, Canberra (PN: 46584)

Gazetted: 04 February 2020

Closing Date: 18 February 2020

Details: The position will work closely with the Executive and key Branch stakeholders to develop and implement a range of materials relating to financial literacy in schools, including school banking. The position will be responsible for the design, development and promotion of targeted resources for teachers, students and the Directorate relating to financial literacy.

Eligibility/Other Requirements: Mandatory: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*. Highly Desirable: Qualifications and/or significant experience teaching maths, numeracy, or related disciplines.

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: Please submit your curriculum vitae, address to the teaching professional practices 1,2 and 3 only as outlined in the application package (maximum two pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Beer (02) 6207 7990 kylie.beer@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.

Service Design and Delivery

Universal School Support

Professional Learning Officer

School Leader C \$122,856, Canberra (PN: 46535)

Gazetted: 31 January 2020

Closing Date: 10 February 2020

Details: The Universal School Support Team is seeking a dynamic, innovative leader to fulfil the role of Professional Learning Officer. The successful applicant will work within a high achieving team delivering current Directorate objectives within the Positive Behaviour for Learning framework.

Eligibility/Other Requirements: The successful applicant must also have:

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

Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute, and;

Demonstrated high level writing and communication skills.

Note: This is a Temporary position available immediately until 27 January 2021, with the possibility of extension.

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: Please submit a 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 Now button below.

Contact Officer: Bronwyn Motion (02) 6207 1547 bronwyn.motion@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.

Business Services

Strategic Finance and Procurement

External Budgets and Reporting

Assistant Director External Budgets and Reporting

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 00292)

Gazetted: 05 February 2020

Closing Date: 12 February 2020

Details: The Strategic Finance Branch is looking for a highly motivated individual to take on a senior role within the team. The successful applicant will lead a small team responsible for financial reporting, analysis of data, budgeting and the provision of advice and support to the CFO. This is a broad role with exposure to all aspects of the strategic finance function.

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

Eligibility/Other Requirements: A degree from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Economics or Business is desirable.

Note: This is a temporary position available for six months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Applicants are required to submit three items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; and 3) the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Debra Narayan (02) 6205 5338 debra.narayan@act.gov.au

Business Services Division

Governance and Community Liaison Branch

Governance, Policy and Procedures

Assistant Director – Governance, Policy and Procedures

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 45326)

Gazetted: 31 January 2020

Closing Date: 14 February 2020

Details: The position is that of an Assistant Director, within the Education Directorate's Governance, Policy and Procedures team. The position will be responsible for the administration, management and where appropriate implementation of business process improvement activities in relation to: school board governance; delegations, appointments and authorisations under relevant legislation; agreements and MoUs, including a new framework and register; and the development of policies and procedures to support schools and the Education Support Office.

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

How to Apply: Please provide a two page written response addressing the Selection Criteria, together with updated curriculum vitae and details of two referee contacts.

Applications should be submitted via the Apply Button now.

Contact Officer: Anne Siripol (02) 6205 9151 Anne.SIRIPOL@act.gov.au

Environment, Planning and Sustainable Development

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

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

Planning Delivery

Merit Assessment and Deed Management

Development Assessment Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 14878, several expected vacancies)

Gazetted: 05 February 2020

Closing Date: 28 February 2020

Details: The Planning Delivery Division (Development Assessment) is responsible for a wide range of activities associated with the delivery of development outcomes in the ACT, including:

Assessing and determining development applications (DA's) for development proposals including mixed use, commercial, and single dwellings.

Administering the exemption declaration process (minor approvals for single dwelling homes)

Assisting the ACT Administrative and Appeal Tribunal in its review of decisions.

Assisting and providing advice to development proponents, community and industry on development matters through pre-application meetings and the customer service centre.

The Development Assessment team is seeking motivated and enthusiastic people to assist with a range of functions relating to development assessment and development outcomes. The position requires experience or the ability to undertake development assessments, strong analytical skills, high level communication skills and a strong focus on working with the development industry, community, agencies and other ACT Government directorates.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Minh Pham (02) 6207 8684 minh.pham@act.gov.au

Planning Delivery

Administration/Assessment Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 00289, several)

Gazetted: 05 February 2020

Closing Date: 21 February 2020

Details: Are you interested in the development of Canberra and the framework the Territory was built on?

Can you independently manage workloads, meet deadlines and work within a small team?

Do you thrive in a varied and stimulating workplace?

If so, then this job is for you.

As part of the Development Assessment and/or Leasing Services team you will liaise with many Directorates within the ACT Government and stakeholders of the Territory in determining applications and providing advice to external stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

Applications should be submitted via the Apply Button now.

Contact Officer: Karen Walker (02) 6207 7257 karen.walker@act.gov.au

Planning Delivery

Merit Assessment and Deed Management

Development Assessment Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 15952, several expected Vacancy)

Gazetted: 05 February 2020

Closing Date: 26 February 2020

Details: The Planning Delivery Division (Development Assessment) is responsible for a wide range of activities associated with the delivery of development outcomes in the ACT, including:

processing, assessing and determining development applications (DA's) for development proposals including mixed use, commercial, and single dwellings.

administering the exemption declaration process (minor approvals for single dwelling homes)

assisting and providing advice to development proponents, community and industry on development matters through pre-application meetings and the customer service centre.

assisting the ACT Administrative and Appeal Tribunal in its review of decisions

The Development Assessment team is seeking motivated and enthusiastic people to assist with a range of functions relating to development assessment and development outcomes. You will have a keen interest in planning and development, an ability to undertake assessments, high level communication skills, and enjoy assisting the community and industry.

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

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

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

Applications should be submitted via the Apply Button now.

Contact Officer: Lydia Stone (02) 6207 4061 lydia.stone@act.gov.au

Planning Delivery

Administration/Assessment Officer

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 10447, several)

Gazetted: 05 February 2020

Closing Date: 21 February 2020

Details: Are you interested in the development of Canberra and the framework the Territory was built on?

Can you independently manage workloads, meet deadlines and work within a small team?

Do you thrive in a varied and stimulating workplace?

If so, then this job is for you.

As part of the Development Assessment and/or Leasing Services team you will liaise with many Directorates within the ACT Government and stakeholders of the Territory in determining applications and providing advice to external stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

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

Applications should be submitted via the Apply Button now.

Contact Officer: Karen Walker (02) 6207 7257 karen.walker@act.gov.au

Planning Delivery

Office of Surveyor-General and Land Information

GIS Mapping Officer

Technical Officer Level 2 \$63,365 - \$72,560, Canberra (PN: 13617)

Gazetted: 31 January 2020

Closing Date: 18 February 2020

Details: We are seeking a motivated self-driven person to work in a small team focussed on delivering high quality and timely GIS and mapping services to underpin ACT Government initiatives and programs.

The successful applicant will gain a diverse range of experience in historical research, perform spatial and placenames data entry and assist with the maintenance of the ACT's Placenames Database.

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: Diploma in Spatial Information from an accredited TAFE institution and experience with ESRI ArcMap/ArcGIS products.

Note: This position is part-time at (18) hours per week and the full-time salary noted above will be pro-rata.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Ledwidge (02) 6205 0083 greg.ledwidge@act.gov.au

Office of the DDG, Sustainability and the Built Environment

Executive Officer to Deputy Director-General, Sustainability and the Built Environment

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 39350)

Gazetted: 31 January 2020

Closing Date: 7 February 2020

Details: Want a place on centre stage? Enjoy a good mic drop?

The Deputy Director-General, Sustainability and the Built Environment is responsible for Urban Renewal, Planning Delivery, Climate Change and the Sustainability of our growing city, so he needs an Executive Officer who can write a good brief, define the real issue and tell a quick joke – all at the same time.

You'll need to think outside the box, on your feet, and have the confidence to be candid in your advice when asked.

Project work and an eye for detail are what's in the box in this gem of a job.

Note: This is a temporary position available from 2 March 2020 until 26 February 2021. 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: If you're motivated, curious and full of creative ideas, throw us a pitch on one page about why you think you're 'it'. Please provide a curriculum vitae and a one page pitch.

Applications should be submitted via the Apply Button now.

Contact Officer: Geoffrey Rutledge (02) 6207 5001 geoffrey.rutledge@act.gov.au

Chief Operating Officer

Finance, Information and Assets

Strategic Finance

Assistant Director, Asset Reporting & Cost Accounting

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 16618)

Gazetted: 30 January 2020

Closing Date: 20 February 2020

Details: Have you ever thought, asset accounting, now there's a capital idea? Then have we got the job for you! The Strategic Finance Team within (Environment, Planning and Sustainable Development) EPSDD is seeking applications from suitably qualified and experienced accounting professionals to take up the role of Asset and Capital Works Manager.

This is a permanent role, responsible for the management of financial information associated with the Directorate's property, plant and equipment and biological assets, worth in excess of \$315 million. The position is also responsible for coordinating the Directorate's reporting obligations against its \$350 million capital works program.

To be successful in this role you will possess a sound understanding of the financial management framework within which the ACT Government operates including the various standards relevant to assets accounting or have a demonstrated capacity for quickly acquiring this knowledge. You will be an organised self-starter with the ability to focus on the details while keeping sight of the bigger picture and have a proven track record of ensuring high quality customer service while delivering competing priorities within specified timeframes.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or a related field and CA/CPA qualification or progress towards same is highly desirable. Experience working with TM1 and the ACT Government's Oracle financial management information system is highly desirable. Experience working with ACT *Capital Framework* is highly desirable.

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

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

Applications should be submitted via the Apply Button now.

Contact Officer: Thao Le (02) 6207 3042 thao.le@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Executive Services

Ministerial Support Unit

Senior Policy Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 11209)

Gazetted: 30 January 2020

Closing Date: 13 February 2020

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of Senior Policy Officer (ASO6), in the Ministerial Support Unit.

The successful applicant will interpret and analyse legislation, policy and practices to create insightful and intelligible documents suited to the audience at a high-level. Display critical thinking to analyse issues pertinent to Corrective Services and make governmental linkages to provide well rounded advice to the Executive and Minister. Develop and maintain networks across government and other stakeholders to elicit support, involvement and knowledges relevant to and impacting corrective services.

The successful applicant should have a good knowledge of the functions of the ACT Government and be able to write to a high standard. You should also possess well developed organisational skills, a demonstrated ability to turn work around quickly and be willing to work as part of a team.

Eligibility/Other Requirements:

A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government processes is desirable.

Relevant tertiary qualifications in a relevant field, e.g. Law, Criminology, Social Sciences, or working towards such a qualification, would be an advantage.

The successful candidate may be required to undergo a National police check and Medical check.

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

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

Applications should be submitted via the Apply Button now.

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

ACT Corrective Services

Executive Support and Governance

Victim Liaison Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 45892)

Gazetted: 30 January 2020

Closing Date: 6 February 2020

Details: An opportunity exists within ACT Corrective Services to gain experience working with the victims of crime.

The role of The ACT Victim Liaison Officer requires filling for a period of up to 12 months while the nominal occupant is assisting another agency on a temporary arrangement.

The ACT Victim Liaison Officer is a stand-alone position that sits within the Sentence Administration Board Secretariat and reports to the Director of that area.

The ACT Victim Liaison Officer is required to maintain the ACT Victims Register in accordance with legislative requirements and ensure registered victims are provided with accurate and appropriate information and the opportunity to make submissions concerning parole and unescorted leave from custody in a timely manner.

In addition, the successful candidate will be required to address the concerns of victims of crime in a sympathetic, constructive and reassuring manner. The Victims Liaison Officer is also required to provide guidance and support to internal and external stakeholders to uphold the rights and dignity of victims.

The ACT Victim Liaison Officer is required to analyse information, undertake research, liaise with agencies including the Sentence Administration Board and prepare reports, submissions, policy advice and correspondence in relation to victims' issues.

The position requires a person with an ability to interpret relevant legislation, strong analytic skills and well developed interpersonal and communication skills who can keep a clear focus while dealing with distressing case material.

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:

Eligible applicants will be subject to 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.

A background in community services and or victim liaison would be advantageous.

Note: This is a temporary position available immediately for up to 12 months.

How to Apply: Applicants are required to submit three items: 1) a one to two page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; 2) a current curriculum vitae; and 3) the names and contact details of two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Tina Nicholls (02) 6205 4605 tina.nicholls@act.gov.au

ACT Corrective Services

Custodial Operations

Detainee Services

Detainee Employment Officer

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 14764)

Gazetted: 31 January 2020

Closing Date: 14 February 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious individuals to join the Detainee Services Unit as the Detainee Employment Officer at the Alexander Maconochie Centre (AMC).

Under the general direction of the Senior Detainee Employment Officer, the successful applicant will liaise directly with detainees at the AMC and contribute to the implementation, induction, facilitation, registration and overall management of AMC detainee based employment. This position may involve direct supervision of employment staff.

The successful applicant will be expected to demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders. They will also possess excellent time management skills and a demonstrated ability to manage personal work priorities. Further to this, you will prepare documentation and reports to a range of stakeholders and other bodies as required.

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

Eligibility/Other Requirements:

A current driver's licence is essential.

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

Applicants may be required to undertake psychological aptitude testing as part of the assessment process

The successful candidate will be required to undergo a National police check.

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, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager); and (4) a copy of your current driver's licence. Please ensure you submit all four items

Applications should be submitted via the Apply Button now.

Contact Officer: Cameron Watling (02) 6205 1094 cameron.watling@act.gov.au

Public Trustee and Guardian

Financial Management Services Unit

Client Services Officer - Personal Financial Management

Administrative Services Officer Class 4 \$71,309 - \$77,212, Canberra (PN: 43735)

Gazetted: 05 February 2020

Closing Date: 19 February 2020

Details: The Public Trustee and Guardian has an expected vacancy for a motivated and well-organised Client Services Officer in the Financial Management Services Unit. The position forms part of a close-knit and supportive team in a very busy work unit, whose job is to undertake the administration of financial matters for adults who have impaired decision-making ability.

If you are looking for a dynamic role working in a unique environment, then we would like to hear from you.

Please tell us about your experience and skills and how they apply to this position as outlined in the position description, taking note of the capabilities outlined under 'What You Require'. Whilst qualifications or experience directly relating to finance or accountancy may be of benefit, it is not essential. We are looking for someone who is

sensitive to and understands the characteristics of our client base and associated support agencies and service providers.

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: 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 written applications and referee reports only.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the position overview, knowledge and capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Jodie Petersen (02) 6207 9800 jodie.petersen@act.gov.au

Courts and Tribunal

Sheriff's Office

Sheriff's Assistant

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 24524)

Gazetted: 05 February 2020

Closing Date: 19 February 2020

Details: ACT Courts and Tribunal is seeking a proactive and enthusiastic Sheriff's Assistant. This position will start immediately. The Sheriff's Assistants engage with high level stakeholders, including judiciary and legal practitioners to manage a range of operational functions and services for the ACT Law Courts and Tribunals. The Sheriff's Office is seeking a motivated person who possesses excellent interpersonal and communication skills.

The role has responsibility for:

Undertaking court orderly duties within the Courts,

Preparation of Court rooms and jury rooms for hearings and managing exhibits,

Providing support and guidance to jury panels placed in your charge,

Executing and service of court process and preparation of correspondence and reports including updating and maintaining relevant databases,

Operation of court-based technology (remote witness equipment, radios, audio visual systems),

Providing assistance and information to members of the legal profession and the public,

Conducting tours and lectures for schools and members of the public, and

Assist in maintaining the safety and security of ACT Courts and Tribunal premises.

The ACT Courts and Tribunal supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. If you require any further information please contact the Contact Officer.

Eligibility/Other Requirements: Sheriff's Assistants are required to wear a uniform and conform to dress code and personal appearance guidelines. The occupant of this position is required to hold a current driver's licence.

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

How to Apply: Please submit a written application of no more than two pages, answering the following questions:

1. What motivates you to work within the Sheriff's Office?

2. Please provide an example of when you excelled at client services.

The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description. You will also need to provide a current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Button now.

Contact Officer: Simone Peisker (02) 6207 0355 simone.peisker@courts.act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Reintegration - Throughcare

Director, Reintegration

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 30868)

Gazetted: 03 February 2020

Closing Date: 17 February 2020

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Manager, Reintegration (SOGB), in the Programs and Reintegration Unit. This will be a challenging and rewarding position that includes extensive stakeholder engagement and community involvement.

The successful applicant will be responsible for managing the reintegrated elements of the Programs and Reintegration unit, including the Extended Throughcare Program, the Transitional Release Program and program activities within the Transitional Release Centre – focussed on supporting successful community reintegration of detainees and offenders managed by ACTCS. Further to this, you will be responsible for implementing and promoting strategies to enhance opportunities for detainee employment upon release and providing management and support to operational units, ensuring a positive approach to enhancing reintegrated activities.

In addition, you will manage new projects and ongoing initiatives including the implementation and periodic review of policies, procedures, contracts, agreements and services and coordinate the implementation of quality assurance measures, compliance monitoring and risk management practices.

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

Eligibility/Other Requirements:

Experience in liaison and negotiation with the public, private and not for profit sector is essential.

Demonstrated experience and/or willingness to work with offenders and detainees is essential

Relevant tertiary qualifications and/or equivalent correctional experience are desirable;

A current driver's licence is required.

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

Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is required.

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

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

Applications should be submitted via the Apply Button now.

Contact Officer: Robyn Henderson (02) 6205 0417 robyn.henderson@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

Strategic Policy and Customer

Policy and Legislative Solutions

Senior Director

Senior Officer Grade A \$147,006, Canberra (PN: 40561)

Gazetted: 03 February 2020

Closing Date: 17 February 2020

Details: Strategic Policy and Customer branch is responsible for strategic policy development and implementing innovative programs to deliver services and information to the Canberra Community. The Policy and Legislative Solutions (PLS) team is responsible for leading a program of legislative and policy reform.

If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex challenges and co-designing innovative solutions, then this role could be for you.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours.

As the Senior Director for PLS, you will be a highly motivated, goal-oriented leader with the proven ability to set a strong direction and achieve results. We are looking for a person who:

Has a passion leading multidisciplinary teams to solve complex, multifaceted problems that may be difficult to define.

Is always looking for ways to accelerate projects and broaden their impact across the workplace.

Drives business development and continuous improvement to meet emerging trends in customer experience and technology.

Is highly articulate and credible at all levels of the organisation and across and outside government.

As a senior leader within (Transport, Canberra and City Services) TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

Eligibility/Other Requirements: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Demonstrated ability to lead a high performing team to be engaged, outcome focused and responsive to stakeholder needs in an environment with competing priorities and tight deadlines.

Highly developed written and oral communication skills with a demonstrated ability to convey complex matters in a clear and concise manner to executives and Government, exercising a high degree of judgement

Demonstrated high level ability and experience in developing and implementing policy and legislative reform in a public sector environment.

High-level liaison, representation and negotiation skills including the ability to coordinate and drive cooperation and collaboration within the Directorate and across government, at all levels.

Understanding of public service values covering ethical standards and a demonstrated commitment to workplace respect, equity and diversity, and workplace health and safety principles and practice.

Must be a permanent resident of Australia.

Relevant tertiary qualifications (such as management, leadership, policy, or legal) or other qualifications and technical experience deemed equivalent.

How to Apply: Applicants are to address the Selection Criteria with a maximum word limit of 350 words per criteria. Applicants are to provide a current curriculum vitae, including two professional referees.

Applications should be submitted via the Apply Button now.

Contact Officer: John Bowdery (02) 6207 8467 john.bowdery@act.gov.au

Office of the Director General

Communications

Senior Director Engagement

Senior Officer Grade A \$147,006, Canberra (PN: 45612)

Gazetted: 31 January 2020

Closing Date: 14 February 2020

Details: Under broad direction of the Senior Executive you will lead a multidisciplinary team responsible for strategic communications and engagement. You will work collaboratively with the Content team and will advise and support directorate executives and Ministers offices to inform and engage the Canberra community.

You will forward plan, prioritise and horizon scan to identify risks and emerging issues, and will:

Design and implement an annual directorate Communications and Engagement Plan and Budget, in collaboration with the senior executive, relevant policy directorates, and Ministers.

Provide strategic communications and engagement advice to Executives and Ministers.

Work collaboratively across the organisation and broader ACT Public Service, to ensure engagement is embedded in project development and implementation.

Deliver meaningful, high-quality communications, community and stakeholder engagements to support major projects— notably transport related projects including public transport network updates, strategies and the introduction of new infrastructure and technologies.

Ensure all significant communications and engagement programs are evaluated to demonstrate impact and return-on-investment spend and support and participate in best practice communications and engagement response at the Public Information Coordination Centre (PICC) in times of a Territory emergency.

Support and prioritise positive team culture, growth and development to support career development and manage a multidisciplinary team, including supervising staff, mentoring and managing workloads.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour. Consistent with the ACTPS Respect Equity and Diversity framework.

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

Note: The successful applicant will need to be available for occasional weekend and after-hours work, with access to recovery leave. The ability to work flexibly with some out of hours work is required. This position will be moving to a new workplace designated for Activity Based Working (ABW) in 2020.

How to Apply: In a two-page pitch, please address the following criteria, relevant to the duties:

Has extensive experience in audience and insights driven strategic communications and engagement.

Demonstrated ability to liaise and negotiate effectively with a range of internal and external stakeholders such as ministerial and executive staff, stakeholders, contractors and media.

Demonstrated high work ethic, ability to meet deadlines under limited supervision, exercise initiative in a complex and dynamic work environment, and lead a team to work under pressure.

Demonstrated experience in developing and implementing high quality integrated communication strategies and responses, including traditional and digital tactics.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Virtue (02) 6205 0312 geoff.virtue@act.gov.au

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

City Services

Infrastructure Delivery

Director, Program Reporting and Finance

Senior Professional Officer Grade A \$147,006, Canberra (PN: 33794)

Gazetted: 30 January 2020

Closing Date: 6 February 2020

Details: The Director, Program Reporting and Finance is responsible for the Infrastructure Delivery Program reporting and financial management of the capital works program for Infrastructure Delivery. The role is responsible for ensuring funding allocations for all Infrastructure Delivery capital projects and subsequent contracts and invoicing is within the appropriation as set by ACT Budgets. The role will lead the delivery of capital works reporting for the team, and ensure correct accounting treatments for expense and capital outcomes and warrant compliance with relevant policies, codes, regulations and legislation.

Eligibility/Other Requirements: A minimum of five years' experience in budgets and project management. Tertiary qualifications in accounting is essential.

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

How to Apply: Applicants should address the numbered Selection Criteria and limit responses to one A4 page (maximum) against each of the Selection Criteria. Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

Applications should be submitted via the Apply Button now.

Contact Officer: Jeremy Smith (02) 6207 2738 jeremy.smith@act.gov.au

Suburban Land Agency

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

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

Finance

Finance Management

Director, Financial Reporting and Budgets

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 15186)

Gazetted: 30 January 2020

Closing Date: 13 February 2020

Details: An exciting opportunity has become available within one of the ACT Government's most exciting agencies. This diverse role offers a unique opportunity to work in a hybrid commercial and government setting. The Suburban Land Agency is looking for a finance professional who enjoys a fast paced, dynamic environment to join the Finance, Systems and Valuations team.

To succeed in this role you will have a relevant degree and CPA/CA qualified, with experience in internal and external budgeting and financial management, incorporating statement of intent, financial reporting, annual financial statements including notes and statement of performance. If you are a confident professional who is capable of leading and influencing others and thrives on challenges, we would like to hear from you.

Eligibility/Other Requirements: Degree qualified in a related field and completion or substantial progression towards full membership of CPA Australia or Chartered Accountants Australia and New Zealand is mandatory.

Note: This is a temporary position available for 6 months with the possibility of extension up to 12 months.

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

How to Apply: Please submit a "two page pitch" (maximum 1,200 words), outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role aligned with the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Button now.

Contact Officer: Lauren Callaghan (02) 6207 6872 lauren.callaghan@act.gov.au

Canberra Health Services

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

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

Clinical Services

Medicine

Respiratory Outpatients

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22181)

Gazetted: 06 February 2020

Closing Date: 19 February 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

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

The Department of Respiratory and Sleep Medicine (DRSM) operates from the Canberra Hospital campus. The team provide nursing services to both inpatient and outpatient with varied Respiratory conditions, such as Tuberculosis (TB) case management, TB screening, COPD management, Asthma Education and care of adult patients with Cystic Fibrosis. The CNC will play a crucial role in the day-to-day coordination of the unit, have an advanced knowledge of medical nursing and be responsible for clinical nursing support, operational management and strong leadership.

The successful applicant will have advanced clinical skills, experience in managing systems of clinical governance, leading quality improvement and participating in research and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service.

Eligibility/Other Requirements:

Mandatory:

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

Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage.

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).

Hold a current driver's licence.

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

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

Contact Officer: Margaret McManus (02) 5124 5164 margaret.mcmanus@act.gov.au

Clinical Services

Chief Operating Officer

Territory Wide Surgical Services

Assistant Director of Nursing, Territory Wide Surgical Services

Registered Nurse Level 4.1 \$122,360, Canberra (PN: 33235)

Gazetted: 06 February 2020

Closing Date: 14 February 2020

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:

The Assistant Director of Nursing (ADON) Territory Wide Surgical Services holds a senior nursing leadership position within the Clinical Operations Division. The ADON manages Territory Wide Surgical Services, which includes the Central Waiting List. The ADON is responsible with the Senior Manager for the physical, fiscal and human resources and the provision of a patient centred approach to ensure timely access to surgery and other services as required.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Post graduate qualifications in advanced nursing or 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: Kellie Lang (02) 5124 9044 kellie.lang@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drugs Services

Adult Mental Health Services

Discharge Liaison Nurse, Adult Mental Health Services

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 42415)

Gazetted: 06 February 2020

Closing Date: 21 February 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:

The Discharge Liaison Nurse is a key position in the Adult Mental Health Unit responsible for ensuring that a person's discharge plan is coordinated and communicated across all appropriate service professionals, carers, significant others and the person concerned.

The Adult Mental Health Unit is part of the Adult Acute Mental Health Services and can accommodate up to 40 people with a range of acute mental health conditions and disorders.

Discharge planning commences at the point of admission and identifies with the treating team what is required to promote a safe and timely discharge for the person. Planning for discharge will be structured around the person's Estimated Discharge Date (EDD). The DLN role is responsible for ensuring that the EDD is recorded, accurate, and

meaningful and updated when required. Any variations to planned discharge, including barriers to discharge are communicated to other health professionals and alternatives to treatment, care and discharge planning is discussed and implemented. The position will work as part of the multi-disciplinary team to deliver quality person-centred care within a recovery framework and improve the person's experience of mental health services and improve patient flow across the whole of health service.

Eligibility/Other Requirements:

Mandatory:

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

Tertiary qualifications or equivalent in nursing and eligibility for membership of the appropriate professional organization.

A minimum of two years' experience as a Registered Nurse

Desirable:

Experience working within a mental health inpatient setting or an environment where the care of people with mental health needs or problems are addressed within a recovery oriented framework.

Experience working in a Discharge Liaison role in a similar environment

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Monique Fielder (02) 5124 5452 monique.t.fielder@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Ambulatory Services

Team Leader, Outpatients, Ambulatory Care Support Services

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 25312)

Gazetted: 06 February 2020

Closing Date: 12 February 2020

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

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

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

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

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

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

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

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

Overview of the work area and position:

The Outpatient Department (OPD) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS) and provides clinic based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including: neurology, neurosurgery, and endocrinology, general medicine, rheumatology dermatology, infectious diseases orthopaedics, plastics, vascular, urology, ear nose and throat and oral and maxillofacial. The RN2 team leaders in the Outpatients have a primary focus on one or more specialties but are expected to deliver flexible care across the department as necessary. The primary speciality focus for this position is the plastics service.

Eligibility/Other Requirements:

Mandatory:

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

Desirable

Tertiary qualifications (or equivalent) in advanced nursing in plastics, wound care or 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).

Contact Officer: Anne Douglas (02) 5124 4019 anne.douglas@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical Development Nurse - Custodial Health

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 28459)

Gazetted: 06 February 2020

Closing Date: 21 February 2020

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

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

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

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

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

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

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

Overview of the work area and position:

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

In this role you will be required to work at various JHS sites and provide a thorough orientation schedule, clinical and professional support, feedback and guidance to all JHS registered and enrolled nurses. It is expected that you will provide one on one teaching, clinical support, ongoing evaluation and feedback for JHS Nurses across a diversity of clinical areas within ACT Health – JHS

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

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

The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Post graduate qualifications in education or clinical teaching

Demonstrated experience in a custodial health or primary health setting and experience in a leadership or education role.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Clinical Services

Medicine

Renal

Clinical Development Nurse Renal

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 27012)

Gazetted: 06 February 2020

Closing Date: 13 February 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:

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

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

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

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

Overview of the work area and position

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

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. Ward 4BRN is a 20 bedded inpatient ward for renal and general medical patients. The ward provides care for patients with multiple co morbidities e.g. acute and chronic renal failure, PD peritonitis, formation of AV Fistulas and loops, insertions of tenckhoff catheters, respiratory, immunology and cardiac issues. The Renal Network has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care.

The 4BRN Clinical Development Nurse will be required to work predominantly on the ward but also assist across the service in educating the staff of the ACT Renal Network. The position is based at the Canberra Hospital in the ACT and reports to the appropriate Clinical Nurse Consultant

Eligibility/Other Requirements:

Mandatory:

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

Current driver's licence.

Desirable:

Post graduate studies relevant to the speciality field

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

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

Contact Officer: Tracy Garratt (02) 5124 2938 tracy.garratt@act.gov.au

Clinical Services Critical Care

Emergency Department

Registered Nurse Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 17587, several)

Gazetted: 6 February 2020

Closing Date: 20 February 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

Canberra Hospital's ED is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. The ED is a 73 bed unit with both acute and non-acute services. ED is patient centred department and provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries.

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within Canberra Health Services. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

(a) A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field,
or

(b) A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

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: These are temporary positions available for a period of 12 months with the possibility of permanency

Contact Officer: Victoria Clarke (02) 5124 3753 victoria.c.clarke@act.gov.au

People and Culture

Work Health and Safety

Assistant Director Occupational Violence Strategy Senior Project Officer

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: P41952)

Gazetted: 6 February 2020

Closing Date: 20 February 2020

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The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Overview of the work area and position:

The Work Health Safety Unit provides strategic leadership, advice and effective coordination and implementation of work health safety (WHS) management strategies, frameworks and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist Canberra Health Services to become a safe and accountable healthcare environment.

Canberra Health Services staff, people who use our services and visitors have the right to feel safe and be safe in Canberra Health Services workplaces.

The purpose of this role is to implement the CHS Occupational Violence Strategy to support the prevention and management of occupational violence that occurs in a variety of work settings across Canberra Health Services.

Eligibility/Other Requirements:

Mandatory:

- Must hold a current driver's licence.

Highly Desirable:

- Formal qualifications in WHS or Healthcare and/or substantial experience in a large and complex organisation will be highly regarded.
- Experience in the use of project management strategies to deliver on objectives.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Daniel Guthrie (02) 5124 9544 daniel.guthrie@act.gov.au

Clinical Services

Medicine

Renal

Renal Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29935)

Gazetted: 06 February 2020

Closing Date: 13 February 2020

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

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

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

Overview of the work area and position:

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

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

The Renal Clinical Development Nurse will be required to work across the service to assist in educating the staff of the ACT Renal Network. The position is based at the Canberra Hospital in the ACT and reports to the appropriate Clinical Nurse Consultant

Eligibility/Other Requirements:

Mandatory:

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

Current drivers licence.

Desirable:

Post graduate studies relevant to the speciality field.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Contact Officer: Bonny Chen (02) 5124 3362 bonny.chen@act.gov.au

Medical Services

Pathology Services

Haematology

Senior Scientist Analysers, Haematology

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 30481)

Gazetted: 06 February 2020

Closing Date: 18 February 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the Work Area and Position

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24/7, 365 days per year.

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities.

The Haematology analyser section of the department provides vital, accurate and timely results with scientific staff working in a team operating equipment, performing a variety of practical tasks, validating results and reviewing blood films.

Under broad direction, you will play a key role in providing day to day supervision, instrument trouble shooting and KPI monitoring, quality control monitoring, maintaining manuals and training programs for staff in the Haematology area of the laboratories at Canberra and Calvary Hospitals.

Eligibility/Other Requirements:

Mandatory:

A Science Degree or equivalent relevant qualification

Desirable:

A relevant post Graduate or professional qualification would be an advantage.

Experience of three to five years in Haematology would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This is a temporary position available for six months, possibility of permanency. Rotation through other sections of the laboratory and participation in shift work (e.g. evening, night and weekend shifts) and participation in the on-call roster as directed.

Contact Officer: Kerrie Andriolo (02) 5124 2835 kerrie.andriolo@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Cancer Allied Health

Social Worker

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 23677)

Gazetted: 06 February 2020

Closing Date: 20 February 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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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.

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 community-based Cancer Counselling Service includes Social Workers who provide a wide range of services and support, including:

Individual counselling

Therapeutic and skills training groups

Information and referral to other community services.

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

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Social Work,

Membership or eligibility for membership of the Australian Association of Social Workers,

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

A minimum of three years (desirable five years) experience post qualification in Social Work

Desirable:

Current driver's license

Previous hospital or health experience.

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).
Contact Officer: David Larkin (02) 5214 8540 david.larkin@act.gov.au

Clinical Services

Medicine

Medical

Junior Clinical Neurophysiology Scientist

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 30781)

Gazetted: 06 February 2020

Closing Date: 21 February 2020

Details: Our Vision: creating exceptional health care together

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

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

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

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

Overview of the Work Area and Position

The Neurology Department sits within the Division of Medicine and is responsible for providing a Neurology Service to the ACT and surrounding region, including Clinical Neurophysiology Testing. Tests provided by this service are Electroencephalograms, Nerve Conduction Studies, Electromyography, Visual Evoked Potentials, Auditory Evoked Potentials and Somatosensory Evoked Potentials. Electroencephalography is provided across all ages, while the remaining tests are limited to 16 years and older.

Under broad direction, you will provide Clinical Neurophysiology testing appropriate to the level. You will participate in teaching, research, quality assurance and other activities. The successful applicant will need to be able to work between the hours of 7am-7pm.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications or equivalent in Clinical Neurophysiology, Practical Competence in relevant Clinical Neurophysiological testing.

Eligibility for Accredited membership of the Association of Clinical Neurophysiological Technologists of Australia.

Hold a current driver's licence.

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

Minimum 12 months experience in adult and paediatric clinical neurophysiology testing.

Desirable:

Certificate IV Workplace Trainer and Assessor or equivalent or working towards attaining this qualification.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Contact Officer: Angela Borbelj (02) 5124 4577 angela.borbelj@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health

Clinical Manager

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 22203)

Gazetted: 06 February 2020

Closing Date: 19 February 2020

About us:

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

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

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

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

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

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

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

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

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

Overview of the work area and position:

The allied health position is based in the Belconnen Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsivity 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 role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. There may be some driving involved in this role.

This work will primarily be based in the City Community Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres.

The successful applicant will 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 and Senior Clinician, who are both based on site in the health centre. The position is also 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:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Psychology:

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

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

For Social Work:

Degree in Social Work.

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

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

HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Current Passenger Vehicles driver's licence.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Contact Officer: Graham Twycross (02) 5124 1516 graham.twycross@act.gov.au

Medical Services

Pathology

Anatomical Pathology

Cytology Trainee

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 46635)

Gazetted: 06 February 2020

Closing Date: 20 February 2020

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

Overview of the work area and position

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

The Cytology department processes Gynaecological and non-Gynaecological specimens including fine needle aspirations. We are seeking a trainee cytology medical scientist to work full time in our cytology department at ACT pathology. The main focus of this position would be in the processing of cytology samples for cytology reporting, screening of cases and preparation for the Cytotechnology (CT) Australian Society of Cytology ASC exams.

Eligibility/Other Requirements:

Mandatory:

Hold a degree in Medical Laboratory Science or a Science degree with subjects relevant to the field of pathology or an overseas qualification which has been assessed by AIMS as being equivalent and have a major in cytology.

Study and prepare for the Australian Examination in Cytology – CT (ASC).

Desirable:

Previous experience in cytology is not essential and this role would suit a new graduate who majored in cytology with 12 months laboratory experience.

Have demonstrated ability to work in an efficient, professional manner, both independently and co-operatively with others

Have strong commitment to customer service, have a focus on detail and quality and have the ability to work independently and in a team environment.

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 permanent full-time position. There may be a requirement to work out of hours. There will be a requirement to participate in the laboratory roster, hours of work are between 7:30am and 5:30pm.

Contact Officer: Geetha Warriar (02) 5124 2876 geetha.warrior@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Clinical Manager

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 41197)

Gazetted: 06 February 2020

Closing Date: 13 February 2020

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

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

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

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

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

- Rehabilitation and Speciality Services
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

Overview of the work area and position:

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness who experience barriers to accessing office-based services. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

The role will also require the team member to undertake weekend work, professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia.

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

Must hold a current driver's licence.

For Psychology:

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

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

Must hold a current driver's licence.

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*

Must hold a current driver's licence.

Highly desirable for all disciplines:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with Canberra Health Service occupational screening requirements related to immunisation

Note:

The successful candidate will be required to be available for weekend work on a regular rostered basis. Be available to work within all program areas of CAMHS as service needs arise. An order of merit may be established to fill future temporary and permanent vacancies at level, which may arise over the next 12 months.

*Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

Contact Officer: Melina Tsembis (02) 5124 1407 melina.tsembis@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Allied Health Assistant

Allied Health Assistant 3 \$65,380 - \$68,590 (up to \$72,560 depending on qualification level), Canberra (PN: 37813, several)

Gazetted: 06 February 2020

Closing Date: 13 February 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.

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

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

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

Overview of the work area and position:

The Adult Community Mental Health Service (ACMHS) provides comprehensive clinical care for people with mental illness and functional impairment and/or risks or complex needs. ACMHS provides intake, assessment, planning, treatment, review and transition care under the principles defined in the ACMHS Model of Care including recovery and person-centred best practice in a community setting.

As an Allied Health Assistant, you will be an integral member of the team. In working collaboratively, you may:

Facilitate peer-led groups based on a self-development program that focuses on individual strengths and values in aspiring towards personal goals and self-directed change;

Assist new consumers in their entry into the service and provide individual support to people focusing on their strengths to achieve identified goals;

Undertake assertive outreach to assist people with complex needs.

Operational supervision and support will be provided by the Manager of the service as well as by the multidisciplinary team of allied health and nursing professionals. Professional supervision will be provided by a Senior Peer Worker. Professional development opportunities in Peer Work will be made available to the successful applicant.

Eligibility/Other Requirements:

Mandatory:

Direct personal lived experience of mental health issues, with:

A positive experience of recovery; and

A strategic ability and willingness to disclose personal experience of recovery in order to influence others positively.

Minimum of a Certificate IV (ideally in Mental Health Peer Work, or in a community sector or health related field).

Desirable

Experience, paid or voluntary, working in a mental health/drug and alcohol or related setting.

A current driver's licence.

A personal lived experience of a psychotic disorder or bipolar disorder.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with Canberra Health Service credentialing requirements for allied health staff.

Note:

These are full-time positions however part-time hours will be considered. There are two Allied Health Assistant positions available at present, one in Gungahlin and the other one in Belconnen Mental Health Team.

Contact Officer: Deepthy Palamadathu (02) 5124 1180 deepthy.palamadathu@act.gov.au

Clinical Services

Medicine

Medical

Sexual Health Reception

Administrative Services Officer Class 2 \$56,689 - \$62,598, Canberra (PN: 24873)

Gazetted: 06 February 2020

Closing Date: 10 February 2020

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

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

Overview of the work area and position:

The Canberra Sexual Health Centre (CSHC) is a free service and Canberra's leading clinic for the testing and treatment of sexually transmissible infections. As a specialist clinic, it provides confidential and high quality professional and non-judgemental care, giving the community access to the latest information, advice and treatments.

Under general direction this position provides administrative support to the CSHC and staff, including development and documentation of processes, forms and databases and processing paperwork for enrolled patients, record keeping and booking patient appointments.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Andrew Barrow (02) 5124 2063 andrew.j.barrow@act.gov.au

Clinical Services

Women, Youth and Children

Women, Youth and Children Community Health Program

Community Paediatrics Administration Officer

Administrative Services Officer Class 2/3 \$56,689 - \$69,125, Canberra (PN: 27807)

Gazetted: 06 February 2020

Closing Date: 12 February 2020

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

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

This position provides administrative support to the Community Paediatrics and Child Health services team by providing a range of administrative duties including file preparation, data entry, fleet management, telephone enquiries and appointment booking and scheduling. You will also be required to provide reception support as well as secretariat support to various committees. The position is based at the Child Development Services, Holder.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management support and advice to managers across Canberra Health Services on all matters relating to recruitment, establishments and performance planning.

Eligibility/Other Requirements:

Desirable:

Previous experience using ACT Patient Administration System (ACTPAS) booking system.

Current drivers' licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Friendly, warm, caring and empathetic.

Strong organisational skills with a strong work ethic.

Good communication and interpersonal skills.

Able to work and collaborate with others in a team.

Note: This is a part-time permanent position available at 29.24 hours per week and the full-time salary noted above will be paid pro-rata.

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

People and Culture

Work Health and Safety

Assistant Director Occupational Violence Strategy Senior Project Officer

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: P41952)

Gazetted: 06 February 2020

Closing Date: 20 February 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 People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment.

The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Overview of the work area and position:

The Work Health Safety Unit provides strategic leadership, advice and effective coordination and implementation of work health safety (WHS) management strategies, frameworks and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist Canberra Health Services to become a safe and accountable healthcare environment.

Canberra Health Services staff, people who use our services and visitors have the right to feel safe and be safe in Canberra Health Services workplaces.

The purpose of this role is to implement the CHS Occupational Violence Strategy to support the prevention and management of occupational violence that occurs in a variety of work settings across Canberra Health Services.

Eligibility/Other Requirements:

Mandatory:

Must hold a current driver's licence.

Highly Desirable:

Formal qualifications in WHS or Healthcare and/or substantial experience in a large and complex organisation will be highly regarded.

Experience in the use of project management strategies to deliver on objectives.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

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

Contact Officer: Daniel Guthrie (02) 5124 9544 daniel.guthrie@act.gov.au

Medical Services

Pathology Services

Haematology

Chief Scientist/Laboratory Manager

Health Professional Level 5 \$126,577 - \$142,494, Canberra (PN: 40059)

Gazetted: 06 February 2020

Closing Date: 18 February 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

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

The Laboratory Manager role is to support and work collaboratively with the Pathology Executive Director, Department Directors, the Director of Operations and the Principal Scientist, to ensure the effective and efficient delivery of services.

Under broad direction of the Executive, you will be responsible for the strategic and operational management of the Haematology department providing leadership and governance, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Medical Laboratory Science or similar.

Highly desirable:

Tertiary qualifications (or equivalent) in Business, Public Sector or Human Resource Management.

Minimum of ten years' experience working and/or managing a pathology diagnostic laboratory.

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

Note:

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

Contact Officer: Kerrie Andriolo (02) 5124 2835 kerrie.andriolo@act.gov.au

Medical Services

Pathology Services

Haematology

Supervising Scientist Transfusion/Haematology

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 26299)

Gazetted: 06 February 2020

Closing Date: 19 February 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

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities.

Under broad direction from the Laboratory Manager / Chief Scientist, you will provide a key role in the day to day management of the Haematology/Transfusion laboratory. This will include training and development of staff, management of resources, evaluation and implementation of new diagnostic platforms, overseeing NATA RCPA technical requirements, supervision of the branch laboratory and other duties as directed.

Eligibility/Other Requirements:

Mandatory:

A degree in Medical Laboratory Science or equivalent.

Desirable:

Minimum of 10 years' experience working in a diagnostic Haematology Laboratory with high level knowledge and understanding of Transfusion services.

Relevant Post Graduate qualifications.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for six months with the possibility of extension. The position being recruited to will involve continuous shift-work; i.e. the hours of work are regularly rotated in accordance with a shift roster covering a 24 hour per day operation over a 7 day week. The successful applicant must be able to work as the sole practitioner on rostered shifts including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.

Contact Officer: Kerrie Andriolo (02) 5124 2034 kerrie.andriolo@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

Corporate Support Officer

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 29536)

Gazetted: 05 February 2020

Closing Date: 19 February 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!

Project Development and Support will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division will be responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

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

The Corporate Support Officer, reports to the Senior Director, Corporate Support and has a strong customer focus. This role is responsible for various administrative activities (including asset management, accommodation, facilities and fleet) on behalf of Major Projects Canberra.

Eligibility/Other Requirements: Driver's licence is essential.

Note: This position is available from March 2020 for 6 months, with possibility of extension up to 12 months. This role will initially be based in Belconnen but will then move to Woden from April/May 2020. 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 Button now.

Contact Officer: Kylie Bailey (02) 6205 4570 kylie.bailey@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Cabinet Liaison Officer

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 10047)

Gazetted: 30 January 2020

Closing Date: 13 February 2020

Details: Major Projects Canberra (MPC) is seeking applications from highly motivated, self-starting, organised people to fill the role of Cabinet Liaison Officer. If you enjoy the challenge of working in a fast-paced area, this position could be for you.

The role is part of the Ministerial and Government Business team, responsible for Ministerial, Cabinet, Assembly, and Project Board secretariat services for Major Projects Canberra.

The Cabinet Liaison Officer will have previous experience with Cabinet processes and possess strong time management, liaison and written skills. General duties include, but are not limited to:

Coordination, preparation and review of sensitive Cabinet and Assembly documentation;

Preparation of ministerial Cabinet briefs;

Provide advice in accordance with the Cabinet Handbook.

Eligibility/Other Requirements:

Mandatory:

Experience with Assembly, Cabinet and Ministerial processes.

Experience in managing sensitive and classified information in accordance with Cabinet protocols and the Protective Security Policy Framework (PSPF).

This position is a Designated Security Assessed Position and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Desirable:

A good working knowledge of Objective and/or SharePoint would be an advantage.

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: 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: Vilma Bell (02) 6205 7812 vilma.bell@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Level 1 \$75,442 - \$100,661

Md Hasan Furhad 858-49395, Section 68(1), 21 January 2020

Teacher Level 1 \$75,442 - \$100,661

Belinda MacDonnell 848-82580, Section 68(1), 4 February 2020

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

Katie Shaw 848-66572, Section 68(1), 6 February 2020

Professional Officer Class 2 \$85,394 - \$97,732

Elizabeth Williams 853-83150, Section 68(1), 1 February 2020

Chief Minister, Treasury and Economic Development

Graduate Administrative Assistant \$70,359 - \$72,515

Carys Atkinson 863-42465, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Bushra Azwer 863-44268, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Sam Brooks 863-42414, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Chieh-An Chen 858-71808, Section 68(1), 3 February 2020

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

Mark Da Silva 863-46351, Section 68(1), 3 February 2020

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

Glen Harding 863-12645, Section 68(1), 23 January 2020

Technical Officer Level 4 \$85,394 - \$97,732

Timothy Howard 863-44313, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Rahul Kadam 863-40953, Section 68(1), 3 February 2020

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

Faheem Khan 858-68692, Section 68(1), 1 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Nicholas Lee 863-42625, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Eben Leifer 863-42369, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Shiguang Li 863-42684, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Qiong Liu 863-42676, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Zi Cheng Loo 863-42721, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Paul Manley 863-42668, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Akila Narayanan 863-42430, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Laura Rayner Smith 863-42377, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Dilini Dilukshika Witharanage Rodrigo 863-42529, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Daehyeon Seo 863-42481, Section 68(1), 3 February 2020

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

Zhongzhen Zhang 863-45949, Section 68(1), 3 February 2020

Community Services

Graduate Administrative Assistant \$71,309 - \$73,494

Daniel Acton 863-42502, Section 68(1), 3 February 2020

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

Rosemary Amos 863-44145, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Lauren Caskie 863-44276, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Amy Coulson 863-42334, Section 68(1), 3 February 2020

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

Andrea Flores Reategui 863-45893, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Natasha Gilford 863-42617, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Ariana Grafton 863-42449, Section 68(1), 3 February 2020

Education

School Assistant 3 \$54,617 - \$58,781

Raed Abd Elrahman 858-24542, Section 68(1), 27 January 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Crystal Bevan 863-42350, Section 68(1), 3 February 2020

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

Andrea Diaz Atehortua 858-31443, Section 68(1), 31 January 2020

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

Robert Foote 858-31347, Section 68(1), 31 January 2020

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

Joseph Forjanic 858-31400, Section 68(1), 31 January 2020

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

Brent Haley 858-31398, Section 68(1), 31 January 2020

School Assistant 4 \$65,487 - \$70,910

Monica Harland 863-45199, Section 68(1), 28 January 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Aedon Koning 863-42326, Section 68(1), 3 February 2020

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

Matthew Lanyon 862-78379, Section 68(1), 3 February 2020

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

Tamara Muir 858-21907, Section 68(1), 5 February 2020

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

Penelope Price 853-60098, Section 68(1), 31 January 2020

School Assistant 2 \$48,205 - \$53,228

Sharon Sokolovic 843-42197, Section 68(1), 27 January 2020

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

Craig Tooby 799-35596, Section 68(1), 3 February 2020

School Assistant 2 \$48,205 - \$53,228

Daniel Venables 863-45877, Section 68(1), 29 January 2020

Infrastructure Officer 3 \$107,723 - \$118,250

Phillip Pratt 821-13526, Section 68(1), 29 January 2020

Environment, Planning and Sustainable Development

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

Diego Bastos 848-83284, Section 68(1), 2 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Kathleen Bolger 863-42561, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Libby Chilvers 863-42596, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Martyn Ellis 863-42385, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Marlin Hanna 858-51751, Section 68(1), 3 February 2020

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

Laura Jack 858-71904, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Karen Khoo 863-42553, Section 68(1), 3 February 2020

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

Adrian Salinas Valdez 863-46749, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Nicole Sanhueza Smith 863-42641, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Madeline Short 863-40937, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Isabel Vaughan 863-42537, Section 68(1), 3 February 2020

Senior Officer Grade A \$147,006

Christopher Glennon: 863-47266, Section 68(1), 6 February 2020

Health

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

Jamie Tran, 863-75080 Section 68(1), 6 February 2020

Justice and Community Safety

Graduate Administrative Assistant \$71,309 - \$73,494

Natasha-Eloise Andrade 863-46722, Section 68(1), 3 February 2020

Paralegal Grade 3 \$73,494 - \$77,212

Thomas Wilkie-Black 853-64689, Section 68(1), 30 January 2020

FB1 (FF 4th Class in Training) \$69,301

Steven Brown 863-45447, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Jack Bunyan 863-45201, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

David Corbett 863-45455, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Clark D'Arcy 863-45471, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Matthew Dewaard 863-45228, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Stephen Duff 863-47143, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Timothy Eade 863-45244, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Jordan Flanagan 863-45236, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Raymund Flynn 863-45252, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Martin Geng 863-45260, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Jason Gerebtzoff 863-45287, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Brian Grening 863-45295, Section 68(1), 3 February 2020

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

Ashleigh Marian 863-45658, Section 68(1), 30 January 2020

FB1 (FF 4th Class in Training) \$69,301

Shane Rennie 863-45308, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Martin Rowe 863-45324, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Michael Sabol 863-45332, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Nicola Sheville 863-42406, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

Jason Swain 863-45340, Section 68(1), 3 February 2020

FB1 (FF 4th Class in Training) \$69,301

David Taylor 863-45359, Section 68(1), 3 February 2020

Transport Canberra and City Services

Graduate Administrative Assistant \$70,359 - \$72,515

James Abbott 863-40929, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Tammy Amirian 863-44575, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Cheuk Leung Cheung 863-42473, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Kencho Choden 863-42588, Section 68(1), 3 February 2020

Infrastructure Officer 2 \$85,498 - \$98,365

Adam Wilson 863-45973, Section 68(1), 5 February 2020

Canberra Health Services

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

Sharelle Anderson 862-08717, Section 68(1), 30 January 2020

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

Kelsey Aquilina 863-47282, Section 68(1), 10 February 2020

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

Berida Blayney 863-44866, Section 68(1), 10 February 2020

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

Joelle Britt 863-47303, Section 68(1), 10 February 2020

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

Karen Cantos 863-47653, Section 68(1), 10 February 2020

Health Service Officer Level 3 \$51,761 - \$53,444

Tashi Choden 847-04151, Section 68(1), 3 February 2020

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

Amanda Dwyer 863-41120, Section 68(1), 10 February 2020

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

Charlotte Eagling 845-03608, Section 68(1), 18 February 2020

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

Lorina Fernandes-D'Arcy 861-32660, Section 68(1), 18 February 2020

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

Emma McLean 861-31799, Section 68(1), 31 January 2020

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

Alexandra McPherson 853-79629, Section 68(1), 3 February 2020

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

Cassidy-Rae O'Connell 862-10294, Section 68(1), 31 January 2020

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

Apenisa Qalova 845-02947, Section 68(1), 29 January 2020

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

Kathleen Rutherford 857-45158, Section 68(1), 28 January 2020

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

Alexandra Rybinski 857-44438, Section 68(1), 3 February 2020

Technical Officer Level 1 \$58,539 - \$61,374

Reema Salhotra 863-46458, Section 68(1), 4 February 2020

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

Sudheer Sasi Kumaran Nair 857-45190, Section 68(1), 29 January 2020

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

Callum Smith 862-63345, Section 68(1), 1 February 2020

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

Yingying Song 856-73393, Section 68(1), 10 February 2020

Radiation Therapist Level 2 \$68,885 - \$95,209

Mandy Tran 863-47637, Section 68(1), 3 February 2020

Pharmacist Level 1 \$70,347 - \$81,211

Laura Triggs 861-30753, Section 68(1), 7 February 2020

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

Mary Woodcock 861-32791, Section 68(1), 18 February 2020

ACT Health

Graduate Administrative Assistant \$70,359 - \$72,515

Nicholas Murray 863-42393, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Zane Rogalewicz 863-40961, Section 68(1), 3 February 2020

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

Alexandra Sendall 863-45762, Section 68(1), 3 February 2020

Major Projects Canberra

Graduate Administrative Assistant \$70,359 - \$72,515

Anthony Gattas 863-40910, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$70,359 - \$72,515

Carrell Hambrick 863-42457, Section 68(1), 3 February 2020

Graduate Administrative Assistant \$71,309 - \$73,494

Shunqi Sun 863-42692, Section 68(1), 3 February 2020

TRANSFERS

Chief Minister, Treasury and Economic Development

Emily Springett: 821-18271

From: Senior Officer Grade A \$147,006

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$147,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 38058) (Gazetted 27 November 2019)

Education

George Palavestra: 027-65488

From: School Leader A 3 \$188,645

Education

To: School Leader A 3 \$188,645

Education, Canberra (PN. 24917) (Gazetted 11 July 2019)

Canberra Health Services

Kelsey Brown: 857-44868

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 17612) (Gazetted 28 November 2019)

Crystalanne Seedsman: 844-33443

From: Allied Health Assistant 2 (Qualified) 59,601

Canberra Health Services

To: Allied Health Assistant 2 (Qualified) \$53,533 - \$59,601 (up to \$61,374 depending on qualification level)

Canberra Health Services, Canberra (PN. 37150) (Gazetted 2 January 2020)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Access Canberra

Customer Coordination

Contact Centre

Lydia Bartulovich: 858-59198

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31280) (Gazetted 13 November 2019)

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

Access Canberra

Customer Coordination

David Reed: 799-97148

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$85,394 - \$97,732
Chief Minister, Treasury and Economic Development, Canberra (PN. 55725) (Gazetted 3 February 2020)

Commercial Services and Infrastructure

ACT Property Group

Integrated Facilities Management

Robert Schaidreiter: 314-41757

From: Infrastructure Officer 3 \$107,723 - \$118,250

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 4 \$127,670 - \$145,050

Chief Minister, Treasury and Economic Development, Canberra (PN. 45634) (Gazetted 5 November 2019)

Corporate

People and Capability

Organisational Development

Andrea Skarszewski: 848-75671

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36257) (Gazetted 12 December 2019)

Community Services

Child, Youth and Families

Child and Youth Protection Services

Legal Services

Richard Butterworth: 846-98468

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

Community Services

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

Community Services, Canberra (PN. 07817) (Gazetted 3 October 2019)

Education

School Performance and Improvement

South and Weston Network

Arawang Primary School

Benjamin Davies: 779-28982

From: \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. P04013) (Gazetted 18 November 2019)

School Operations

South and Weston Network

Arawang Primary School

Michelle Maier: 744-94701

From: \$122,856

Education

To: †School Leader B \$143,046

Education, Canberra (PN. P39296) (Gazetted 18 November 2019)

Service Design and Delivery

Student Engagement

Occupational Violence and Complex Case Management

Bernadette Safe: 853-55213

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

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

Education, Canberra (PN. 42270) (Gazetted 24 December 2019)

Environment, Planning and Sustainable Development

Environment

Stacey Coghill: 820-76198

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

Canberra Health Services

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

Environment, Planning and Sustainable Development, Canberra (PN. P31441) (Gazetted 4 November 2019)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Elise Brazel: 846-95208

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety, Canberra (PN. 11326) (Gazetted 4 November 2019)

ACT Corrective Services

Custodial Operations

Craig Campbell: 799-89420

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety, Canberra (PN. 11330) (Gazetted 4 November 2019)

ACT Corrective Services

Custodial Operations

Scott Campbell: 817-52043

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety, Canberra (PN. 13706) (Gazetted 4 November 2019)

ACT Corrective Services

Custodial Operations

Craig Goggin: 836-06170

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety, Canberra (PN. 13708) (Gazetted 4 November 2019)

ACT Corrective Services

Custodial Operations

Louise Heaton: 820-81819

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 2 \$75,888 - \$81,291
Justice and Community Safety, Canberra (PN. 13709) (Gazetted 4 November 2019)

ACT Corrective Services

Custodial Operations

Jonathon McGregor: 827-26023

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety, Canberra (PN. 13718) (Gazetted 4 November 2019)

Emergency Services

ACT Fire and Rescue

Operational Support

Matthew Shonk: 748-35756

From: FB7 (Commander) \$121,534

Justice and Community Safety

To: †FB8 (Superintendent) \$140,613

Justice and Community Safety, Canberra (PN. 49047)

ACT Corrective Services

Custodial Operations

Aaron Sterck: 844-76048

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety, Canberra (PN. 13719) (Gazetted 4 November 2019)

ACT Corrective Services

Custodial Operations

James Stuart: 846-84744

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety, Canberra (PN. 35363) (Gazetted 4 November 2019)

ACT Corrective Services

Custodial Operations

Timothy Turner: 835-87723

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety, Canberra (PN. 35365) (Gazetted 4 November 2019)

ACT Corrective Services

Custodial Operations

Craig Younie: 799-97797

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety, Canberra (PN. 35368) (Gazetted 4 November 2019)

Transport Canberra and City Services

Transport Canberra

Transport Executive

Salote Fangupo: 847-04311

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

Community Services

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

Transport Canberra and City Services, Canberra (PN. 32551) (Gazetted 19 December 2019)

Alannah Gibbon: 858-64499

From: Graduate Administrative Assistant \$71,309 - \$73,494

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 45763)

This promotion to a non-advertised position has been made under Section C6.3 (e) of the Administrative and Related Classifications Enterprise Agreement 2018-2021

Transport Canberra

Transport Canberra Operations

Contracts and Assets

Matthew Halls: 787-17634

From: General Service Officer Level 9 \$73,974 - \$83,600

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. FEM001) (Gazetted 11 November 2019)

City Services

City Presentation

Urban Treescapes

Samantha Ning: 786-60084

From: Technical Officer Level 3 \$73,974 - \$83,600

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 15333) (Gazetted 15 November 2019)

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

Canberra Health Services

Chief Operating Officer Clinical Services

Jocelyn Dela Cruz: 827-50357

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 21829) (Gazetted 5 December 2019)

Chief Operating Officer Clinical Services

Koreena Dubbert: 740-99015

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. 23127) (Gazetted 19 December 2019)

Keely Howard: 861-32556

From: Health Professional Level 1 \$61,986 - \$81,211

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45837) (Gazetted 15 November 2018)

Chief Operating Officer Clinical Services

Navya James: 834-44765

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45981) (Gazetted 5 December 2019)

Chief Operating Officer Clinical Services

Brooke Jeffree: 848-84340

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 20166) (Gazetted 5 December 2019)

Chief Executive Officer

Caitlin McGill: 847-01639

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 38917) (Gazetted 19 December 2019)

Chief Operating Officer Clinical Services

Jessica Neddrie: 845-19271

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45983) (Gazetted 5 December 2019)

Chief Operating Officer Clinical Services

Stephanie O'Connor: 848-84420

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45984) (Gazetted 5 December 2019)

ACT Health

Health Services Planning and Evaluation

Commissioning and Performance

Business Intelligence Corporate

Sally-Anne Pini: 825-47973

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

ACT Health

To: †Senior Officer Grade A \$147,006

ACT Health, Canberra (PN. 43926) (Gazetted 11 November 2019)

Major Projects Canberra

Infrastructure Delivery Partners

Civil Infrastructure

Simon Pond: 799-91619

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

Justice and Community Safety

To: †Infrastructure Officer 3 \$107,723 - \$118,250

Major Projects Canberra, Canberra (PN. 40207) (Gazetted 16 October 2019)